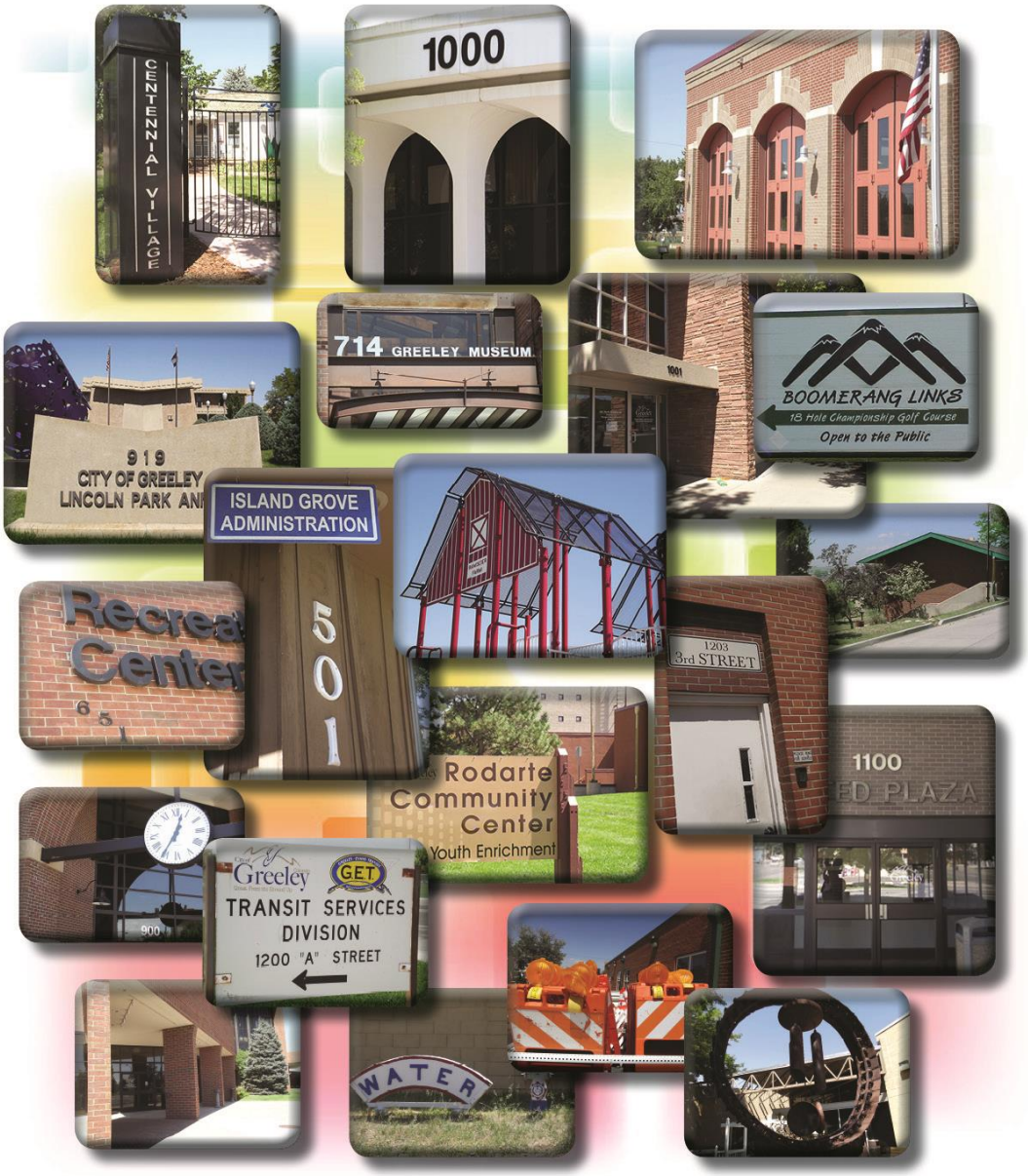
EMPLOYEE HANDBOOK

CITY OF GREELEY

COLORADO



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MISSION STATEMENT

"A City Achieving Community Excellence" - City administrators recognized the long history of municipal service in Greeley when this mission statement was adopted. This mission is achieved through the application of our Core Values:

WE ASPIre

Applied **W**isdom – We believe that our individual and collective life experiences have given us the tools to make good judgments in addressing the issues we face. We commit to be lifelong learners.

Excellence – We will perform out duties with distinction and to the best of our ability. We will strive to improve our abilities to be innovative and set a standard for others.

Accountability – We recognize the profound importance that trustworthy and dependable public servants have to the viability of a community and humbly accept the challenge. Each employee is empowered to rise above circumstances to achieve the service goals set before us.

Stewardship – We commit to the efficient and effective use of the resources we are provided. We will leave it better than we found it.

Principled Relationships – We strive to develop, strengthen and honor caring relationships in such a way to challenge ourselves and others to be their best selves. We acknowledge that positive results come from the investment of others in our lives. Nothing is ultimately created by oneself. We will practice the Golden Rule.

Integrity – We acknowledge that we must carry out our duties with authenticity, fairness, straight-forwardness and transparency in order to honor all who are entrusting us to serve them every day.

As City of Greeley employees, we each share responsibility for striving to achieve personal and organizational excellence as we implement goals and programs that will achieve City Council priorities and objectives. This handbook is provided to give guidelines to enable employees to meet these high ideals and expectations. You are a valued member of the team which delivers the services our citizens need and deserve. We welcome you to the City of Greeley!

CITY MANAGER'S MESSAGE

To All Employees:

Welcome to the City of Greeley, where our employee's concern for citizens, our dedication to providing services, and our hard work are vital to our success. I believe that the high quality of services that employees like you provide demonstrate our commitment to customer service.

We are public employees. People rely on us to treat them with respect while being responsible to promptly take care of their many needs. We're expected to observe the highest ethical standards as we perform our jobs and represent the City. When dealing with complaints, the same service is expected of us regardless of our personal opinion or our perception of the complaint.

There will be many challenges in the years to come. I believe we can be successful with input from employees like you - well-informed employees are better able to do their jobs and make suggestions. That's why you have this employee handbook. Use it as a guide to the City's policies, practices and services. Take time to learn about the benefits and programs that help enrich your work life and personal life.

As you carry out your daily responsibilities, remember the **WE ASPI**re imbedded in our Core Values: Applied **W**isdom, **E**xcellence, **A**ccountability, **S**tewardship, **P**rincipled Relationships, **I**ntegrity. Let's focus on achieving greater successes as we move forward together!

Roy Otto

City Manager

IMPORTANT – READ CAREFULLY

Neither the City's policies nor this employee handbook should be construed by any employee as an expressed or implied contract guaranteeing the rights of any employee permanently. The City reserves the right, without notice to employees, to unilaterally modify, add to, suspend, interpret or cancel any of the provisions of this employee handbook and City policies and procedures if it is in the best interests of the City and its workforce as a whole. Accordingly, unless the employee has an executed written contract with the City, employment with the City is terminable at will of either the employee or the City, at any time, without notice, cause or any specific disciplinary procedures.

ARTICLE I.

SCOPE OF THE HANDBOOK

This employee handbook is provided to explain practices, policies and benefits in effect at the time of publication and supersedes all previously published handbooks. The handbook does not constitute a contractual arrangement or agreement of any kind between the City of Greeley and its employees, including, but not limited to, duration of the employment relationship or terms and conditions of employment.

Differences may be noted between this handbook and the Greeley Municipal Code, employment contracts for certain employees, Civil Service Rules and Regulations for certain employees, and administrative rules of the City as authorized by the City Manager. In the event such differences exist, the Greeley Municipal Code, employment contract, Civil Service Rules and Regulations or administrative rules of the City shall govern respectively, unless such document specifically states that it is subordinate to this handbook. Department policies, standard operating procedures or general orders are subordinate to this handbook unless otherwise approved in writing by the City Manager. This handbook sets forth personnel rules and policies for: Persevering doggedly

- City of Greeley regular employees;
- Subject to provisions of the Greeley Municipal Charter and Code the City Manager and City Attorney serve at the discretion of the City Council. The Municipal Judge(s) is appointed by City Council and may be removed according to provisions of the Greeley Municipal Charter and Code.
- The Assistant City Managers and department directors serve at the discretion of the City Manager. The Deputy City Attorney serves at the discretion of the City Attorney. Sections of this handbook related to probationary period, performance appraisal, pay and pay for performance, counseling, discipline and appeal do not apply to employees in these positions.
- The Assistant City Attorneys and Environmental and Water Resource Attorneys serve at the discretion of the City Attorney. Sections of this handbook related to probationary period, performance appraisal, counseling, discipline and appeal do not apply to the Assistant City Attorneys and Environmental and Water Resource Attorneys.

Wherever the words “City Manager” are used, they apply to the City Manager or the City Manager’s designee. Wherever the words “department director” are used, they apply to the department director or the department director’s designee. Wherever the words “Human Resources Director” are used, they apply to the Human Resources Director or the Human Resources Director’s designee.

If there are any questions concerning any policy or benefit explained in this handbook, please contact the supervisor or any Human Resources Department representative.

ARTICLE II.

RESPONSIBILITIES

A. City Council

The City Council is the policy-making authority of the City of Greeley. The Council has the authority to set policy on pay rates and employee benefits as they find to be in the public interest.

B. City Manager

The City Manager is responsible for the effective administration of all City policies and rules and may delegate such functions as deemed necessary. The City Manager may adopt, amend or rescind administrative procedures to implement the provisions of these policies and procedures. The City Manager also has the authority to make changes, additions, or exceptions to the policies contained in this handbook. Subject to applicable charter provisions, ordinances and resolutions for regulations and policies of the City Council, the City Manager has and retains all rights to administer the affairs of the City.

C. Human Resources Director

The Human Resources Director, under the direction of the Assistant City Manager, is responsible for administering and coordinating the personnel activities of the City.

D. Department Directors, Managers and Supervisors

Department directors, managers and supervisors of the City of Greeley are responsible for the day-to-day administration of the provisions of this handbook.

A department director may make department rules and regulations, consistent with the provisions of this handbook, governing the conduct and performance of employees. The Human Resources Director may review department rules for consistency with provisions of this handbook and the City Attorney's office may review department rules for legal content. Department rules and regulations shall be distributed to affected employees, shall have the force and effect of rules of that department, and disciplinary action, as outlined in the "Counseling and Discipline" section of this handbook, may be based on violation of any such rules and regulations.

ARTICLE III.

EMPLOYEE ETHICS CODE

City of Greeley employment carries with it a special obligation of trust that imposes responsibility to conserve and protect public resources, funds and materials. City employment also requires the adherence to high moral and ethical standards in order to gain and to maintain the confidence and respect of the community.

A. Purpose

This code is intended to be a general statement of those ethical standards which shall govern the conduct of all City employees in meeting their obligation of trust to the community. City personnel policies and procedures, City purchasing procedures, City ordinances, and departmental guidelines are also in place to provide employees with additional details related to these general standards of conduct.

B. Standards of Conduct

All City employees shall adhere to the below listed standards, and in addition shall not engage in any conduct, on or off duty, which, if brought to the attention of the public, could result in justified unfavorable criticism of that employee or the City of Greeley. General standards of conduct are as follows:

1. Adherence to Laws and Directives

City employees shall not violate any federal or state laws, City ordinances, City personnel policies, or departmental directives in the performance of their official duties.

2. Obligations to Citizens

City employees shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

3. Appearance of Impropriety

Public trust and respect are often measured by appearances, and the perception by citizens of wrongdoing erodes confidence in individual employees and in City government. Therefore, employees shall at all times be sensitive to and exercise prudent restraint in avoiding even the appearance of impropriety.

4. Use of Public Property

City employees shall not use or permit the use of, for personal purposes, City owned or leased property or facilities, vehicles, equipment, materials, or City personnel or City contractors while such personnel or contractors are being compensated by the City. Use of equipment by employees to improve occupational skills may be approved by the appropriate department director.

Systems, procedures, reports, equipment and information developed by or on behalf of the City, whether by its employees or by other persons are the sole property of the City and shall not be

given or loaned to or shared with any other person, company, or organization without permission of the appropriate department director.

5. Gifts and Gratuities

City employees shall not solicit or accept anything of economic value as a gift, gratuity, or favor from any person, firm, or corporation, if it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or if the gift was intended to serve as a reward for any official action on their part. The prohibition against gifts shall not apply to:

a. an award publicly presented in recognition of public service;
b. attendance of any employee at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of City business or where official attendance by the employee as a staff representative is appropriate;
c. normal exchange of hospitality between persons doing business together;
d. token items valued at less than five (5) dollars; and
e. any gift which would have been offered or given to the individual if the individual was not a City employee.

This guideline is not intended to isolate employees from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

6. Outside Employment and Business Interests

All outside employment and business interests must be approved in writing in advance by a department director. No employee shall engage in any outside employment whether as an employee, officer, shareholder, principal, or agent:

a. that interferes with or influences the performance of the employee's duties as a City employee, or
b. appears to others that the employee is acting on behalf of the City of Greeley.

The City of Greeley encourages employees to become involved in volunteer activities. The department director should be consulted if it appears that the volunteer activity is in conflict with City employment.

No department shall contract with a former employee to perform duties of the same or similar nature to those performed by the former employee while employed with the City for 12 months following termination of employment.

7. Confidentiality

City employees shall not disclose, nor use for their economic benefit or that of any other person, confidential information which is not available to the public, acquired by reason of their employment with the City.

8. Conflict of Interest

City employees shall not be involved in a conflict of interest. A conflict of interest occurs when employees use their position to secure advantage or favor for themselves, their family, or friends; or where an employee's private interests interfere or could be perceived to interfere with the employee's duties and responsibilities as an employee of the City. An employee is deemed to have a conflict of interest if the employee:

a. influences the selection of or the conduct of business with a corporation, person or firm having business with the City if the employee or the employee's immediate family has financial interest in or with the corporation, person, or firm;
b. accepts or seeks for others any service, information, or thing of value on more favorable terms than those granted to the general public, or from any person, firm, or corporation having dealings with the City;
c. directly or indirectly possesses a substantial or controlling interest in any business entity which conducts business or contracts with the City, or in the sale of real estate, materials, supplies, or services to the City, without disclosing such interest;
d. is an employee, officer, partner, director or consultant of any corporation, person, or firm having business with the City, unless the employee has disclosed such relationship as required by City ordinance.

9. Endorsements

Employees acting in an official capacity shall not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements whether or not for compensation. They may agree to endorse the following provided they do not receive any compensation:

- books or other professional publications;
- professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; or
- products and/or services in which the City of Greeley has a direct economic interest.

10. Political Activities

Employees are encouraged to participate in the electoral process and support the political candidates and ballot measures of their choice. Employees are free to engage in political activity associated with city, county, state and federal campaigns, but need to do so on personal time, with personal resources, off of City premises and without giving the impression that their activity is being endorsed by the City. This is because it's important that the City's operations and deliberations are impartial and that efforts are made to eliminate improper influence.

Except as authorized by law, while on work time an employee may not publicly support any candidate for office or ballot measure, circulate any petitions for such office or ballot measure, distribute campaign literature or display campaign buttons, placards and so on. In addition, employees are expected to refrain from efforts to convert others to a political cause during working hours.

Employees who are principally employed in departments or in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency may not continue to be employed while running for political office in a partisan election. Employees who are not covered by the preceding sentence and who choose to run for political office must do so on their own time and the City's premises cannot be used for political campaigning unless said purposes are determined to be a public forum. If an employee wishes to be a candidate for Greeley City Council, the employee must submit a request for a leave of absence commencing on the date of the filing and ending on the day following the election. If elected to City Council, it will be deemed a resignation from the employee's current position with the City.

11. Workplace Behavior

Employees must ensure that at all times during the performance of job duties or while on City property that:

a. the employee's conduct, language and dress meet acceptable social standards;
b. the employee treats all persons with courtesy, respect and dignity;
c. the employee practices discretion when making calls of a personal nature during work hours. Only occasional and incidental personal cell phone usage is allowed; and
d. the employee does not engage in any activity which would be construed as sexual or personal harassment, including, but not limited to:
    - verbal or physical abuse or threats,
    - offensive remarks about any individual's or group's personal characteristics,
    - displaying lewd or offensive materials, and
    - unsolicited and unnecessary physical contact.

C. Clarification

It is recognized that employees will be confronted with ethical considerations not falling within clearly defined standards. In such incidents, employees should contact their immediate supervisor or their department director to resolve their concerns. If deemed necessary, the request for an opinion can be made to any City of Greeley supervisor or directly to the City Manager.

D. Reporting Violations

It shall be the duty of all City employees to take corrective action as appropriate to report observed or reported violations of this policy to their immediate supervisor or department director. If deemed necessary, the report can be made to any City of Greeley supervisor or directly to the City Manager.

E. Penalties

Any employee who fails to comply with any of the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination from employment.

ARTICLE IV.

GENERAL EMPLOYMENT POLICIES

A. Equal Employment Opportunity and Reasonable Accommodation

Equal employment opportunity has been and will continue to be a fundamental principle at the City. In accordance with local, state and federal law, the City recruits, hires, places, promotes and transfers all job applicants and employees without regard to race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other protected characteristic established by law.

The City provides reasonable accommodation to enable qualified applicants or employees to perform the essential functions of the job they are seeking or currently hold. Although the City provides reasonable accommodation, it will not make an accommodation in those situations that would impose an undue hardship on operations. Accommodation requests are coordinated by the Human Resources Department on a case-by-case basis.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall administrative responsibility for this policy, although each department director is responsible for ensuring the application of this policy in his or her department. Employees' questions or concerns will be referred to the Human Resources Director.

B. Civil Rights Complaint Procedure

In cases where a person feels they have been discriminated against or their civil rights have been violated on the basis of race, color, religion, sex, age, national origin, citizenship, disability, marital status, genetic information or any other protected characteristic established by law, City employees should contact their immediate supervisor or department director. If deemed necessary, the report can be made to any City of Greeley supervisor or directly to the City Manager. If this process proves unsatisfactory, complainant may file a complaint with the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights.

To file a civil rights complaint, go to the Office for Civil Rights web site at http://www.ojp.usdoj.gov/about/ocr/complaint.htm, download and complete the Complaint Verification Form (CVF) and the Identity Release Statement (IRS) and return both forms to the Office for Civil Rights at the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

If you believe that you have been the target of discrimination, you should file a complaint with the OCR as soon as possible. In most circumstances, you may have no longer than one year from the date of the discriminatory incident to file a complaint.

C. Harassment Prevention

All City employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with the City's respect for the rights and dignity of each employee, harassment based on race, color, religion, sex, citizenship, marital status, national origin, age, disability or any characteristic protected by law, will not be tolerated.

Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment is a form of sex discrimination and is an unlawful employment practice under Title VII of the 1964 Civil Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct may constitute sexual harassment when submission to or rejection of such conduct is used to make employment decisions (for example: hiring, firing, salary, promotion or job assignment). Sexual harassment may also occur when such conduct interferes with the employee's work performance by creating an intimidating, hostile, or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal behaviors such as sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body.

The following are examples of potential inappropriate or illegal behaviors:

- Offensive comments, jokes, or suggestions about another employees' gender or sexuality;
- Obscene or lewd sexual comments, jokes, suggestions, or innuendoes;
- Slang, names, or labels such as "honey," "sweetie," "boy" or "girl," that others find offensive;
- Talking about or calling attention to body or sexual characteristics in a manner that is negative or embarrassing to others;
- Laughing at, ignoring, or not taking seriously an employee who experiences sexual harassment;
- Continuing certain behaviors after a co-worker has objected to the behavior;
- E-mailing or otherwise sending inappropriate pictures, comments, jokes or suggestions;
- Displaying nude, sexual or suggestive pictures, including but not limited to cartoons, tattoos or calendars on or while on City property.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Harassment is verbal or physical conduct that shows aversion toward an individual or group of individuals because of race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law.

Procedures for Reporting Harassment

It is critical that a supervisor, department director or Human Resources Department representative is contacted if the employee believes that he or she has been the subject of sexual or any other form of harassment by anyone at the City or by any person who does business with the City. The employee is encouraged to identify the offensive behavior to the harasser and request that it stop. It is not necessary, however, for the employee to talk directly to the harasser or to the employee's immediate supervisor if the employee feels uncomfortable in doing so.

Isolated incidents of offensive conduct may not necessarily constitute harassment but may still be inappropriate behavior. For example, a person who tells a joke that offends someone may not be harassing that person, nonetheless, the behavior may not be acceptable in the workplace. If

an employee is ever offended by another employee's behavior, it is important that the employee bring the behavior to the attention of the employee with the offensive behavior, or a supervisor, department director or Human Resources Department representative so the behavior can be identified, evaluated and corrected.

Supervisors are responsible for assuring that no employee is subjected to conduct that constitutes sexual or any other form of harassment. When a supervisor is notified of alleged harassment, the supervisor must promptly notify Human Resources.

Any individual found to have engaged in sexual or any other form of harassment will be disciplined as appropriate, up to and including termination. Not every incident of inappropriate conduct constitutes harassment in violation of this policy or federal or state law. In addition, conduct which may violate this policy may not also violate federal or state law.

A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent possible, any complaints of harassment will be treated as confidential. An employee filing a complaint of harassment will receive a verbal or written response to the complaint.

It is the City's policy not to allow retaliation against an employee, potential employee or former employee who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of harassment or cooperating in the investigation of same won't be tolerated and will itself be subject to appropriate discipline up to and including termination.

The City will take all appropriate steps to enforce this policy.

D. Threats and Violence

The City strives to provide a workplace which is free from violence. In doing so, the City is complying with applicable state and federal laws which prohibit violence in the workplace. To enforce this policy, there are procedures to prevent workplace violence and to respond to incidents of workplace violence.

It will be a violation of this policy to threaten, intimidate, physically attack, or cause or attempt to cause property damage defined as follows:

- Threats are the expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating the threat can carry it out or whether the expression is possible, based on specific conditions or something that could occur in the future. Examples of threats include, "You better be careful when checking your mail", "I know where you park", "It all ends here" or "I don't know what I'm capable of doing".
- Intimidation includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce or induce duress.
- A physical attack is an unwanted or hostile physical contact such as hitting, fighting, punching, shoving, or throwing objects.
- Property damage is intentional damage to property and includes property owned by the City, employees, visitors or vendors.

Further violations of this policy include:

- Possession of any weapon while at work that does not comply with Colorado Revised Statute (CRS) 18-12-214. If an employee plans to carry a concealed weapon in accordance with CRS 18-12-214 while at work or within the scope of employment, the supervisor and department director should be informed of such in writing. The City retains the right to

restrict the carrying of concealed weapons into buildings or portions of buildings that are not open to the public.

- Failing to report a threat of workplace violence or an incident of workplace violence as defined in this policy.

A violation of this policy will be considered unacceptable personal conduct and will subject the employee to disciplinary action up to and including termination.

Procedures for Reporting Violence:

All supervisors and employees of the City of Greeley share in the responsibility of creating and maintaining a work environment free from all forms of threatening behavior. In order for the City to take appropriate action as soon as possible, employees will report any violations of this policy to their supervisor, department director or Human Resources Department as soon as possible but at least within 24 hours of the occurrence of the policy violation(s). The employee may report concerns verbally or in writing. However, if the report is verbal, the employee may be requested to follow-up in writing. Following a report of a policy violation, the employee will be expected to cooperate fully during the internal investigation of the policy violation.

Supervisors will initiate an investigation into reports of workplace violence, including reports of threats. The supervisor will contact the Human Resources Department for assistance in conducting the investigation. The Human Resources Department will be responsible for contacting appropriate management members, if warranted, and for advising and assisting supervisors with incidents relating to workplace violence. Supervisors may choose to remove the employee alleged to have made a threat or taken part in an act of violence from the work site during the investigation by placing the individual on leave. Such action shall be documented in writing providing the reasons for placing an employee on leave. In case of an emergency representing a threat of immediate harm, the appropriate law enforcement agency should be contacted immediately.

To the extent possible, any complaints of threats or violence will be treated as confidential. An employee filing a complaint will receive a verbal or written response to the complaint.

It is the City's policy not to allow retaliation against an employee, potential employee or former employee who, in good faith, makes a complaint or report of threats or violence, or participates in the investigation of such a complaint or report. Retaliation against any individual for reporting a claim of threats or violence or cooperating in the investigation of same won't be tolerated and will itself be subject to appropriate discipline.

E. Employment of Relatives of Employees/Nepotism

The City of Greeley's policy is to avoid real or apparent conflicts of interest, or situations which may suggest a conflict of interest that could result in situations such as actual or perceived acts of favoritism, interpersonal conflicts, or jeopardizing confidentiality. As a result, direct or indirect supervision of an employee by a relative is prohibited. Employees shall also not be allowed to retain direct or indirect supervisory responsibilities over employees when they are or have previously been involved in a consensual romantic relationship. Direct supervision means supervision by the employee's immediate supervisor or lead worker. Indirect supervision means the supervisor's authority or supervision within the same chain of command. Other situations which suggest a conflict of interest may also prevent the employment situation from occurring. Decisions in these situations will be reviewed and approved by the respective department director and the Human Resources Director. An employee may also not be in a position that checks, processes, audits, verifies or receives the work of a relative or partner in a consensual romantic relationship nor be entrusted with money received or handled by a relative or partner in a consensual romantic relationship).

In the event that two employees become related or enter into a consensual romantic relationship and one of the above situations occurs, one employee must resign or transfer to

another position consistent with this policy within 30 calendar days after the occurrence of such change in status.

For the purpose of this section of the handbook, relative is defined as spouse, civil union partner, child, parent, grandparent, grandchild, brother, sister, niece, nephew (this includes step, half, former and in-law relationships). For the purpose of this section of the handbook, relative also includes aunt, uncle, and first cousin (this does not include step, half and in-law relationships).

F. Driving Records

Almost every department has employees who drive City or personal vehicles on a regular or occasional basis as part of their job. Supervisors will ensure that only qualified, licensed employees operate City or private vehicles while on the job and that the employee carries automobile insurance as required by the State of Colorado.

If, in the opinion of the City, an employee's driving record is marginal, the affected employee's driving record will be monitored and the employee will be notified that if additional driving violations occur, disciplinary action may be taken and/or a driving restriction may be issued.

If, in the opinion of the City, an affected employee's driving record indicates a history of excessive tickets and/or accidents (such as loss of points that could result in revocation of a license or place the employee in a high risk insurance category), or if the record shows that a license has been suspended or revoked, disciplinary action up to and including termination may be taken. In some instances, the City will restrict the employee's driving privileges and a driving restriction form will be issued. Additionally, if a temporary license has been issued pending a driver's license hearing or during the time period before court proceedings are completed, the employee's driving privileges may be restricted and a driving restriction imposed. This restriction is written documentation that is provided to the employee and the employee's department indicating that the employee won't be allowed to drive a City or personal vehicle for City business.

Normally driving privileges will be reinstated if the employee has not received any moving violations for six (6) months after driver's license reinstatement or review. However, this time period may be extended based on the circumstances.

Employees who operate City equipment or operate a vehicle for City business on a frequent basis or when such operation is an essential function of the job, must immediately notify their supervisor if their driver's license has been or could be suspended, revoked or denied or if a temporary license has been issued pending a driver's license hearing.

Employees will be required to authorize the City to obtain updated driving records on a periodic basis.

G. Drug and Alcohol Testing

The purpose of drug and alcohol testing at the City of Greeley is to promote a safe workplace for all employees, provide a safe environment for citizens, and comply with federal and state regulations. Employees who engage in the use, manufacture, possession, sale or transfer of drugs which are illegal under either federal or state law or other controlled substances; who report to work within four hours after using alcohol; or who use alcohol while performing their job duties (including during lunch breaks), will be subject to disciplinary action up to and including termination.

All City employees are subject to pre-employment, reasonable suspicion, post-accident, return-to-work and follow-up testing. Employees in safety sensitive positions (as defined by the Department of Transportation), must also submit to random testing.

When practical, a breath test will be used to screen for use of alcohol and a urinalysis test will screen for the use of illegal drugs or controlled substances.

The policy on the testing procedures and obligations of the employee and supervisor are detailed in the administrative rule "Drug and Alcohol Policy for General Employees" or other administrative rules regarding drug and alcohol testing procedures and obligations of employees and supervisors.

H. Medical and Psychological Testing

At any time during employment and for reasonable cause, the City may require an employee to undergo a physical or psychological examination by a qualified designated professional to certify that he or she is able to perform the essential functions of the job. These examinations will be at the City's expense.

If the result of these examinations indicates that an employee is not capable of satisfactorily performing his or her job with or without reasonable accommodation, the employee may be demoted, transferred or terminated at the discretion of the City.

If there is a position available, an employee may be transferred, as provided by law. If, however, an employee is not chosen for an available position, he or she may be terminated. Other options may be available, such as leave and/or counseling.

I. Background Investigations for Applicants and Employees

The City conducts reference checking and background checks before placing employees into positions. Additionally, all adult job applicants offered regular positions must pass a criminal background investigation. Current employees applying for a transfer to a position working with financial, sensitive or confidential information or serving a vulnerable population such as young people under 18, senior citizens, and people with disabilities must also pass a criminal background investigation. Additionally, the City will comply with the U.S. Department of Justice Criminal Justice Information Services (CJIS) Security Policy regarding fingerprint-based record checks for employees and applicants who have unescorted access to physically secure locations or controlled areas in the Police Department. Based on the result, the applicant may not be hired or the employee may not be transferred if the City discovers unfavorable information that is relevant to the position for which the applicant or employee is being considered. All reports of criminal records belong to the City of Greeley, are treated as confidential information, and are kept in a separate secured file within the Human Resources Department.

Current employees in positions working with financial, sensitive or confidential information or serving a vulnerable population such as young people under 18, senior citizens, and people with disabilities who have been convicted of a felony or misdemeanor must advise a Human Resources Department representative of the conviction and a determination will be made regarding whether such conviction is relevant to the employee's job and what action, if any, will be taken by the City. If the City otherwise becomes aware that a current employee has been convicted of a felony or misdemeanor, a determination will be made regarding whether such conviction is relevant to the employee's job and what action, if any, will be taken by the City.

J. Workplace Searches

It is the City's goal to safeguard the life and property of employees and customers, as well as City property, and to help prevent the possession, sale, and use of weapons or illegal drugs on City premises. Employees should not bring highly personal items into the workplace because the City reserves the right to open and inspect offices, desks, lockers, file cabinets, computers, City vehicles and other work and storage spaces and to remove all items relating to City business and all personal items that are unlawful or inappropriate. The City provides offices, desks, lockers, file cabinets, computers, City vehicles and other work and storage spaces for various employees.

Although such spaces are available for employees while at work, employees should remember that all such work and storage spaces remain the sole property of the City. To the extent provided by law, inspections may be conducted at any time for reasonable cause as determined by the department director and reviewed by the Human Resources Director, with or without advance notice or consent.

Employees who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of unauthorized weapons, stolen property, illegal drugs or other inappropriate items, will be subject to disciplinary action up to and including termination.

K. Smoking

Smoking in City facilities is prohibited. Smoking is also prohibited in all City vehicles and motorized equipment. Smoking in City facilities and in City vehicles includes use of e-cigarettes and other nicotine vaporizing devices *(revised January 2015)*. Employees may not smoke within 15 feet of the front or main doorway leading into any City building or facility, pursuant to Colorado law.

L. Selecting and Appointing Employees

Applicants for all City positions will undergo an appropriate selection process. The process may consist of any or all of the following: a written test of knowledge, a skills or performance examination, an assessment of capabilities needed for the position, an oral interview, a psychological test, criminal history or other background check, a polygraph examination, an application review, reference checks, on-the-job training program, physical evaluation, medical examination, drug/alcohol test or any other appropriate selection process. All processes will be designed to determine as closely as possible the applicant's ability to perform the essential functions and duties of the job for which the applicant has applied.

The supervisor, with the approval of the department director, makes the selection decision. The goal is to select the applicant with who best fits the needs of the City in terms of knowledge, skill and talent needed for the position. The City encourages and supports promotion from within the City *(revised January 2015)*.

Employees participating in a testing process for another City position may do so during the employee's regularly scheduled work hours if testing is being conducted during these hours and alternate arrangements can't be made.

Unless it is to be a normal scheduled work day, the first day of employment or the first day in a new position will not be effective on a designated City holiday or on a weekend day.

M. Polygraph Examinations

The use of polygraph examinations, or lie detector tests, may be a condition of employment in limited circumstances. The polygraph may be used in pre-employment and/or internal investigation situations.

<u>Pre-Employment Use</u>

The use of the polygraph in pre-employment screening will be for selected Police Department positions or other City positions if the nature of the job is such that there is potential for serious financial or physical loss or harm to citizens.

<u>Internal Investigation</u>

With the written approval of the City Manager, the City may also use the polygraph in the investigation of allegations against City employees. The City will consider these investigations to be employment matters.

Once the decision to use the polygraph has been made, the following conditions will apply:

- Employees will be required to submit to a polygraph examination. An employee who refuses to submit to a polygraph examination or refuses to answer questions during the examination may be subject to discipline up to and including termination.
- Based on the facts and circumstances of any individual situation and/or investigation, the employee may be issued an appropriate legal advisement informing the employee that the answers to the questions will not be used as a basis of a criminal charge against the employee. The decision of whether or not to administer the legal advisement to an employee rests with the City Manager.
- Employees may be subject to discipline up to and including termination based on admissions obtained from the examination or the results of an investigation.
- Polygraph questions asked will relate specifically to the performance of official duties or an accounting of the employee's public trust.

N. Probationary Period

The first six (6) months of employment with the City of Greeley is considered a probationary period. During this time the supervisor will play a vital role in providing a department-specific orientation that will familiarize employees with job duties, the department and coworkers. Also during this time, the supervisor will review job performance, assess progress and determine whether employment will continue. The probationary period is extended to nine (9) months unless written notification by the supervisor is received in the Human Resources Department. Please refer to the "Pay for Performance" section of this handbook for information on eligibility for merit pay increases.

If the job changes significantly during the probationary period or for other reasons approved by the department director and reviewed by the Human Resources Director, the probationary period can be extended for up to six (6) months. Significant changes include, but are not limited to, changes in job duties or assignment to a new division or supervisor. Extensions of the probationary period must be approved by the department director and reviewed by the Human Resources Director.

During the six (6) month initial probationary period and as it may be extended, new employees can be terminated for any reason. Employees who are terminated within this initial probationary period are not entitled to the appeal process.

For sworn or certified positions in the Fire and Police Departments, in accordance with the Civil Service Rules and Regulations and Chapter 3.16 of the Code of Ordinances, all original appointments shall be probationary for a period of twelve (12) months. During the 12-month original probationary/introductory period, the employee may be laid-off or terminated for any reason at the discretion of the City. Employees who are terminated within this original probationary period are not entitled to the appeal process. If the job changes significantly during the probationary period or for other reasons approved by the Fire Chief or Police Chief and reviewed by the Human Resources Director, the probationary period for firefighters or police officers can be extended for up to six (6) months.

When an employee transfers to a new position, the employee will be placed on a six (6) month probationary period and the supervisor will conduct a six (6) month evaluation of performance. During this time the employee will be learning new job duties and the supervisor will review job performance and assess progress. If the supervisor determines that the employee is unable to perform the essential functions of the new position, the recommendation may be made to transfer the employee back to his or her previous position, to terminate employment with the City, or for another alternative appropriate to the situation such as extension of the probationary period, additional training or reduction in pay. If the former position is vacant and the recommendation is

made to transfer the employee back to the former position, the transfer must be approved by the director of that department. Transferred employees are entitled to the appeal process upon request.

O. New Employee On-Boarding

The on-boarding program is designed to help employees feel welcome, comfortable, prepared and supported in their new job. Employees will attend a general orientation with people from many departments where they will learn more about the culture, values and expectations. Employees will also receive an orientation that is specific to their division and job. These department orientations vary in length and degree of formality.

Orientations are great opportunities to listen, ask questions and get acquainted with people and the new environment. Employees are responsible for becoming aware of and following City and departmental policies.

P. Performance Appraisals & Goal Setting

During the first year of employment when employees are learning about their supervisor's expectations, feedback and communication are particularly essential.

The performance appraisal interview establishes a time when the employee and supervisor can meet to discuss performance, work goals and personal development goals. The appraisal is intended to help the employee identify strengths as well as learn what skills need improving. A primary goal of appraisals is to encourage communication between the employee and supervisor.

An employee's performance will be reviewed formally at the end of the first six (6) months of employment. Thereafter, a formal performance appraisal will normally be conducted at least every 12 months. The department director may delay completion of a performance appraisal for reasons such as pending disciplinary review or if the employee hasn't been performing his or her normal job duties due to a leave of absence or participation in the Alternate Work Program. Leaves of absence or work assignments approved under the Family and Medical Leave policy will not delay the effective date of pay increases for which an employee is eligible; however, pay increases based on performance may be retroactive following completion of a performance appraisal and calculation of a performance rating. Please see the "Family and Medical Leave" section of this handbook under "Time Off Benefits" for additional information.

Please refer to the "Pay for Performance" and "Pay Upon Transfers" sections of this handbook under **Work and Pay** for additional information on the performance appraisal system.

Q. Transfers to Other City Positions

The City strives to fill vacancies from within the organization whenever qualified employees are available and in accordance with the continuing responsibility as an equal opportunity employer. To apply for a vacant position, employees should follow application instructions and forward to Human Resources to be considered with other applicants.

Transfers include selection for a position in a higher pay range (promotion), movement to a position in the same pay range (lateral transfer), and voluntary movement to a position in a lower pay range (voluntary demotion). Transfers can be in the same or a different department and are movement from a current position to a vacant position and generally do not include reorganizations or reclassifications.

When considering an employee for transfer, some of the things taken into consideration include job performance, work history and all job-related skills, abilities, qualifications and talents

needed to perform the desired job. Please see the "Pay Upon Transfer" section of this handbook for additional information.

If an employee transfers, the employee will need to give a two-week written notice to his or her supervisor regarding the transfer. The employee can begin to work a normal schedule in the new position at the end of the two-week period unless notice is waived by the former department director or another arrangement is agreed upon by the two department directors.

R. Resignations and Retirements

If an employee resigns from the City, it is requested that a minimum of two weeks' notice is given so that the City has time to start the replacement process. The City reserves the right to release an employee prior to the resignation date provided by the employee. If resigning due to personal, spouse, civil union partner, or child's health, an employee should inform the City of the situation in writing so that the City has the opportunity to make a determination regarding the possibility of an accommodation.

Resignation effective dates are the last day an employee actually works and can't be extended by any accrued leave without the prior written approval of the department director and review by the Human Resources Director. Resignation effective dates can't be on a holiday or weekend unless it is a normally scheduled work day.

If an employee resigns from the City, he or she should check with the Human Resources Department regarding when benefits will end. Employees who resign are paid for eligible accrued leave and for all time worked. Please see the "Vacation," "Paid Time Off", "Sick Leave," and "Holiday" sections under **Benefits** in this handbook for more information. Check with the Human Resources Department for details.

An employee between the ages of 55 and 65 with 10 or more continuous years of service as a regular employee is eligible to retire and take advantage of the following:

- Continue the City's health and dental insurance plans to age 65. Enrollment in the health and dental plans is required at the time of retirement and the employee will be responsible for paying the full cost of the benefits.
- If hired prior to January 1, 1981 and there has been no break in service and the employee is under the age of 70, an employee will have the option of continuing a personal life insurance policy for $5,000 and $1,000 on his or her spouse or civil union partner.

Whether resigning or retiring, a Human Resources Department staff member will generally contact employees and arrange for a voluntary exit interview, which is an opportunity to express opinions about experiences at the City. Exit interviews also, over time, provide feedback to supervisors who may choose to make changes that improve the quality of work life for employees who remain in the department.

Details about continuation of benefits upon retirement are available from the Human Resources Department.

S. Rehire

Former employees are eligible to apply for City positions following the process available to other applicants and, if hired, will be treated as a newly hired probationary employee. The selection process may be waived by the department director for employees returning to the position vacated if return to City employment occurs within six (6) months of the termination date and the position has not been filled. Employees who have been employed by the City previously in a regular position will be eligible to have prior service credited toward total length of service for benefits as follows:

- If the employee's absence was for a period of less than three (3) months, no break in service will be reflected as it pertains to leave accruals or pension vesting; however leave will not accrue for the period of absence. If the employee returns to his or her former position, the six (6) month probationary period is waived. If the employee returns to the City in a different position, the employee will be subject to the normal six (6) month probationary period or as it may be extended.
- If the employee's absence was for a period greater than three (3) months but less than five (5) years, previous service in a regular position will be credited after the employee has completed the probationary period.
- If the employee's absence was five (5) or more years, previous service will be credited after the employee has completed the probationary period, only if the length of time the employee was originally employed in a regular position is greater than the length of the employee's absence.

T. Layoffs and Reductions-in-Force

The City, at its discretion, will determine whether layoffs and reductions-in-force are necessary as a result of lack of work, lack of funds, reorganization, curtailment of operations or programs or other circumstances in the City's best interests. The City Manager, in collaboration with the department director(s), will determine the size and scope of the layoffs and reductions-in-force. Work hours may be adjusted in lieu of or in addition to layoffs.

If it is determined that layoffs are necessary, employees will be laid off by department within each affected classification by layoff unit in the following order:

1. employees who haven't successfully completed the initial probationary period
2. regular employees whose performance reviews document poor or inadequate performance
3. regular employees with the least time in service in that classification by department

Within each category above, length of continuous service in the respective classification will prevail if performance, experience, skill, ability, and qualifications of work are relatively equal. For purposes of this handbook, classification means positions which are similar in nature, have approximately the same level of difficulty and responsibility, require comparable skills, knowledge and abilities, and which are in the same pay range.

When possible, employees will be given at least 14 calendar days' notice of layoff. Regular employees who have completed the initial probationary period and are laid off shall be placed on a recall list for a period of one year. After one year from the date of layoff, all recall rights will cease.

Recall rights apply to the following positions, if such positions become available within the one year recall period and provided the employee has the ability and qualifications to perform the essential functions of the job:

- The employee's former position – such recall shall occur in reverse order of layoff;
- A vacant position within the City in the same pay range and status (full-time, three- quarter time, part-time) – such recall shall occur in reverse order of layoff;
- A department director may request a list of employees on a recall list for consideration in filling a vacant position. To be considered for such a vacancy, the position to be filled must be in the same or lower classification as the position held by the employee at the time of layoff. Length of employment will not be a factor in the hiring decision. The department director may consider only eligible employees on the recall list or may consider such employees along with other applicants who meet the minimum qualifications to perform the essential functions of the job.

If an employee is recalled to a position other than previously occupied, the employee will have the right to refuse the recall. If an employee accepts the recall, the employee forfeits all other recall rights to any other position.

Regular employees who are eligible for recall will be given 14 calendar days' notice of recall, but the employee must notify the department director of their intent to return to work within three days of receipt of such notice of recall. It shall be the responsibility of the employee on layoff to provide the City with information on the employee's current address.

Tenure, or length of service with the City, for purpose of benefit calculation, will not accrue while an employee is on layoff status. However, upon recall to work, tenure or length of service will resume without loss of tenure gained prior to layoff. The City may require an employee to successfully complete a physical evaluation, drug/alcohol test, polygraph examination, criminal history check, other background check or psychological test upon recall to work.

Amounts of earned but unused leave may be paid out, consistent with current benefit plans to eligible employees at the time of layoff or, at their written request, held pending recall or termination 12 months later.

The City will not make contributions to the pension/employee savings plan on behalf of eligible employees while on layoff status. The election by employees to leave vested contributions in the plan while on layoff or to withdraw those funds may be made within the terms and provisions of the plan.

U. Reference Checks

All reference checks and inquiries on former City employees should be referred to Human Resources. In response to a reference check, we will not provide any information (either positive or negative) other than the information listed below unless the employee signs a waiver and release at the time of an exit interview or prior to the time a reference is given.

- verification of the former employee's dates of employment
- verification of the former employee's last job title
- verification of the former employee's final pay rate

It is generally not recommended that any manager or supervisor provide a letter of reference for a current or former City employee.

V. Involuntary Termination

During an employee's six (6) month initial probationary period, or as it may be extended, employment can be terminated for any reason in the City's sole discretion and the employee is not entitled to the appeal process.

Employees past the probationary period may be terminated for various reasons or the good of the service in the City's sole discretion. Employees past the initial probationary period may appeal a termination. If the terminated employee appeals the termination and the appeal process does not exceed 30 calendar days, and the employee is reinstated, benefits will be reinstated as if there was no disruption of service. If the appeal process exceeds 30 calendar days, through no fault of the employee, and the employee is reinstated, benefit coverage will begin the date the employee returns to full-time duty or as stipulated in the benefit plan documents. Refer to the "Appeal of Disciplinary Actions" section of this handbook for additional information.

Terminated employees will be paid for any accrued leave due and for all time worked. Please see the "Vacation," "Paid Time Off", "Sick Leave," and "Holiday" sections under **Benefits** in this handbook for more information. Most benefits will end on the last day of work unless an employee is eligible for and chooses to continue benefits coverage under the COBRA law. Details

about continuation of benefits upon termination are available from the Human Resources Department.

Further information on the counseling and discipline process is contained under the **Employee Responsibilities** section of this handbook.

ARTICLE V.

WORK AND PAY

A. Employment Status Definitions

Listed below are the employment status definitions for each type of position held by employees at the City of Greeley. If a department finds that a position needs to work beyond its employment status designation, the department must request an upgrade of the position through the budget process.

Regular Full-Time Employees

- Non-exempt employees who are scheduled to work an average of 40 hours or more per work week on a year-round basis; or
- Exempt employees who are scheduled to work 80 hours or more in a two week period on a year-round basis

Regular Three-Quarter Time Employees

- Non-exempt employees who are scheduled to work an average of 30 to 39 hours per work week on a year-round basis; or
- Exempt employees who work an average of 60 to 79 hours in a two week period on a year-round basis and will be paid on a salary basis even when hours worked per week fluctuate.

Regular Part-Time Employees

- Non-exempt employees employed in a part-time position on or before December 31, 2015 who are expected to work an average of 20 to 29 hours per work week on a year-round basis *(Revised January 2016)*; or
- Exempt employees employed in a part-time position on or before December 31, 2015 who are expected to work an average of 40 to 59 hours in a two week period on a year-round basis and will be paid on a salary basis even when hours worked per week fluctuate. *(Revised January 2016)*

Hourly/Seasonal Employees *(Revised January 2016)*

- Health Plan Eligible Employees – employees who are expected to work 30 or more hours per week for ten or less consecutive months;
- Variable Hour Employees - employees who are expected to work less than 30 hours average per week on a year-round or shorter basis;
- Seasonal Employees - employees who are expected to work 30 or more hours per work week for a season. A season is work that recurs annually at the same time each year (such as summer or winter), is seasonal in nature and lasts less than six months.

Regular employees are eligible for the full range of employee benefits upon enrollment. All other employees receive a limited package of benefits (such as workers' compensation and FICA). Please contact the Human Resources Department for benefit eligibility issues that may be affected by a change in employment status. Employment status upgrades do not change solely as the result of the number of hours or consecutive months worked but must be authorized by the City Manager through the budget process.

B. Changes in Employment Status

Regular employees who request to work a reduced work schedule on an ongoing basis may do so when approved by the department director and reviewed by the Human Resources Director. Upon approval, the employee's employment status will be changed to accurately reflect the actual scheduled work hours.

Regular employees whose scheduled work hours change and the change is expected to last for 30 consecutive days or less, will not receive a change in employment status. If the change in scheduled work hours is expected to exceed 30 consecutive days, the employment status will be changed to reflect the appropriate status if there is a budgeted and approved position available.

C. Exempt and Non-Exempt Status

In addition to each employee being placed in an employment status classification, the Human Resources Department classifies all employees as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA).

The FLSA overtime provisions apply to non-exempt employees. Non-exempt employees receive either overtime pay at 1½ times the regular rate of pay for all time worked over 40 hours in a work week or compensatory (comp) time at 1½ times for all time worked over 40 hours in a work week. Comp time hours can be accrued to a maximum of 40 hours. The supervisor will determine whether overtime hours will be paid or accrued as comp time.

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked and must be recorded; the time is compensable and will count toward overtime eligibility as required by law. Therefore, electronic communications should not be used outside regularly scheduled work hours unless required by your supervisor. This includes all types of work-related communication. Non-exempt employees should not check for, read, send or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by your supervisor. *(Revised January 2016)*

Exempt employees may be required to work in excess of 80 hours in a two-week pay period as needed to complete normal duties. Time devoted to this, including attendance at meetings beyond regular business hours, is not compensable and is considered a condition of employment.

When department workload requires an exempt employee to work in excess of 80 hours in a two-week pay period on a regular basis, the department director may authorize paid administrative leave up to a maximum of forty (40) hours per calendar year (120 hours for Fire Battalion Chiefs assigned to shifts) *(Revised January 2016).*

Exempt employees are not eligible for overtime compensation. The exemption for exempt employees is based on FLSA definitions for executive, administrative or professional status. It is the City's policy to comply with the salary basis requirements of the FLSA. Therefore, directors and managers are prohibited from making any improper reductions in the salaries of exempt employees. Employees should be aware of this policy and that the City does not allow deductions that violate the FLSA. Mistakes in calculating pay and deductions will be corrected and will not affect exempt status. Exempt employees must notify Human Resources when an improper deduction has occurred so that the error can be corrected.

D. Holding More than One Job with the City

With the approval of the respective department directors, non-exempt employees may hold more than one position with the City. If the time worked in the positions totals more than 40 hours, the overtime policy will apply. The calculation of the pay rate for hours worked over 40 will comply with provisions of the FLSA.

With the approval of the respective department directors and the Human Resources Department, exempt employees may also hold more than one position with the City. The determination of whether the additional position is approved and the rate of pay will be made by the Human Resources Department and communicated to the employee prior to beginning work in the second job.

Hours worked in two or more different positions can't be combined to obtain eligibility for benefits that wouldn't be available otherwise.

E. Hours of Work

The work week for all employees begins after midnight Wednesday and continues to and includes the following Wednesday midnight, except for shifts which overlap from one work week to the next. In the case of shift jobs not starting at midnight which would overlap into the next work week, the work week begins at the time the shift starts on Thursday (not Wednesday night). Beginning and ending times of work periods vary within divisions based on business reasons set by management. Non-exempt employees are not permitted to work more than 40 hours in a workweek unless prior authorization is received from the employee's supervisor. Hours worked above 40 hours in the seven day workweek by non-exempt employees require overtime payments or compensatory (comp) time accruals.

In compliance with the Fair Labor Standards Act, exempt employees must charge time for partial day absences to available leave. If leave time is not available, hours for partial day absences must be charged to, and paid as, administrative leave.

At the discretion of the supervisor, employees may take a work break of 15 minutes within a consecutive four hour period. The schedule of work breaks depends on the needs of the department and is determined by the supervisor. Break time may not be accrued by an employee to shorten the work day or to extend a lunch break.

These matters should be discussed with supervisors for clarification of work hours.

Refer to the "Overtime and Compensatory (Comp) Time" section of this handbook for additional information.

F. Meal and Other Work Breaks

Employees who work in excess of five (5) hours each day must take an unpaid meal break. The length of the break will normally be one hour but may be one-half hour in duration at the discretion of the supervisor. Meal breaks can't be skipped on a regular basis to shorten the work day. Meal breaks will, to the extent possible, be scheduled close to the middle of the work shift. Transportation to and from meal breaks begin and end during the unpaid meal break. At the discretion of the supervisor, the City's timekeeping system can be set up to automatically deduct meal breaks for certain positions. If an employee's meal period is different than the automatically deducted meal break or if the meal break is interrupted by work, a manual adjustment must be made in the timekeeping system. Notify your supervisor that day if possible so that the correction can be made.

The City will provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The City will also make reasonable efforts to provide a room or other location in close proximity to the work area, other than a bathroom, where an employee can express breast milk in private.

G. Uniforms and Dress Code

Many employees are required to wear uniforms or specific items of clothing either for safety reasons or because they need to be easily identifiable. In these situations, uniforms may be issued

to the employee or the employee may be reimbursed for uniform costs when the uniform is obtained from an authorized outlet. Please refer to the "Uniform Policy" administrative rule for additional information on uniform eligibility and guidelines.

As City employees, it is important that we establish a positive impression when interacting with our customers and business associates. Based on our appearance, impressions and credibility are formed regarding our ability to serve as capable stewards of the public. We are professionals in our chosen fields and appropriate dress helps ensure our effectiveness. Please refer to the "Dress Code-Administrative Offices" administrative rule for additional information on the dress code policy.

H. Recording Hours Worked and Leave Time

Non-exempt City employees must record hours worked as well as paid and unpaid leave taken. Exempt employees must record paid and unpaid leave taken and may be required to record hours worked based on the direction of the employee's supervisor. The supervisor or payroll processor will provide instruction on how to accurately complete time records either through a paper or electronic method as determined by the City.

Official processes are the only records recognized by the City to calculate employee pay. Employees are expected to submit accurate and complete official time records reflecting all hours worked. Employees, who also choose to keep their own personal time records, must provide them to the City within the next pay period if there is a discrepancy between the City's records and the employee's records. A supervisor or the Payroll Clerk should be contacted with any questions about how pay is calculated and promptly notified regarding any mistakes in time records or pay. Employees should also promptly notify one of these individuals if there is a concern that anyone is interfering with the ability to record time accurately and completely.

Prior approval must be received for any time away from work during scheduled work hours. Use of sick, vacation, paid time off, holiday, comp time, or any other use of leave time must be recorded electronically or reported on the official time card or leave form.

I. Work Assignments and Schedules

Supervisors are responsible for scheduling work assignments. Supervisors may change work assignments, schedules, organization or structure at any time based on the needs of the City.

J. Pay Determination

The City has established a system of wage review that periodically assesses the pay level for positions according to one or more of the following factors:

- the City's ability to pay
- relevant wages in the area
- specific job standards
- internal equity
- other available employee benefits
- required knowledge, skill and responsibility needed to perform the job

Based on this review, a pay range is established for each position with minimum and maximum rates of pay. Typically, when beginning employment at the City, the employee will earn the minimum of the pay range for that position. If a person possesses special training or experience, however, a higher pay rate may be offered subject to the approval of the department director. Pay rate offers above the first third of the pay range are subject to the approval of the department director and review of the Human Resources Department.

K. Pay for Performance

The City has a pay for performance system for regular employees that awards merit pay increases to employees who meet or exceed standards of performance, depending upon the City's ability to pay. Non-disciplinary pay decreases may be made for employees who do not meet performance expectations.

In years in which merit pay increases are budgeted and available, an employee may receive a merit pay increase once every 12 months. Newly hired employees in original probationary periods may be eligible for a merit increase after successful completion of the six (6) month probationary period. Thereafter, eligibility for merit increases will occur annually.

If a performance appraisal rating results in a pay increase that would place the employee's rate of pay above the maximum of the pay range for the position, the pay rate will be held at the maximum of the range. The employee may, however, be eligible for Performance Incentive Plan (PIP). Please refer to the Performance Appraisal Guide for details about the pay for performance system and eligibility for PIP

L. Pay Upon Transfer

Promotional Transfer

The City's intent is to offer a pay increase for promotions (new position in a higher pay range than current position) in most instances. Subject to the approval of the department director, the employee may be offered a pay rate increase of up to 5% or the first third of the pay range. Pay rate offers less than or greater than these amounts are subject to the approval of the department director and review of the Human Resources Director.

Lateral Transfer

Generally there is no change in pay for lateral transfers (new position in same pay range as current position). Exceptions are subject to the approval of the department director and review of the Human Resources Director.

Voluntary Demotion Transfer

Employees who voluntarily demote (new position in a lower pay range than current position), will generally receive a decrease in pay based on factors such as internal alignment and ability to pay subject to the approval of the department director and review of the Human Resources Director.

M. Pay Upon Reclassification

A reclassification results when a review of an employee's job determines that there has been a change in the duties and responsibilities required in the job which warrant a change in pay range. When an employee's job has been reviewed and it is determined that the position should be moved to a higher pay range, the employee's pay rate will generally:

- Be moved to the minimum of the new pay range if the employee's pay rate is lower than the minimum of the new pay range; or
- Be increased up to 5% if the employee's pay rate is already within the new pay range.

In either case the employee will be eligible for a merit pay increase in years in which merit pay increases are budgeted and available.

If the employee's job has been evaluated and it is determined that the position should be moved to a lower pay range, the employee's pay will generally remain unchanged. If the employee's pay is higher than the maximum of the new pay range, the employee's pay will generally be frozen

until the maximum of the pay range equals or exceeds the employee's pay at which time the employee will be eligible for pay increases if budgeted and available.

When an employee's job duties change as a result of reorganization, changes in job duties are not considered a reclassification of the position and may involve no change in pay range or may involve a promotion.

N. Effective Date of Pay Changes

Performance pay increases will be effective the first day of a pay period nearest eligibility for the pay increase. Performance appraisal due dates will not, however, be changed to coincide with pay period dates. All other pay changes will be effective the first day of a pay period following final approval of a change. Exceptions for cause may be made by the Human Resources Director upon request by the department director.

O. Overtime and Compensatory (Comp) Time

Employees may be required to work overtime by their supervisor when City operations require. All overtime hours worked by non-exempt employees must be authorized by the employee's supervisor before being worked.

The City's normal practice for non-exempt employees is to use comp time accrual rather than overtime payments whenever possible. Each supervisor is responsible for determining if an employee will receive overtime payments or comp time accrual. Employees should have an understanding with their supervisor as to how overtime hours will be compensated.

Overtime pay is calculated at the rate of 1½ times the regular rate of pay. Non-exempt employees receiving overtime pay are paid 1½ times their regular rate for all time ***worked*** exceeding 40 hours in a work week.

Comp time will be accrued at a 1½ time rate for hours worked exceeding 40 hours in a work week. For example, if an employee works 4 hours of overtime during a work period, he/she would accrue six (6) hours of comp time. Employees may accrue a maximum of 40 hours of comp time. Comp time off should be scheduled with the supervisor just as any other time off.

Comp time balances will be paid out when an employee is transferred to an exempt position, when an employee transfers to another department, when authorized by the department director, or at the time of an employee's termination of employment.

P. Holiday Pay

The City provides employees with ten designated holidays and one floating holiday per year. Please see the "Time-off Benefits" section under **Benefits** for a list of designated holidays.

Employees in positions in which work on a holiday occurs as a normal part of the work schedule will receive their regular pay for hours worked and will be credited with holiday leave to be taken at a later date.

Employees in positions in which work on a holiday would not occur because the holiday is his or her normally scheduled day off, will be credited with holiday leave to be taken at a later date.

Employees in positions in which work on a holiday does not normally occur, but the employee is scheduled to work on the holiday due to work load requirements, will receive regular pay for hours worked and will be credited holiday leave to be taken at a later date.

Exempt employees must take holiday leave as it occurs unless the employee has the prior approval of the department director to work on the holiday. Exempt employees who have the department director's approval to work on the holiday will receive regular pay for hours worked on the holiday and will be credited holiday leave to be taken at a later date.

Non-exempt employees in positions in which work on a holiday does not normally occur, but are called in to work the holiday on an unscheduled or on-call basis, will receive overtime for call-back hours worked with a minimum of one hour's pay as well as for the holiday leave.

Holiday leave counts as time worked for overtime pay calculation purposes.

Q. Stand-By Pay

Since many City operations must be responsive 24 hours a day, some employees must be on stand-by. Supervisors will determine if employees are expected to be on stand-by and will establish reasonable response times. Stand-by duty is an assignment made by a supervisor to employees wherein the employee is required to be within a certain response time of the work site for the time on stand-by duty, is prohibited from consuming alcohol and must comply with the City of Greeley Drug and Alcohol policy during any period specified as stand-by or on-call.

Exempt and non-exempt employees assigned to be on stand-by duty that are able to continue normal activities such as eating, sleeping, yard work or shopping, will be eligible to receive pay at the rate of $1.50 for each hour on stand-by duty. For weeks without a holiday, pay will not exceed $192 ($204 for weeks that include a holiday).

R. Call-Back

If a non-exempt employee is called in to work in an emergency situation whether or not the employee is on stand-by, he or she will be paid overtime for call-back hours worked with a minimum of one hour's pay.

S. Pay for Temporary Responsibility in a Higher Level Position – Acting Pay

If the supervisor has assigned an employee to a vacant and budgeted position in which he or she is temporarily assuming responsibility for a higher level position, he or she may be eligible for a pay increase. If the position is expected to be for more than thirty consecutive days and, subject to the approval of the department director, the employee may be offered a pay rate increase of up to 5% or up to the first third of the pay range, as long as the temporary rate of pay does not exceed the maximum of the pay range for the temporary position.

T. Paydays and Automatic Check Deposits

All employees are paid on a biweekly basis every other Friday and employees who work a full year will normally receive 26 paychecks. Paychecks cannot be received in advance unless there is an unforeseen emergency and early release is approved in writing by the department director, the Human Resources Director and the Finance Director.

Pay periods begin after midnight Wednesday and continue to and include the following Wednesday midnight. Schedules for time card due dates are available from the supervisor or the Payroll Office. Employees are responsible for submitting time records by the established deadline. Supervisors are responsible for reviewing and approving time records by established deadlines even when employees have not submitted the time record. Errors or discrepancies identified by the employee after a payroll has been processed should be brought to the attention of the supervisor and Payroll Clerk and will normally be corrected the payday following notification of the error or discrepancy.

Paychecks will be automatically deposited to the employee's bank of choice each payday. A form to sign up for this service can be obtained from either the Human Resources or Finance Departments.

U. Required Deductions

Federal and State Tax

The City is required to withhold federal and state income tax from wages. The amount withheld is based on earnings and the number of dependents claimed. A W-4 form must be completed identifying marital status and the number of exemptions claimed.

Social Security Tax (OASDI & Medicare)

The City and employee make matching contributions to this federally mandated program. The amounts deducted from an employee's paycheck and paid on behalf of the employee are based on federal government rules and regulations. Sworn fire and police employees hired prior to April 1, 1986, are not required to contribute to Social Security. Sworn fire and police employees hired after April 1, 1986, pay only the Medicare portion of those taxes.

Other Required Deductions

A creditor, the court system, or the government can require the City to withhold a specified amount from pay. The Finance Department will notify an employee if this happens.

V. Deductions Authorized by the Employee

Benefits

Employees have the option of enrolling in health, dental, vision, voluntary life insurance and flexible spending accounts. Employees' portion of premiums will be deducted from each paycheck. Please refer to the plan handbook(s) for specific information on each benefit.

Employee Savings Plan

Voluntary contributions to deferred compensation or after-tax plans will be deducted from paychecks as either a percentage of base pay or a flat dollar amount. The required pension contribution for sworn police and fire employees is also deducted from each paycheck.

Other Deductions

Other deductions such as United Way, dues, gift fund and savings account contributions authorized by an employee in writing will also be deducted from paid wages.

W. Weather and Other Unplanned Emergencies

In case of inclement weather or any other emergency, authority for closing one or more City facilities rests solely with the City Manager.

If the decision is made to close one or more City facility, the City Manager or designee will communicate notice of closure to department directors or their authorized representatives. An official announcement of the closure will also be communicated to the news media.

Employees should not depend on the media as their sole source of information regarding closure of City facilities. If an employee has not been contacted by his or her supervisor within a reasonable time following the broadcast, he or she should contact the work area to confirm the closure. Supervisors are encouraged to have contact information for employees under their supervision updated and readily available.

If one or more City facility is closed due to adverse weather or any emergency condition, regular employees who are not essential to continuing basic City operations, as determined by the employee's department based on the circumstances of the particular weather or other unplanned emergency event, will receive "administrative leave" for the time between closure of the facility and the end of the employee's normal working hours. In the event of extended closure of one or more City facilities, determination of paid or unpaid leave time will be made by the City Manager.

Employees who are essential to continuing basic City operations will receive normal compensation for hours worked when City facilities are closed due to adverse weather or any other emergency condition. Employees placed on "administrative leave" will be expected to be available and able to report to work if called and may be required to adjust their work hours in lieu of receiving "administrative leave". If administrative leave hours and hours worked during the work day exceed the employee's regularly scheduled work hours, administrative leave hours will be reduced. Any City employee could be designated as essential based on the needs of the City and the circumstances of the particular weather or other unplanned emergency.

Employees who are on approved leave when a closure occurs will not be granted additional leave or compensation due to the closure of City facilities.

Regular employees who are unable to report to work due to inclement weather or any other emergency will call their immediate supervisor as soon as possible after they are scheduled to report to work. An employee who is unable to report to work may use accrued vacation, paid time off, holiday, comp time, or leave without pay for the missed work hours, with approval of their immediate supervisor.

ARTICLE VI.

BENEFITS

Employee benefits are the silent dollars that protect paychecks from many sudden expenses like the cost of a serious illness. Benefits also provide opportunities for growth and development as well as some security in the case of disability.

This section of the handbook explains the City's benefits package. To keep things simple, only the main features of the benefits are described. Consult Human Resources or the City's intranet for more specific and recent information. In the event of a conflict between any information contained herein and the official plan documents, the plan documents are the final authority. Benefits are subject to change at any time.

Regular full-time and regular three-quarter time employees are eligible for benefits. Regular-part time employees employed in a regular part-time position on or before December 31, 2015 are eligible for benefits. *(Revised January 2016)*

In all cases, leave without pay is only available if paid leave is exhausted. *(Revised January 2016)* See descriptions below for more specific information on available leave types.

As an eligible employee, most benefits will be available the first of the month following 30 days of employment in a regular position.

A. Health Coverage

The City of Greeley offers a Preferred Provider Organization (PPO) self-insured medical plan that covers services such as maternity care, surgeries, hospital care, doctor's visits and prescription drug coverage. Claims are paid and administered through an outside company.

The PPO plan offers the option of receiving care from doctors in a network of health care providers which can help reduce the costs of health care, without giving up the freedom to select a doctor. When going to a preferred provider, the plan benefits can save money through reduced deductibles and lower coinsurance payments; however, employees are also free to choose any non-participating doctor, hospital or health care facility and still be eligible to receive benefits by paying a higher deductible and a higher coinsurance payment.

The medical handbook explains in detail enrollment, eligibility, coverage, family status changes, coverage termination, maximum benefits, coordination of benefits and other important aspects of medical coverage.

Human Resources staff members are available to help with questions regarding benefits.

B. Dental Care Plans

The dental plans pay for certain dental expenses subject to limits, deductibles, and restrictions. Multiple plans are available from which to choose. Refer to the health and dental handbook for details about coverage, deductibles and maximum benefits.

C. Term Life Insurance

Term life insurance benefits give beneficiaries a cash payment at the time of an employee's death. The City pays the premium for life insurance equal to one and one-half times the employee's base annual earnings. The life insurance policy also includes accidental death coverage. Spouses, civil union partners and dependent children over the age of six (6) months have life insurance of $1,000.

In addition to the basic life insurance, employees have the option to apply for additional life insurance.

Information on plan coverage and limitations are contained in the life insurance plan handbook or on the City's intranet.

D. Accidental Death and Dismemberment

A separate accidental death and dismemberment insurance option is available to employees. Coverage can be obtained for the employee, his or her spouse, civil union partner and dependent children.

Information on plan coverage and limitations are contained in the accidental death and dismemberment plan handbook.

E. Long Term Disability

Employees Enrolled in the Paid Time Off Program

- Long Term Disability (LTD) insurance is available after 90 calendar days of disability. At the employee's option and if employment continues, the employee can use banked sick leave to extend leave between the time that STD ends and LTD begins (see the "Extended Leave" section of this handbook). If the employee elects this option, the LTD benefit will be delayed by the period of time the employee is being paid for banked sick leave hours. Once the employee is receiving LTD, the employee can no longer use banked sick leave.
- LTD coverage will pay 60% of an employee's salary, up to age 65, for a qualified disability.
- When the employee is on LTD, the employee may make a one-time choice at the beginning of the LTD period to also use accrued Paid Time Off (PTO).
- Paid Time Off (or Paid Time Off and work hours if released to work part-time) used in this manner must be taken at 100% of the hours the employee would normally be scheduled to work until leave time is exhausted, the employee returns to work, or it is determined that the employee will not be able to return to work, whichever occurs first.
- Paid Time Off used in this manner is not considered "deductible income" by the long term disability insurance carrier.
- If the employee does not choose to use Paid Time Off during the LTD period, the employee will be considered to be on leave without pay and policies and benefits related to leave without pay status will be applicable (refer to Article VI, P Personal Leave of Absence).

Employees Enrolled in Traditional Sick Leave

- Long-Term Disability (LTD) insurance is available after 90 calendar days of disability or, if it is a reasonable expectation that the employee will be able to return to work and employment continues (see the "Extended Leave" section of this handbook), after all sick leave has been exhausted, whichever occurs last.
- LTD coverage will pay 60% of an employee's salary, up to age 65, for a qualified disability.
- When the employee is on LTD, the employee may make a one-time choice at the beginning of the LTD period to also use accrued vacation leave.
- Vacation leave (or vacation leave and work hours if released to work part-time) used in this manner must be taken at 100% of the hours the employee would normally be scheduled to work until leave time is exhausted, the employee returns to work, or it is determined that the employee will not be able to return to work, whichever occurs first.
- Vacation leave used in this manner is not considered "deductible income" by the long term disability insurance carrier.

- If the employee does not choose to use vacation leave during the LTD period, the employee will be considered to be on leave without pay and policies and benefits related to leave without pay status will be applicable (refer to Article VI, P Personal Leave of Absence).

All sworn Fire and Police personnel hired after January 1, 1997 – Disability coverage is through the statewide death and disability plan administered through the Fire and Police Pension Association. Specifics regarding coverage and limitations are contained in the plan handbooks or on the City's intranet.

Eligibility for LTD for Terminated Employees

If an employee qualifies for LTD while employed in a regular position and employment ends prior to the end of the LTD period, LTD payments will continue in accordance with the provisions of the LTD policy. An individual who is employed at the beginning of the LTD waiting period but whose employment ends at any point during the LTD period or waiting period will not be eligible for any benefits as described above other than LTD.

F. Flexible Spending Program and Health Savings Accounts

Flexible Spending and Health Savings Accounts allow an employee to set aside pay before taxes are withheld to pay certain health and dependent care expenses with pre-tax dollars. The health, dental and vision insurance premiums are also taken from pay prior to calculating taxes each pay period.

Each year participants must re-enroll in the health and dependent care flexible spending programs and/or the Health Savings Account.

Contact Human Resources for information on how the accounts work, eligible expenses, IRS and City restrictions and other program information.

G. Retirement Savings Benefits

The City of Greeley offers retirement savings plans for all eligible employees. Retirement benefits are important in providing replacement income during retirement.

General Employees Savings Plan

Effective with the first day of employment, the City begins to contribute an amount equal to 4% of base pay into an employee savings fund. There is a vesting (ownership) schedule after which time employees will be 100% vested in the plan.

In addition to the basic employee savings plan, the City will contribute an additional 2% for employees who contribute 4% or more of their own money to the optional 401(k) plan. Participants are fully vested immediately in all contributions to this plan.

Fire Pension Plan

Sworn fire employees participate in the defined benefit pension plan through the Fire and Police Pension Association (FPPA) and information regarding contributions, vesting and retirement age are available through FPPA. Please refer to the FPPA plan document for details.

Police Pension Plan

Sworn police employees are required to contribute 9.5% of their monthly base salary to a money purchase plan. At the same time, the City contributes 10.5% into a pension fund. Other employees in sworn positions that elected to contribute 10% of their monthly base salary to a money purchase plan will also receive a 10% City contribution to the pension fund. Employee contributions are immediately vested in the plan. After five years, sworn police employees will also be 100% vested in the City's contributions.

The normal retirement date under the Police Pension Plan is the first day of the month on or after the date the participant reaches age 55. Please refer to the plan document for details.

Deferred Compensation

All employees may also contribute additional funds to a 457 deferred compensation plan. Contributions to this plan allow employees to take advantage of a pre-tax investment. Employees will have the opportunity to select among a variety of investment options. The City is governed by law as to how much money an employee may contribute to a deferred compensation plan. More specific information is contained in the employee savings plan handbooks or from the Human Resources Department.

Social Security Tax (OASDI & Medicare)

General employees are required to contribute 7.65% of salary for social security coverage and this amount is matched by the City. Sworn fire and police employees do not make social security contributions if they were hired before April 1986. If hired after April 1986, sworn police employees are required to contribute 1.45% for Medicare tax; the City also contributes a matching 1.45% on the employees' behalf.

H. Wellness Program

The City of Greeley is concerned with the personal health and safety of employees and offers a variety of benefits and programs which promote safety, good health and well-being. These include the Employee Assistance Program, health and safety activities, wellness benefits available through the health, dental and vision benefit programs, and various training programs related to safety and health. For a complete listing of wellness benefits, please refer to the benefit orientation packet or contact the Human Resources Department.

I. Tuition Reimbursement

Continuing education is a desirable element in the development of all employees and in the productivity of the City. To assist with continuing education, the City allocates money for tuition, fees and lab costs up to $2,000 each year, based on employment status, for approved courses taken at an accredited academic institution. Applications must be submitted a minimum of two weeks before class begins and are available in Human Resources. Due to IRS regulations, in some instances, the amount received for tuition reimbursement may be added to earnings for tax purposes. The amount of money received is based on program requirements and budget limitations, so please see the administrative rule for more details and restrictions.

J. Employee Assistance Program

There are times when pressures at work affect an employee at home or when events in employees' personal lives impact their job. The City offers a confidential Employee Assistance Program (EAP) which provides free counseling sessions for employees and family members residing in their household.

EAP counselors offer employees and family members an opportunity to confidentially discuss these matters. Depending on the issue, they can either give direct assistance themselves or make a referral to an outside counseling service. Information on how to contact an EAP counselor is included in the benefit orientation packet and placed in various locations throughout the City. The Human Resources Department can also be contacted for information regarding the EAP benefits.

K. Paid Time Off (PTO)

Regular employees hired on or after October 30, 2008, and current employees who elected to transfer to the Paid Time Off (PTO) plan prior to November 14, 2008, shall accrue PTO hours for each biweekly pay period in which the employee has been in paid status, pursuant to the schedules below. The PTO plan is in lieu of the traditional vacation and sick leave plans. PTO can be used for rest, recreation, personal illness/injury or time off to meet other personal needs such as doctor, dentist or EAP appointments with supervisory approval as outlined below.

Full-time employees: After the first full pay period following completion of two months of employment with the City, employees will be credited with 16 hours of PTO and begin accruing PTO at the rate listed below. The maximum PTO accrual for full-time employees is listed below:

Length of Service	Bi-weekly Accrual (Hours)	Annual Accrual (Hours)	Maximum Accrual (Hours) Hired prior to 10-30-08	Maximum Accrual (Hours) Hired On or After 10-30-08
Initial employment through 2nd yr	4.64 hrs	120.6	300	240
3rd through 5th year	5.24	136.2	300	240
6th through 10th year	6.14	159.6	300	280
11th through 15th year	7.04	183.0	300	280
16th through 20th year	7.74	201.2	320	300
21st year or more	8.04	209.0	320	300

Three-quarter time employees: After the first pay period following completion of two (2) months of employment with the City, employees will be credited with 12 hours of PTO and begin accruing PTO at the rate listed below. The maximum PTO accrual for three-quarter time employees is listed below:

Length of Service	Bi-weekly Accrual (Hours)	Annual Accrual (Hours)	Maximum Accrual (Hours) Hired prior to 10-30-08	Maximum Accrual (Hours) Hired On or After 10-30-08
Initial employment through 2nd yr	3.48	90.5	225	180
3rd through 5th year	3.93	102.2	225	180
6th through 10th year	4.61	119.7	225	210
11th through 15th year	5.28	137.3	225	210
16th through 20th year	5.81	150.9	240	225
21st year or more	6.03	156.8	240	225

Part-time employees (hired prior on or before December 31, 2015) : After the first pay period following completion of two (2) months of employment with the City, employees will be credited with 8 hours of PTO and begin accruing PTO at the rate listed below. The maximum PTO accrual for part-time employees is listed below.

Length of Service	Bi-weekly Accrual (Hours)	Annual Accrual (Hours)	Maximum Accrual (Hours) Hired prior to 10-30-08	Maximum Accrual (Hours) Hired On or After 10-30-08
Initial employment through 2nd yr	2.32 hrs	60.3	150	120
3rd through 5th year	2.62	68.1	150	120
6th through 10th year	3.07	79.8	150	140
11th through 15th year	3.52	91.5	150	140
16th through 20th year	3.87	100.6	160	150
21st year or more	4.02	104.5	160	150

All PTO hours accrued but not taken are paid upon termination. An employee must work the full pay period to accrue PTO for that pay period. PTO can be taken with supervisory approval. Requests must be submitted and approved in advance except as otherwise indicated below.

Unscheduled Use of PTO

PTO may be used without prior approval for employee or family illness or emergencies. If advance notice is not possible, the employee must notify his/her supervisor of the need for the request of the time off prior to the beginning of the employee's work shift. An employee must keep his/her supervisor informed of his/her condition. Additionally, the employee may be required to provide a doctor's certification or other documentation related to the unscheduled leave. Unscheduled use of PTO which interferes with job performance or City operations may subject the employee to disciplinary action as may be appropriate under City policies and state and federal law.

For employees with Banked Sick Leave time off due to personal illness or injury (including medical appointments) whether scheduled or unscheduled should be charged to the "Unscheduled PTO" pay code. After charging a minimum of 32 hours (pro-rated for three quarter and part-time employees) per payroll calendar year to Unscheduled PTO, an employee is eligible to charge time off due to personal illness or injury to Banked Sick Leave and is responsible for coding the timekeeping system with the appropriate pay code.

Banked Sick Leave

Banked Sick Leave refers to those sick leave hours that have been accrued by employees as of December 10, 2008. These sick leave hours are placed in a bank and may be used in the following ways:

- To supplement Short Term Disability (STD) payments to 100% of regular salary during the term of the disability;
- To extend leave between the times that STD ends and Long Term Disability (LTD) begins, if the employee chooses to use the banked sick leave in this manner. Banked Sick Leave taken in this manner must be taken at 100% of the hours the employee would normally be scheduled to work until leave time is exhausted, the employee returns to work, or it is determined that the employee will not be able to return to work, whichever occurs first *(revised January 2015)*;
- For personal illness or injury (including medical appointments) after 32 hours of time charged to the unscheduled PTO code have been taken in a payroll calendar year for regular full-time employees (24 hours for regular three-quarter time employees; 16 hours for regular part-time employees);
- For illness or injury (including medical appointments) of family members (spouse, civil union partner, dependent child or parent) up to 40 hours in a year calculated based on the pay periods paid in the calendar year (30 hours for regular three-quarter time employees; 20 hours for regular part-time employees).

Employees will not receive pay for banked sick leave balances at time of termination of employment.

Short Term Disability

Short Term Disability (STD) is income coverage that is provided by the City in the event an employee enrolled in the PTO program is unable to perform the essential functions of his/her job due to medical incapacity for scheduled work hours after any consecutive fourteen (14) calendar day period (referred to as the "elimination period"). The STD benefit will be paid at the rate of 70% of the employee's normal base salary. STD payments are considered taxable income to the employee.

Leave time charged to STD will be considered as part of and administered in accordance with the Family and Medical Leave policy. Time charged as STD is included to calculate the 12-week maximum Family and Medical Leave period.

Regular employees are eligible for STD effective the first day of the month following completion of the six month probationary period or as it may be extended. An employee must be actively at work on the scheduled work day before the scheduled effective date of STD or STD will not be effective until the day after the employee completes one full day of active work. A 90 day pre-existing exclusion will apply with the 90 day waiting period beginning the day just before STD becomes effective.

To be eligible for STD, scheduled work hours for the first fourteen (14) consecutive days of any period of medical incapacity relating to the same personal illness or injury will be charged to available leaves or leave without pay.

Written application for STD must be made through the Human Resources Department as soon as possible after an employee is aware of the potential need for STD. It is the employee's responsibility to submit the application to Human Resources although a relative or friend may submit the application if the employee is unable to do so. Application for STD must be received in the Human Resources Department no later than fifteen (15) days after the first day of medical incapacity or fifteen (15) days from the date Short Term Disability paperwork is mailed to the employee's home, whichever date occurs first. Retroactive STD payments will not be made after the shorter of these fifteen (15) day periods. The company hired by the City as the STD plan administrator will make decisions regarding eligibility for STD.

The written application for STD must be accompanied by a signed statement from a licensed medical doctor to be submitted to the City of Greeley's STD plan administrator: (1) verifying that the employee is medically unable to perform assigned duties; (2) identifying the medically incapacitating condition involved; (3) estimating the anticipated length of the required absence. The City reserves the right to require an employee to submit to an examination by one or more City-designated physicians at any time during the duration of the STD leave. Second medical opinions requested by the plan administrator when making the initial determination regarding eligibility for STD will be paid for by the City. All other physician examinations will be the responsibility of the employee or the employee's health plan. Leave associated with childbirth and/or conditions arising there from will be treated as any other temporary disability, where applicable.

If approved, STD will provide coverage for the period of disability in excess of the fourteen (14) calendar day period for a combined maximum period of 90 calendar days at which time eligibility for LTD begins. Separate periods of STD that may or may not include intermittent or reduced work hours resulting from the same or related causes will be considered one period of STD unless separated by at least two consecutive weeks of the employee's return to a full work schedule.

STD will be paid at 70% of the pre-disability rate of pay for the duration of the STD. Available leave hours may be used to supplement STD pay to 100% during the disability. Under no circumstances will an employee receive a combination of paid leave and STD which exceeds 100% of the employee's normal base pay. An employee must make a one-time decision at the beginning of the STD period regarding use of available leave to supplement STD. Employees receiving or eligible to receive partial or total disability whether permanent, temporary, or vocational under workers' compensation either through the City or through the workers' compensation administrator will not be eligible for STD.

If an employee's initial application for STD is not approved by the STD plan administrator prior to the end of the first pay period in which the STD hours would be entered, leave hours will be charged to STD pending approval from the STD administrator. If an employee's application for STD is denied or delayed beyond the initial pay period in which STD hours would be entered, leave hours charged to STD will be reversed and charged to other available leave or leave without pay.

In the event that an employee chooses to use leave time to supplement STD or STD is denied or delayed the leave time will be charged to the employee in the following order:

- Banked Sick Leave
- Holiday
- Compensatory time
- Paid Time Off (PTO)
- Leave without pay

Benefits will continue during the period of STD as set forth below:

- City and employee contributions to health, dental, vision and life insurance premiums for the employee will continue during the period of STD.
- City and employee contributions to the Employee Savings Plan/Pension Plan will continue during the period of STD and will be based on the compensation received during STD.
- Employee contributions to a flexible spending account will continue unless the employee is eligible and makes a change due to a change in status.
- Accrual of all leave will continue during any period of STD and holiday hours occurring during the time an employee is on STD will be charged to holiday leave and not to STD. Holiday leave will also be charged to holiday leave and not to STD for employees granted holiday leave in a lump sum at the beginning of each year when the employee's period of STD encompasses a City-designated holiday. Holiday hours charged during a period of STD will count toward the STD maximum period.

On the employee's return from STD leave, s/he must bring a fitness for duty release from the physician in all cases except for the delivery of a child without medical complications.

In some situations, alternate duty assignments may be available for employees otherwise eligible for STD. Employees offered, but who refuse an alternate duty assignment, will not be eligible for STD on or after the date the alternate duty would begin. Such employees may take applicable accrued leave, Banked Sick Leave or leave without pay if approved.

Eligibility for STD for Terminated Employees

If an employee qualifies for STD while employed in a regular position and employment ends prior to the end of the STD period, STD payments will continue. The City, in its sole discretion, will determine whether STD will be administered through the regular payroll process or another process as deemed appropriate by the City. An individual who is employed at the beginning of the STD period but whose employment ends at any point during the STD period will not be eligible for any benefits as described above other than STD. The STD benefit will be paid at the rate of 70% of the individual's base salary on the individual's last full day of employment prior to disability. STD payments are considered taxable income.

Paid Time Off Sell Back

In calendar years when approved, an employee may also be eligible to cash in ("sell back") accrued PTO hours one time during each calendar year if the employee has been employed in a regular position for at least two years and the following conditions are met:	Full-Time	¾ Time	Part-Time
Maximum hours eligible to be sold back	40	30	20
Have used a minimum number of PTO hours in the 12 month period prior to request	40	30	20
Minimum PTO balance at the time of the sell back request	80	60	40

Paid Time Off Sell Back forms are available on City's intranet or from Human Resources.

L. Traditional Vacation *(if selected by employees hired prior to October 30, 2008)*

Vacation time can be used for rest, recreation or time off to meet other personal needs and can be taken with supervisory approval.

FULL-TIME EMPLOYEES: The maximum vacation accrual is 280 hours:

Length of Service	Biweekly Accrual	Annual Accrual
Initial employment through 2nd year	3.1 hours	80.6 hours
3rd through 5th year	3.7 hours	96.2 hours
6th through 10th year	4.6 hours	119.6 hours
11th through 15th year	5.5 hours	143.0 hours
16th through 20th year	6.2 hours	161.2 hours
21st year or more	6.5 hours	169.0 hours

THREE-QUARTER TIME EMPLOYEES: The maximum vacation accrual is 210 hours:

Length of Service	Biweekly Accrual	Annual Accrual
Initial employment through 2nd year	2.3 hours	59.8 hours
3rd through 5th year	2.8 hours	72.8 hours
6th through 10th year	3.5 hours	91.0 hours
11th through 15th year	4.1 hours	106.6 hours
16th through 20th year	4.7 hours	122.2 hours
21st year or more	4.9 hours	127.4 hours

PART-TIME EMPLOYEES (hired on or before December 31, 2015): The maximum vacation accrual is 140 hours:

Length of Service	Biweekly Accrual	Annual Accrual
Initial employment through 2nd year	1.5 hours	39.0 hours
3rd through 5th year	1.8 hours	46.8 hours
6th through 10th year	2.3 hours	59.8 hours
11th through 15th year	2.8 hours	72.8 hours
16th through 20th year	3.1 hours	80.6 hours
21st year or more	3.2 hours	83.2 hours

Employees on vacation leave who become ill to the point of requiring medical attention may charge those days to sick leave rather than to vacation leave. Verification of the illness may be required.

All vacation leave accrued but not taken is paid upon termination. An employee must work the full pay period to accrue vacation leave for that pay period.

Vacation Sell Back

In calendar years when approved, an employee may also be eligible to cash in ("sell back") accrued vacation hours one time during each calendar year if the employee has been employed in a regular position for at least two years and the following conditions are met:

	Full-Time	¾ Time	Part-Time
Maximum hours eligible to be sold back	40	30	20
Have used a minimum number of vacation hours in the 12 month period prior to request	40	30	20
Minimum vacation balance at the time of the sell back request	80	60	40

Vacation Sell Back forms are available on City's intranet or from Human Resources.

M. Holidays

All eligible employees receive paid leave for designated holidays. Employees who work in positions that require working on a holiday will be credited with holiday leave to be taken at a later time.

The following are City-designated holidays:

New Year's Day	January 1
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	Employee choice – Granted January 1 for active employees active during the pay period encompassing January 1

When an observed holiday falls on a Saturday, the preceding Friday will normally be taken as the holiday. When the holiday falls on a Sunday, the following Monday will normally be taken as a holiday. In all circumstances, the City will designate the day to be taken as a holiday.

Regular full-time employees earn eight hours per holiday, regular three-quarter time employees earn six (6) hours per holiday, and regular part-time employees earn four hours per holiday.

Floating holidays can be taken at any time with the approval of the supervisor, but employees are encouraged to use it as their first day of scheduled leave in a new year.

Holidays can't be taken before earned. Holiday leave time accrued in a 12 month period beginning December 1 and ending November 30, but not used by the pay period end date listed below for each calendar year, will be forfeited *(revised January 2015)*:

December 16, 2015
December 15, 2016
December 14, 2017
December 13, 2018

If an employee is on some type of approved paid leave that includes an observed holiday, the holiday will count as a day of holiday leave, rather than as a day of any other type of leave. If an employee is on Short Term Disability, injury leave or approved leave without pay that includes a holiday, there is no holiday accrual. A holiday will not be used as an effective termination date unless the employee is scheduled and works that day. All holiday leave accrued, but not taken, is paid upon termination.

Full-time employees in designated positions that are generally scheduled to work on holidays shall be granted 88 hours of holiday leave in a lump sum at the beginning of each year in lieu of taking the actual holiday off (80 hours for Police Officers and such other employees in sworn positions that elected to receive reduced holiday hours; 66 hours for three-quarter time employees; 44 hours for part-time employees). Holiday leave time not used by the last day of the last full pay period in a calendar year will be forfeited. Refer to the Administrative Rule "Annual Holiday Accrual – Designated Employees" and the "Holiday Pay" section in this handbook for additional information.

N. Traditional Sick Leave *(if selected by employees hired prior to October 30, 2008)*

One purpose of the City's sick leave program is to allow employees to accrue leave time so that they have paid leave time to take for occasional short-term illness or injury. The primary purpose, however, is to allow employees to have paid leave time in the event that they have a serious illness or injury. Sick leave should not be used casually.

Regular employees accrue sick leave that may be taken for the employee's own personal illness/injury and for the employee's doctor, dentist or EAP appointments. A maximum of 40 hours (30 hours for regular three-quarter time employees, 20 hours for part-time employees) of sick leave can be used in a year, based on the pay periods for which the employee is paid in the calendar year, for the illness/injury, doctor, dentist or EAP appointments of a spouse, civil union partner, dependent child or parent or when an emergency requires an employee's presence for a serious illness of a dependent child, spouse, civil union partner or parent. This 40 hour (30 hour for three-quarter; 20 hour for part-time) per calendar year family sick leave time may be used for care of a spouse/civil union partner following the birth of a baby, or to care for a newborn child.

Employees may be required by their supervisor to submit a doctor's written release upon returning to work from sick leave or after a major or potentially incapacitating illness. Additionally, the supervisor may require medical certification to support a claim for leave for personal illness/injury or for the illness/injury of a child, spouse, civil union partner or parent.

Please see the "Paid Time Off" section of this handbook for information on the City's leave program for employees hired on or after October 30, 2008 and for employees hired before October 30, 2008 who elected to transfer to the Paid Time Off (PTO) program.

Sick leave accrual is as follows:

Status	Biweekly Accrual	Maximum Accrual
Regular full-time	3.7 hours	960 hours
Regular three-quarter time	2.8 hours	720 hours
Regular part-time	1.85 hours	480 hours

Upon termination from employment, employees hired prior to January 1, 1989, will be paid for sick leave as follows:

- One half of the employees sick leave balance at the time of termination; or
- One half of the sick leave accrual as of December 31, 1988, whichever is less.

In either case, payment will not exceed a maximum of 480 hours for regular full-time employees; 360 hours for regular three-quarter time employees; or 240 hours for regular part-time employees. Employees hired after January 1, 1989, will not receive pay for accumulated sick leave balances at time of termination.

Sick Leave Incentive (not available for employees enrolled in the Paid Time Off Program)

It is important that employees take sick leave if needed; however, the City wants to recognize employees who use little or no sick leave during a year. There is a sick leave incentive program that rewards employees based on the following:

Employment type	Maximum sick leave usage	Additional vacation earned
Regular full-time	24 hours or less	16 hours
Regular three-quarter time	18 hours or less	12 hours
Regular part-time	12 hours or less	8 hours

After the last pay check of the year is processed, leave usage for all time paid that year is totaled (approximately equal to 12 months) to determine whether employees qualify for the sick leave incentive program. If qualified, additional vacation hours will be credited to the employee's vacation balance by February of the following calendar year. If the additional vacation hours earned as a result of the sick leave incentive program results in the vacation balance being greater

than the maximum allowed, the employee will be paid for any hours that exceed the vacation maximum at the employee's December 31 rate of pay. Only employees who work for the City in a regular position for the full 12 month period are eligible for the sick leave incentive program each year.

O. Family and Medical Leave

Family and Medical Leave (FMLA) is an approved leave of absence available to employees who have worked for the City for at least 12 months and for at least 1250 hours over the previous 12 months. This leave is available for a maximum of 12 weeks in a rolling 12 month period using a combination of available and accrued paid leave and/or unpaid leave for a 12-week period. FMLA is available under any combination of the following circumstances or as otherwise required by law:

- Birth of the employee's child.
- Placement of a child with the employee for adoption or foster care.
- When the employee is needed to care for the physical or psychological needs of a child (under the age of 18 or over the age of 18 if incapable of self-care because of a mental or physical disability), spouse, or parent who has a serious health condition.
- When the employee is unable to perform the essential functions of his or her position because of the employee's own serious health condition, either work or non-work related.
- Any qualifying exigency arising out of the fact that an employee's spouse, parent, or child is on covered active duty or has been notified of an impending call to covered active duty in the Armed Forces.
- When the employee is needed to care for a service member who is the spouse, son, daughter, parent, or next of kin while he/she is undergoing medical treatment, recuperation, or therapy.

Leave is also available under the Colorado Family Care Act for an employee to care for a civil union partner or a domestic partner who has a serious health condition. Generally, leave taken under the Family Care Act is administered consistent with FMLA regulations.

Parents or prospective parents of a child, who are both employees of the City, are entitled to a combined maximum total of 12 weeks of leave (rather than 12 weeks each) for the birth or adoption of their child or for the care of their sick child.

The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefits plans or policies for any part of the 12 weeks of leave to which the employee may be entitled. Additionally, any leave time due to a work-related injury will be considered as part of and administered in accordance with this Family and Medical Leave policy.

Leave Time

Before becoming eligible for unpaid Family and Medical Leave, an employee must use all available accrued paid leaves. Use of available and accrued paid leaves is included to calculate the 12-week maximum Family and Medical Leave period.

Sick leave is available only for an employee's own health condition or when an employee's emergency presence is required for a serious illness/injury of a dependent child, spouse, civil union partner or parent. Please see the "Sick Leave" section of this handbook for more information on sick leave use.

Medical Certification

The City may require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, civil union partner or parent. If notification and appropriate certification are not provided in a timely manner, approval

for leave may be delayed or denied. For an employee's own medical leave, the medical certification must include a statement that the employee is unable to perform the essential functions of his or her position. For leave to care for a seriously ill child, spouse, civil union partner or parent, the medical certification must include an estimate of the amount of time needed to provide the care. In the event that an employee does not provide certification in a timely manner and when the City has sufficient information to determine that leave qualifies as FMLA, the City may designate the leave as FMLA even without the employee's written request and certification.

Change in Work Schedule

Leave may be taken on an intermittent or reduced leave schedule if medically necessary for an employee's own serious health condition or for a spouse, civil union partner, child or parent, subject to other provisions of Family and Medical Leave. If leave is requested on this intermittent or reduced basis, the City may require that the employee transfer temporarily to an available alternate or part-time position or a schedule that better accommodates intermittent or reduced periods of absence to reduce disruption to the workplace. An employee will receive his or her current hourly rate of pay, regardless of the temporary employment transfer to a different position or schedule, for hours actually worked.

Providing Notice

When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, an employee must provide reasonable prior notice and make efforts to schedule leave so as not to disrupt City operations.

Status of Benefits

If granted an approved Family and Medical Leave of absence, an employee must continue to pay his or her portion of insurance premiums. The City will continue to pay the City's portion of insurance premiums. Please refer to the "Personal Leave of Absence" section of this handbook under **Benefits** for additional information on the status of benefits and benefit accruals.

Failure to Return

If an employee elects not to return to work upon completion of an approved unpaid Family and Medical Leave of absence, the City may recover from the employee the cost of any payments made to maintain the employee's insurance coverage during any unpaid leave period, unless the failure to return to work was for reasons beyond the employee's control. Benefits based on length of service will be calculated as of the last paid work day prior to the start of the unpaid portion of leave.

Application Process

A Request for Family and Medical Leave of absence form must be completed and signed by the employee and submitted to the employee's supervisor for approval. The supervisor will then forward the form to the Human Resources Department. When possible, the form should be submitted 30 days in advance of the effective date of the leave.

Returning to Work

Before an employee returns to work from a full, intermittent or reduced schedule of Family and Medical Leave due to the employee's own serious health condition, the employee must submit medical certification stating that the employee is able to perform the essential functions of the job.

P. Personal Leave of Absence

The City of Greeley will consider requests for personal leaves of absence on an individual basis for those employees who have been employed for at least the 24 months preceding the

commencement of the leave. Granting of a personal leave will be at the discretion of the employee's department director and will depend primarily on business reasons including, but not limited to, ability to staff. Personal leave without pay can be granted only after all other eligible leave time has been exhausted. The employee must first use paid leave and then unpaid leave but can't use other combinations of paid and unpaid leave

A personal leave must be for a consecutive period and may be granted for a period not to exceed 90 consecutive calendar days (three months) in a rolling five year (60 month) period. Employees who receive approval for personal leave will retain their date of hire, accrued benefits and position protection only if the employee returns within 90 calendar days.

Benefits

During a personal leave of absence, an employee will continue to accrue sick leave, paid time off and/or vacation benefits for the first 30 calendar days of leave without pay. Holidays will not accrue and cannot be taken. Leave time earned within the 30 calendar days of the leave without pay period may not be taken until the employee returns to work.

After 30 calendar days of leave without pay, the employee must pay the full cost of health, dental and life insurance premiums subject to applicable laws. There is no disability coverage, employee savings plan or pension contributions while an employee is on a leave without pay status.

Personal leaves of absence are unavailable for an employee to obtain other employment or to work elsewhere.

Q. Extended Leave

Extended leave may be an option for employees who have been employed for at least 24 months. Employees who are absent from work while on any type of approved leave related to an injury or illness or in the Alternate Work Program for a period that exceeds three (3) continuous months (90 calendar days) may be terminated subject to provisions of federal and state law, based on the situation and the City's ability to leave the employee's position vacant for a longer period of time. Employees who are absent from work while on any type of approved leave related to an injury or illness that exceeds nine (9) continuous months (270 calendar days) will be terminated however, an employee may be entitled to reasonable accommodation under the Americans with Disabilities Act or other law. Returns to work of less than 30 calendar days will not disrupt the three (3) to nine (9) month continuous period. Time spent in the Alternate Work Program counts toward this three (3) to nine (9) month period of extended leave. This policy will apply regardless of the reason for the extended leave.

Employees being paid temporary partial disability or temporary total disability under the City's workers' comp benefit or who are being paid under the City's Long Term Disability benefit will have the option of using other paid leave to supplement his/her pay. Refer to the Long Term Disability and Injury Leave sections of this handbook for additional information.

Employees who are absent from work on an intermittent basis (more than 480 hours in a rolling 12-month period and pro-rated for three-quarter and part-time employees based on individual work schedules) while on any type of approved leave related to an injury or illness and/or in the Alternate Work program on an intermittent basis for a period that exceeds six (6) months will be subject to a change in employment status (e.g. regular full-time to regular part-time), terminated or another alternative appropriate to the situation subject to provisions of federal and state law, based on the situation and the City's ability to accommodate the intermittent leave. This policy will apply regardless of the reason for the intermittent leave.

Benefits While on Extended Leave Without Pay

During an extended leave of absence, an employee will continue to accrue sick leave, paid time off and/or vacation benefits for the first 30 calendar days of leave without pay. Holidays will not accrue and cannot be taken. Leave time earned within the 30 calendar days of leave without pay period may not be taken until the employee returns to work.

After 30 calendar days of leave without pay, the employee must pay the full cost of health, dental and life insurance premiums subject to applicable laws. Additionally, employer benefit contributions cease except as required by law.

R. Funeral Leave

The City recognizes that responding to a death in the family is a significant personal obligation. Consequently, employees may receive approval to take up to three consecutive scheduled work days off with pay. The department director may approve an additional two scheduled work days consecutive with the initial three days if an employee needs more than three days off or an employee may use other accrued leave or leave without pay, subject to the supervisor's approval. For the purpose of this section of the funeral leave policy, "family" is defined as spouse, civil union partner, child, parent, grandparent, grandchildren, brother, sister, niece, nephew (this includes step, half and in-law relationships).

Employees may receive approval to take one day of funeral leave for an aunt, uncle, or first cousin (this does not include step, half and in-law relationships).

S. Jury Duty & Court Appearances

Jury duty is a civic obligation. If called to report to jury duty or required to serve on a jury, an employee will be granted the necessary time required and will be compensated at his or her regular pay rate. Any monies received by an employee from the court must be paid to the City when his or her regular wage is received. The employee can keep any mileage received for the use of a personal automobile. Jury duty time should be charged to the jury duty leave code. Employees will generally be expected to return to their job duties if their jury or witness duty ends before their normal shift has expired. In accordance with Colorado law, non-benefit eligible employees will be paid their regular wages up to $50 per day during each of the first three days of jury duty served during regularly scheduled work hours *(revised January 2015* .

These guidelines don't apply in instances where the employee is a party to the court action (in which case, the employee must take other available leave or leave-without-pay). If the involvement arises as a result of the employee's job with the City, the time spent in court as a witness is charged as regular work hours.

T. Time Off to Vote

City employees are encouraged to vote in all elections. If it is possible to vote before or after work, during lunch hours, or through the absentee or mail-in ballot alternative, employees are encouraged to do so. If an employee cannot vote during these times, the employee will be given up to two hours of leave for the purpose of voting. Approval of the supervisor must be obtained before taking time off to vote. The employee must apply for the leave before the day of the election and the supervisor may specify the hours that the employee may be absent, provided, however, that the hours shall be at the beginning or end of a shift if the employee so requests.

U. Religious Holidays

Religious holidays may be granted as other available leave or leave without pay upon the approval of the department director.

V. Military Leave

Subject to applicable federal and state law, leaves of absence will be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling military service obligations. Written or oral application for a military leave of absence must be made as soon as possible after receiving the military order. Employees will be placed on leave without pay while absent on military leave.

If the employee's salary from the armed forces, exclusive of travel allowance, is less than the gross pay from the City, the employee will be eligible to receive the difference for a period not to exceed 15 days of training. To receive pay for the difference, the employee must submit the appropriate paperwork detailing the pay received from the Armed Forces to the Finance Department upon return to work.

If an employee's work schedule conflicts with military training, the employee may use available leave or leave without pay to attend such duty. Normally, employees will be able to schedule their monthly duty so that they can take it on their regular days off.

Employees who enter the military service by draft or reserve call-up shall be granted a leave of absence without pay for that purpose, after receipt of official notice.

After the employee's military service ends, the employee will be reinstated in accordance with applicable provisions of the Selective Service and Training Act or the Uniformed Services Employment and Re-employment Rights Act (USERRA) and any other applicable laws. For additional information on military leave, please contact Human Resources.

W. Injury Leave

If disabled due to an on-the-job injury and entitled to receive benefits under the Workers' Compensation Law of the State of Colorado for temporary partial disability or temporary total disability, work time missed may be charged as injury leave subject to the limitations detailed below.

If work is missed due to an on-the-job injury, employees are permitted to be on injury leave when a designated physician has certified, in writing, that the time off is related to the injury. Injury leave is paid at an employee's normal rate of pay for a maximum of 90 calendar days per injury and will be considered as part of and administered in accordance with Family and Medical Leave.

If a question arises concerning liability for a workers' compensation claim, leave time will be charged to another eligible leave or leave without pay until there is an admission of liability by the insurance carrier or third-party administrator. If an admission of liability is made, leave time used will be reinstated or time taken as leave without pay will be paid.

Injury leave shall terminate after 90 calendar days or as it applies below, whichever occurs first:

- On the date a ruling of permanent disability is made.
- When the designated physician authorizes a return to the employee's regular job, modified job duties, or to participate in the Alternate Work Program.
- When the employee reaches maximum medical improvement (MMI).

Employees who exhaust the 90 calendar days of injury leave may be eligible to continue to receive compensation at a rate equal to two-thirds of their regular pay as administered through the insurance carrier or third-party administrator. Available leave hours may be used to supplement injury leave pay to 100% during the leave time. Under no circumstances will an employee receive a combination of paid leave and injury leave which exceeds 100% of the employee's normal base pay.

X. Alternate Work Program

The Alternate Work Program, sometimes called "light duty program", "light duty status" and "alternate duty" allows a regular employee to return to work in a capacity which suits his or her physical limitations when a physician certifies his or her inability to perform regular job duties following an on-the-job or off-the job injury or illness but certifies that he or she is eligible for an alternate work assignment. Employees are not guaranteed placement in an alternate work assignment. Alternate work assignments will be made based on availability and as deemed necessary to the operation of the City of Greeley.

On the Job Injury or Illness

If an employee sustains an on-the-job injury or illness and the designated physician determines that he or she is not able to return to regular job duties but may perform other work activities, he or she may be eligible for placement in the Alternate Work Program, which may consist of working anywhere in the City or simply a modification of current duties.

If an employee sustains an on-the-job injury or illness and unreasonably refuses to accept an alternate work assignment, his or her workers' compensation benefits for lost work time may end and the employee may be subject to disciplinary action up to and including termination.

If working in an alternate work assignment as the result of an on-the-job injury and the employee is placed at maximum medical improvement (MMI) with permanent restrictions by a designated physician, eligibility to participate in the program ceases. The employee's ability to perform the essential functions of the position held at the time of injury/illness, with or without reasonable accommodation, will be reviewed at that time. If unable to perform the essential functions of the position, employment may be terminated, subject to applicable state and federal law.

Off the Job Injury or Illness

If an employee sustains an off-the-job injury or illness and the physician certifies in writing that the employee is unable to return to regular job duties but may perform other work activities, the employee may be eligible for voluntary placement in the Alternate Work Program. The supervisor may accommodate work restrictions by modifying current job duties. If this is not possible, it is the employee's responsibility to contact the Human Resources Department to determine if another alternate work assignment is available. Preference for placement in the Alternate Work Program will be given to those employees who sustain an on-the-job injury or illness.

General Provisions

The Alternate Work Program will consist of a temporary alternate work assignment(s) which will be consistent with the physician's work restrictions for the employee. These assignment(s) may be in the employee's own department or in another department, may simply entail a modification of current duties to allow work within the physician's restriction, or a combination of these assignments.

The Human Resources Department will be responsible for working with City departments to identify and place employees in alternate work assignments.

The employee's medical condition will be reviewed periodically to determine if he or she can resume normal unrestricted job duties or resume normal job duties with restrictions which can be accommodated by the department if this is not already being done.

Under the Alternate Work Program, salary and benefits costs will be charged to the department in which the normal position is budgeted.

An employee may work in an alternate work assignment for less than but not more than six (6) continuous calendar months. Releases of less than thirty (30) calendar days to perform regular job duties with no restrictions will not disrupt the six (6) month continuous period. If six (6)

calendar months have elapsed and the employee has not received a physician's release to return to his or her former position, he or she may be terminated for an inability to perform the essential job functions of the position for which he or she was hired. If this situation occurs, an employee may also be eligible for extended leave. Please refer to the "Extended Leave" section of this handbook for additional information.

If working in an alternate work assignment and released to full duty within six (6) months of the injury or illness by the treating physician, an employee will return to the same or similar position held at the time of injury or illness. Placement in an alternate work assignment is never a regular or permanent assignment.

At any time during placement in the Alternate Work Program, an employee is eligible to compete for appropriate job openings for which he or she is qualified.

Y. Training Opportunities

The City of Greeley's training program provides training and development opportunities for City employees. Based on needs assessments, classes on wellness, management and leadership, communication and safety – as well as numerous other topics – are offered throughout the year. As a part of the City's commitment to continuing education, certain training and development programs may require attendance. Additionally, the City may require supervisors to complete a minimum number of hours of continuing management training. Classes tailored to an individual work group are also available.

ARTICLE VII.

EMPLOYEE RESPONSIBILITIES

A. Counseling and Discipline

At the City of Greeley, providing supervision and feedback that help make employees successful is a priority. If, however, an employee is not performing work satisfactorily or is violating City rules, policies or procedures, disciplinary action will occur.

Discipline shall be reasonably related to the nature of the offense and may take into consideration the employee's past record, if applicable. However, any disciplinary action may be used in any situation at the discretion of the City.

In cases of possible discipline other than verbal reprimand or written reprimand, the supervisor must contact a Human Resources representative prior to taking any action. If this level of disciplinary action is a possibility, the employee will be given a written notice stating the reasons for possible discipline and an administrative meeting will be conducted prior to any disciplinary action being taken if practical. The written notice of the meeting will be signed by the division manager or supervisor with a copy submitted to the Human Resources Department. The division manager or supervisor may designate the responsibility of the administrative meeting to the employee's immediate supervisor. The decision rendered after the administrative meeting may be appealed in accordance with the **Appeal of Disciplinary Actions** section of this handbook.

In some situations where improvement is needed, counseling with an employee will result in improvement sufficient to avoid disciplinary action. Supervisors and managers should document these verbal counseling sessions for their own files. When counseling has not been utilized or has not resolved the problem, the following actions may be taken:

<u>Written Reprimand</u>

A written reprimand should identify the issue(s), the necessary corrective actions the employee must take, the time period in which the employee must accomplish the corrective actions, and further action that may be taken if the problem is not corrected. A signed copy of the written reprimand should be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

<u>Suspension</u>

Suspension without pay will occur in appropriate circumstances, for a more severe infraction or when other action hasn't corrected the problem. In accordance with the Fair Labor Standards Act, exempt employees will be subject to suspension without pay only in full day increments. Unless an exception is made by the department director and reviewed by the Human Resources Director, effective dates for suspensions without pay should not be established until the appeal process is completed.

<u>Suspension – Non-Disciplinary</u>

During an investigation or trial of any employee for any civil or criminal act or internal investigation, the department director may suspend the employee for the duration of the proceedings if it is determined to be in the best interest of the City to do so. Such suspensions may be with or without pay depending on the circumstances as approved by the department director and reviewed by the Human Resources Director.

Reduction in Pay

Reduction in pay will occur in appropriate circumstances, for a more severe infraction or when previous disciplinary action(s) has not corrected a problem.

Demotion or Transfer

A demotion or transfer may occur if an employee is unable or demonstrates an inability to perform the duties required in his or her position, as documented by the supervisor, and when it is expected that the employee can function competently in the lower or transferred level and another position is open and available.

Termination

Termination may occur for severe infractions, when previous disciplinary action did not correct the problem and/or for the good of the service. A department director may with notification to the Human Resources Director and for sufficient cause or the good of the service, terminate an employee. The Human Resources Director will notify the City Attorney's office of pending employee terminations.

Documentation for disciplinary actions other than written reprimand shall be signed by the employee's supervisor, the department director and the Human Resources Director.

Disciplinary action will vary depending on many factors, including but not limited to, the seriousness of the offense as determined by the City. To the extent possible, disciplinary action will be administered confidentially on a need-to-know basis.

Reasons for disciplinary action include, but are not limited to, the following:

1. Insubordination;
2. Demonstrated incompetence or inefficiency in the performance of job duties;
3. Carelessness, negligence, or misuse of City property or funds;
4. Theft, misappropriation or intentional destruction of City property or funds;
5. Neglect or refusal to comply with a lawful directive;
6. Being under the influence of intoxicants or illegal drugs while on duty, or possessing such substances on City property or City business while on duty;
7. Indulging in offensive conduct or using offensive or abusive language in public or on the work site;
8. Indulging in conduct, on or off-duty, which, in the opinion of the City, reflects unfavorably upon the City or which subjects the City to increased potential or actual liability for the employee's actions;
9. Conviction of a felony or a misdemeanor which, in the opinion of the City:
   - has a harmful effect on City operations;
   - has a harmful effect on the employee's ability to carry out his or her job duties;
   - reflects negatively on the City; or
   - subjects the City to increased liability for the employee's actions.
10. Deliberate or careless conduct endangering the safety of the employee or other employees;
11. Inducing or attempting to induce any employee of the City to commit an unlawful act in violation of City regulations, official policy, or departmental orders;
12. Using, threatening, or attempting to use affiliation or employment with the City in an effort to secure special consideration;
13. Falsification of personnel records, time cards, or other City records;
14. Unauthorized sleeping on duty;
15. Smoking in unauthorized areas;
16. Violating a safety rule or practice;
17. Leaving assigned work area without supervisor's authorization;
18. Violating or failing to comply with a City or departmental policy, rule, regulation, order, code, or professional standards;

19. Quitting work early without authorization to do so;
20. Lying to supervisors or falsifying records with respect to official duties;
21. Failing to report, where known, violations of personnel or departmental rules by any City employee in conjunction with employment by the City;
22. Discussing with unauthorized persons any confidential information gained through employment with the City;
23. Participating in or instigating an illegal strike or work slowdown;
24. Engaging in an unlawful act while on duty or while representing the City;
25. Threatening to physically harm or physically harming another person while on duty;
26. Refusing to sign a performance impairment exam consent form and/or submit to drug testing;
27. Abusing any type of paid or unpaid leave or other benefit program;
28. Failing to obtain or maintain required licenses and certifications;
29. Operating City equipment and/or operating a vehicle for City business if driver's license is suspended or revoked and such operation requires a valid driver's license;
30. Failing to notify supervisor of a driving violation within three days of receipt of the violation if operation of City equipment and/or operation of a vehicle for City business is an essential function of the job;
31. Being absent from work without notification of such absence unless extenuating circumstances exist;

Disciplinary action may be taken for any reason outlined above or for any other reason that requires such action.

B. Attendance and Punctuality

Because of interdepartmental dependence, it's important that employees attend work as scheduled. Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his or her supervisor if he or she expects to be absent or late according to department procedures.

Being absent from work for three consecutive days without notification of such absence (unless in the opinion of the City extenuating circumstances exist) will be considered job abandonment.

C. Safety

The City of Greeley uses its best efforts to provide a safe working environment and to minimize losses from accidents. To accomplish this, the City provides an accident prevention and safety training program. The program cannot be covered in depth in this handbook, however, every employee is obligated to cooperate in making the City a safe and healthy place to work and live. The following are main highlights of the safety program. Please refer to the ***City Safety Manual*** for detailed information.

- Learn and follow established safety policies and procedures.
- Immediately report on-the-job accidents and injuries to the supervisor.
- Report all unsafe practices and procedures to the supervisor.
- and assist in the investigation of work accidents.
- Actively support and participate in safety education programs provided by the City.
- Follow personal hygiene and grooming habits, as well as manner of dress, that allow for the safe completion of job duties.
- Obtain and wear/use personal protective equipment required by the City or the department.

- Wear seat belts when driving in vehicles on City business.
- While operating a City vehicle or a personal vehicle for City business, employees must refrain from using a mobile phone or similar device unless the mobile phone or device is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. This policy does not apply to an employee using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity. This policy would also not apply to an employee receiving an emergency call from a health care provider or any emergency services agency or entity.

Conduct that may adversely affect safety can result in appropriate disciplinary action. Additionally, if an injury occurs as the result of a safety violation, workers' compensation benefits may be reduced.

Certain occupational groups are, by the nature of their work, more exposed to safety hazards than employees in other groups. For these employees, the City requires and will provide protective clothing or equipment. There is an administrative rule that explains how and at what amount employees are reimbursed for required personal protective equipment, including steel-toed shoes/boots, protective eye equipment and protective head gear. Contact the supervisor or Human Resources for further information on this program.

D. Video Surveillance Policy *(added January 2015)*

The City of Greeley makes limited use of video surveillance systems at City work sites and in City vehicles. Video surveillance systems are primarily used to record areas or activities where there are public and/or cash transactions. Video surveillance cameras are generally not used to observe employee work areas, and are never used in areas where employees would have an expectation of privacy, such as restrooms or locker rooms.

The primary purpose of the video surveillance system is to allow the after-the-fact investigation of crimes committed or to assist in the investigation of certain types of occupational health and safety violations. The video surveillance system is not intended to be used as a method of tracking the work habits or productivity of individual employees.

The video surveillance systems are monitored on a periodic basis or in response to a specific incident. Video surveillance cameras are generally capable of being recorded continuously by a digital video recording system. Recorded video is used exclusively for the investigation of security and safety incidents and not for other purposes. The City of Greeley is responsible for the management of the video surveillance system and has exclusive control of the release of video recordings produced by this system.

Recorded video is not made available to all employees or the general public except as required by Colorado law. In the event that a security incident occurs, employees should report the incident to a supervisor. If the event occurred in an area where video surveillance coverage is available, the supervisor will review the recorded video and make a determination if any video relevant to the incident is available.

Employees should be aware that cameras are not monitored on a continuous basis and employees should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

Employees should also be aware that the video surveillance system has cameras that cover only a small fraction of the total work areas, and even when camera coverage exists, it may not provide the level of detail necessary to spot suspicious activity or identify criminals.

E. On-The-Job Injuries/Illnesses

The primary consideration in the event of an accident is the welfare of the injured person. If the injury is such that medical attention is required, the employee will be taken to a medical facility immediately. In the case of an extremely serious accident, no attempt should be made to move the employee; call 9-1-1 for medical assistance or 6-9-1-1 from a City phone.

Reporting

If an employee is injured or becomes ill due to a job-related incident, the employee is responsible for notifying his or her supervisor of the injury or illness within three working days. The supervisor is then responsible for completing a "Supervisor's Injury & Accident Investigation Report Form" and forwarding it to the Human Resources Department immediately.

Treatment

Employees must seek medical treatment through the workers' compensation designated provider program. This information is available from the supervisor or the Human Resources Department.

Appointments for medical treatment are to be made outside of normal scheduled working hours whenever possible to disrupt the work flow as little as possible. If this is not possible due to the medical provider's schedule, time missed for the length of the appointment only should be coded as injury leave (see the time card for coding information). If medical treatment requires travel outside of Greeley, the employee can submit a request for mileage reimbursement to the insurance administrator. The employee must provide appropriate notification and documentation to the supervisor before going to medical appointments. It is the employee's responsibility to check with the doctor to see if there are any work restrictions as a result of the injury (such as lifting) and provide written documentation to the supervisor.

Work Restrictions

If a designated medical provider places work restrictions that prevent an employee from being able to work in any capacity, written documentation from the physician must be provided to the supervisor immediately and leave time should be charged to injury leave. If the appropriate documentation is not provided in a timely manner, or there is some question as to whether the claim will be accepted by the insurance carrier, leave time will be charged to sick, banked sick leave, paid time off, vacation, other leave time if available or leave without pay. For detailed information regarding the "Injury Leave" benefit, please refer to that section of this handbook.

Depending on work restrictions, an employee may be eligible to be placed in the Alternate Work Program. Please refer to that section of this handbook for more detailed information.

If a prescription needs to be filled as the result of an on-the-job injury, check with the supervisor or call the Human Resources Department. Please do not use the health insurance prescription card for this purpose.

If an employee doesn't report the injury in a timely manner or if medical treatment is sought outside of the designated physician program the workers' compensation benefits may be reduced.

F. Use of City Vehicles

Use of City vehicles brings with it certain duties and responsibilities. If assigned a City vehicle either regularly or occasionally, please be aware that the following rules apply:

- City vehicles are to be operated only by authorized individuals and only on City business.
- City vehicles are to be used only to carry City employees or other individuals connected with City business.
- City vehicles may not be taken outside the State of Colorado without prior authorization from the Safety and Risk Coordinator to ensure the vehicle is properly insured for out-of-state travel.

- Employees whose primary work site is within the Greeley city limits and who reside within five (5) miles of the Greeley city limits can take a City vehicle home if authorized by the department director.
- Employees whose primary work site is outside the city limits and who live within a 15 minute response time can take a City vehicle home if authorized by the department director.
- Employees who drive a City vehicle to and from work are required to complete paperwork provided by the City to track vehicle usage and will pay taxes on the value of the benefit in accordance with IRS regulations.
- Employees who drive a City vehicle to and from home to the work site when on-call or on stand-by are required to complete paperwork provided by the City to track vehicle usage and will pay taxes on the value of the benefit in accordance with IRS regulations.

And again, remember that wearing seat belts while the vehicle is in operation is required.

G. Vehicle Accidents

If involved in an accident while operating a City vehicle or operating a personal vehicle on City business, immediately contact the local police and the supervisor--do not leave the scene of the accident until authorized by law enforcement or emergency services personnel. Also, don't move the vehicle from the scene of the accident unless leaving it would create an additional hazard.

If police are unable to respond, the employee should exchange information with the other party. Complete a "Property Damage Report Form" regardless of who was at fault. This report must be filled out and routed through the supervisor to the Safety and Risk Coordinator within two working days of the accident. If the employee is physically incapacitated or unable to return to work within this time frame, the supervisor will be responsible for completing the "Property Damage Report Form".

For further information**,** please see the ***City Safety Manual***, available through the supervisor or the Human Resources Department.

H. Residency Requirements

The City Manager, Assistant City Managers, City Attorney, Deputy City Attorney, and Municipal Judge are required to live within the City limits. The department directors may be required to live within the City limits. The City Manager, City Attorney and department directors may require certain employees to live within the Greeley city limits or within a specific radius of their work station and/or within a set response time *(revised January 2015)*. Employees who are offered and accept reimbursement from the City for moving expenses must establish and maintain a primary residence within the city limits upon commencing employment. An affected employee has six (6) months after date of hire or promotion to meet residency requirements. Employees should speak with the department director regarding any questions about these requirements.

I. Computer Usage

The City of Greeley provides computer software and hardware for business usage only. Personal use is prohibited except as specified under the "Employee Ethics Code" section of this handbook. Information Technology (IT) establishes the standards for computer hardware and software purchases. Repair, maintenance, relocation and replacement of standard equipment is provided by IT. No personal or non-standard software is to be installed or used on City computers. All employees must abide by software licensing agreements. Software piracy will not be tolerated.

IT has the responsibility to ensure enforcement of City standards as well as appropriate usage of computer hardware, software and electronic communications (voice mail and E-mail). In pursuit of that goal, the City reserves the right to monitor all systems for adherence to City policy.

If, during routine maintenance or while performance other work on an employee's PC, IT staff identifies material that may be in violation of City computer usage or other policies, such potential violations will be reported to the Chief Information Officer. The Chief Information Officer will forward these concerns to the Human Resources Director. The Human Resources Director will notify the employee's supervisor or department director and together determine if material is work related. In no circumstance will the IT staff member take independent action or make any determination of the level of seriousness of the potential policy violation.

J. Internet Policy

The City's goal in providing Internet access is to promote productivity by facilitating research, resource sharing, innovation, and communication as outlined in the administrative rule "Use of the Internet". Records of Internet access and activity (e.g. web sites accessed or time spent connected to Internet servers) may be considered public records that are subject to the disclosure requirements of the Colorado Open Records Act. Employees should have no expectation of privacy in accessing or using the Internet.

All computer files are the property of the City of Greeley regardless of their physical location or the form in which they are maintained. The use of the Internet shall comply with all of the requirements set forth herein and all other City administrative rules and policies. Please refer to the administrative rule "Use of the Internet" for additional information.

If, during routine maintenance or while performance other work on an employee's PC, IT staff identifies potential Internet usage that may be in violation of City Internet, electronic communication, social media, networking or online communication policies, such potential violations will be reported to the Chief Information Officer. The Chief Information Officer will forward these concerns to the Human Resources Director. The Human Resources Director will notify the employee's supervisor or department director and together determine if material is work related. In no circumstance will the IT staff member take independent action or make any determination of the level of seriousness of the potential policy violation.

The City has wireless Internet access capabilities in many facilities. Employees who wish to connect to this wireless access must have a City-owned laptop or Windows tablet. Wireless access is not available for IPhones or IPads due to security and antivirus issues. Wireless access is available for vendors and guests at City facilities. Such usage should be restricted to access needed to give a presentation or demonstration, check email, or access the internet for other business-related reasons. For security reasons, the password for vendors and guests will be changed on a regular basis and Information Technology staff will notify selected positions in each building when the password is changed. Vendor and guest wireless is not set up or to be used for City employee personal devices including mobile phones. Wireless access will be monitored by Information Technology Department staff *(added January 2015)*.

K. Electronic Communications - Voice Mail and E-Mail

All electronic communication files are the property of the City of Greeley regardless of their physical location or the form in which they are maintained. Voice mail and E-mail are tools for business communications. Users have a responsibility to use these tools in an efficient, effective, ethical and lawful manner. E-mail communications should follow the same standards expected in written business communications and public meetings. Users are hereby advised that voice mail and E-mail messages may be public records that are subject to the mandatory disclosure requirements of the Colorado Open Records Act. Please refer to the administrative rule "Use of City E-Mail System" for additional information on voice mail and E-mail usage.

L. Social Media, Networking & Online Community Web Policy

The City of Greeley wishes to represent itself appropriately, consistently and positively on the internet. To aid in meeting this goal the "Social Media, Networking & Online Community Web" administrative rule establishes procedures for creating and maintaining a social media and online community presence. The administrative rule provides guidelines and standards for employees regarding the use of social media for communication with citizens, colleagues and the world at large. City social media accounts accessed and utilized during the course and scope of an employee's job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues. The City reserves the right to shut down any social media account at any time. Please refer to the administrative rule "Social Media, Networking & Online Community Web Policy" for additional information.

M. User Security Policy

The City of Greeley manages information technology security with an emphasis on confidentiality, integrity, and availability. Ensuring confidentiality means keeping all data private from unauthorized individuals or systems. Integrity is the assurance that only authorized individuals can modify existing data. Finally, availability is achieved with infrastructure that provides reliable accessibility and performance. The City's comprehensive approach to security is focused on protecting each of these key security components. The User Security Policy details computer user security awareness and compliance needed to protect the integrity, confidentiality, and availability of the City of Greeley IT network. Please see the administrative rule "User Security Policy" for additional information.

N. Personnel Records

An employment history for each active employee is on file in the Human Resources Department. Employees can review their own file and make copies at any time. Certain limited information contained within personnel files may be accessed by the public pursuant to the Open Records Act. Other information may be shared on a need-to-know basis with City supervisors and the Human Resources Department staff. Unless otherwise required by law, the information in personnel files is confidential and may not be used or divulged for purposes unconnected with personnel management without the employee's permission in writing.

Occasionally, outside agencies call to verify employment or ask for information they need to conduct their business. An employee's pay rate, position title and employment dates are available to these agencies. Employees will be expected to keep records current by providing information to the Human Resources Department about name, street and mailing address, home telephone number, dependent and beneficiary changes.

O. Emergencies and Disasters

The City is exposed to a wide variety of natural and man-made hazards with the potential to adversely affect life and/or property. Major emergencies and disaster incidents are unique events that present the City with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of the City. If the City is faced with this situation, an employee may be asked to respond to help with the immediate needs of the community and eventual recovery efforts. The tasks assigned may or may not have any correlation to normal job duties. Each department is responsible for developing and maintaining its own emergency management procedures and employee-specific responsibilities. However, it is each employee's responsibility to keep the supervisor informed of current contact numbers. Detailed information

concerning the City's response to disasters and emergencies can be found in the ***City of Greeley Emergency Operations Plan*** and the Continuity of Operations Plan for the department.

P. Travel for Training and Conferences

The City believes in providing training and development opportunities for employees both on-site and externally to the extent possible. Employees chosen by their supervisors to attend any training or conference will be accountable for all funds spent on travel, registration, accommodations and other incidentals.

Supervisors will ensure that the most economical means available are chosen and will also find ways for the employee to share the knowledge they have gained with appropriate coworkers. Employees are chosen to attend training and conferences based on department needs and individual training needs. Supervisors will make every effort to allocate opportunities within the work group, although business reasons may dictate that some employees attend more training and conferences than do others.

In order to save money, local training opportunities will be given first consideration followed by regional and then out-of-state programs.

Q. Pay for Travel Time

In accordance with the Fair Labor Standards Act (FLSA) ordinary travel to and from work is not paid. Travel to work when a non-exempt employee has been called back to handle an emergency is counted as hours worked.

Pay when a non-exempt employee travels away from the employee's home city is as follows:

- When employee is a passenger: This time is paid to the extent that the travel time overlaps with the employee's normal work day. For example, if the employee leaves Greeley at 6:00 a.m., rides the shuttle to the airport, flies on a plane until 4:00 p.m., then rides in a taxi until 5:30 p.m. the paid time is the time from 8:00 a.m. until 5:00 p.m. since that time frame would be regular hours of work.
- When the employee drives: Travel time for employees who drive to another city or location is paid. If the employee is offered public or other transportation (e.g. an airplane) but chooses to drive, the City will pay the employee only for the time it would have taken if the employee had used the public or other transportation. Please see the City "Travel Reimbursement" policy for additional information.

Exempt employees are not paid in excess of their normal work schedule for travel time and are expected to use the mode of transportation which would require the least amount of time and cost.

R. Cell Phone Usage

For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radiophones/walkie-talkies, telephone pagers, personal digital assistants (PDAs) with wireless communications capabilities, or RIM (research in motion) wireless devices).

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with City phones. Excessive personal calls during the workday, regardless of the phone used, interfere with employee productivity and are distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas unless otherwise authorized by the employee's supervisor for emergency purposes. Other personal calls should be made during non-

work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

If you have your personal cell phone at work, it should be either turned off or set to vibrate and kept in an unobtrusive location (i.e. pocket, drawer, purse). In all circumstances, use your desk phone first, if available, and your cell phone only as a back-up in cases of emergency.

ARTICLE VIII.

APPEAL AND DISPUTE RESOLUTION PROCESSES

A. Appeal of Disciplinary Actions and Appeal of Involuntary Non-Disciplinary Demotions or Terminations

The appeal process for the disciplinary actions of written reprimand, suspension without pay, reduction in pay, demotion, transfer, or termination is outlined below. Additionally, employees may also appeal involuntary non-disciplinary demotions, transfers or terminations. If the position is eliminated or an employee is demoted or transferred and he or she does not perceive the action as fair and having a business foundation, he or she may appeal the decision.

Employees who do not report directly to a department director and who decide to appeal the disciplinary decisions of written reprimand or suspension without pay of two days (sixteen hours) or less must follow sections 1 and 2 outlined below. Decisions made at that point are final. Employees who decide to appeal the disciplinary decisions of suspension without pay for two days (17 hours) or more, reduction in pay, demotion, transfer or termination must follow sections 1, 2, 3 and 4 outlined below. Employees who report directly to a department director and who decide to appeal the disciplinary decisions of written reprimand, suspension without pay, reduction in pay, demotion, transfer or termination begin the process at section 3 and must follow sections 3 and 4 outlined below.

Employees who decide to appeal involuntary non-disciplinary demotions, transfers or terminations must follow sections 1, 2, 3 and 4 outlined below. Employees who report directly to a department director and who decide to appeal non-disciplinary demotions or terminations begin the process at section 3 and must follow sections 3 and 4 outlined below.

Employees in the initial probationary period don't have access to the appeal process.

1. Within seven (7) calendar days from the date of the disciplinary action decision, the employee must submit a written notice to the employee's department director explaining the basis for the employee's appeal. The employee must also submit a copy of the written notice to the employee's supervisor and the Human Resources Director.
2. Within fourteen (14) calendar days of the receipt of the employee's written notice, the department director will meet with the employee to hear the appeal. Within seven (7) calendar days of that meeting, the department director will provide a written decision to the employee to sustain the supervisor's decision, modify the decision, or reverse the decision.
3. In cases involving disciplinary decisions of suspension without pay for two days (17 hours) or more, reduction in pay, demotion, transfer or termination, if the employee disagrees with the decision of the department director, within seven (7) calendar days of the date of the written response from the department director, the employee must submit the appeal in writing to the City Manager or the City Manager's designee. The appeal must state the specific reasons or the basis for disagreement with the department director's decision. The employee must also submit a copy of the written appeal to the department director and the Human Resources Director.
4. Within fourteen (14) calendar days of the receipt of the employee's written appeal, the City Manager or the City Manager's designee will meet with the employee to hear the appeal. Within seven (7) calendar days of that meeting, the City Manager or the City Manager's designee will provide a written decision to the employee to sustain the department director's decision, modify the decision, or reverse the decision. The decision of the City Manager or the City Manager's designee will be final.

Upon the agreement of both parties, the time frames may be adjusted. An appeal is determined to be withdrawn by the employee if the employee fails to submit a written notice to the appropriate personnel within stated or agreed upon time limits. An appeal is determined to be denied if there is no response to an employee within stated or agreed upon time limits.

In cases of necessity, the employee will be allowed reasonable time during regularly scheduled work hours to prepare for and present the appeal. The employee must provide the reasons for the necessity and obtain the prior approval of the supervisor to spend reasonable amounts of work time on these matters.

Appeal meetings are informal in nature and are not bound by any formal rules of evidence or procedure. No new factual information will be allowed as the basis for the appeal. The person to whom the appeal is filed has the sole authority to allow the presence of other parties or witnesses during informal appeal meetings.

It is the City's policy not to retaliate against an employee who appeals a disciplinary action or an involuntary non-disciplinary demotion or termination. Retaliation won't be tolerated and individuals involved in retaliation will be subject to appropriate discipline.

Exhaustion of these appeal procedures is a mandatory prerequisite to pursuing any possible court action.

B. Open Door Policy

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. If an employee has a concern, he or she is encouraged to frankly discuss the matter with the immediate supervisor. Experience has proven that the sooner the issue is addressed, the easier it is to reach a solution, so the matter should be brought to the supervisor's attention at the earliest possible opportunity.

If discussing the matter with the supervisor does not satisfactorily resolve the issue, or it is inappropriate to go to the immediate supervisor, the employee may take the matter to another department representative or to Human Resources who will attempt to bring the matter to resolution and a conclusion.

Options that may be available in discussing the dispute include a conference with whomever the employee has the dispute and a member from the Human Resources staff, and together choose a process for attempting to resolve the concern. Additionally, Human Resources can provide the employee and supervisor with professional resources for team building or mediation. Since this can cost money, this will be determined on a case-by-case basis with the supervisor and a Human Resources Department staff member.

C. Non-disciplinary Dispute Resolution Process

Most incidents resolve themselves naturally or through initial discussions through the open door policy; however, should a situation persist that an employee believes is detrimental to him or her or to the City, follow the procedure described here for bringing the disagreement or dispute to management's attention. If an employee decides to use this dispute resolution process, he or she must do so within a reasonable period of time after determination that the disagreement or dispute has not been resolved through the open door process. Failure to initiate the dispute resolution process within this time frame shall be deemed to be an abandonment of the disagreement or dispute. Disputes addressed through this process can include concerns such as working conditions; working relationships; application and interpretation of policies, rules and regulations; denial of promotions, reclassification, performance appraisal ratings or pay increases. The decision of the department director will be final in disputes regarding performance appraisal ratings and will not proceed to a review by the City Manager or the City Manager's designee.

Employees should note that the Human Resources Department is available to provide employees consultation on a problem and any other assistance at any time prior to or during the dispute resolution process.

1. Discuss with immediate supervisor. Formally discuss the disagreement or dispute with the immediate supervisor even if informal discussions didn't resolve the issue. The supervisor has seven (7) calendar days to render a written decision to the employee. If the employee does not believe a discussion with the supervisor is appropriate, he or she may proceed directly to section 2.
2. Discuss with the division supervisor or manager (skip to section 3 if not applicable). If the matter isn't resolved with the immediate supervisor, an employee may file a written notice of the dispute with the division supervisor or manager within seven (7) calendar days of the date the employee knew or should have known of the disagreement or dispute or seven (7) calendar days after the employee receives a response from the immediate supervisor.
3. Meet with department director (skip to section 4 if the immediate supervisor is the department director). If the problem is not resolved after discussion with the division supervisor or manager, an employee is encouraged to submit a written summary of the dispute to the department director within seven (7) calendar days after he or she receives a response from the division supervisor or manager. The department director may conduct an investigation and may also review the matter with a member of the Human Resources Department. A meeting will be held between the employee and the department director within seven (7) calendar days of receipt of the written summary of the dispute. The employee will normally receive a response regarding the problem within seven (7) calendar days of meeting with the department director.
4. Review by City Manager or the City Manager's designee. Except in the case of disputes regarding performance appraisal ratings, if the employee is not satisfied with the department director's decision and wishes to pursue the matter further, he or she may prepare a written summary of the dispute to the City Manager or the City Manager's designee with a copy to the Human Resources Director. The written summary requesting that the matter be reviewed by the City Manager or the City Manager's designee must be submitted within seven (7) calendar days of the date the employee received a response from the department director. The City Manager or the City Manager's designee, after an examination of the situation (which may include a review of the written summary of the problem, discussions with all individuals involved, and further investigation if necessary), will inform the employee of his or her decision within twenty-one (21) calendar days. The decision of the City Manager or the City Manager's designee will be final.

Upon the agreement of both parties, the time frames may be adjusted. A dispute is determined to be withdrawn by the employee if the employee fails to submit a written notice to the appropriate personnel within stated or agreed upon time limits. An appeal is determined to be denied if there is no response to an employee within stated or agreed upon time limits.

Employees will be allowed reasonable time during regularly scheduled work hours to prepare for and meet regarding a dispute. The employee must obtain the prior approval of the supervisor to spend reasonable amounts of work time on these matters.

Dispute meetings are informal in nature and are not bound by any formal rules of evidence or procedure. The person to whom the dispute is addressed has the sole authority to allow the presence of other parties during informal meetings. The person to whom the dispute is addressed may uphold, reverse or modify previous decisions within the scope of the authority vested in his or her position.

It is the City's policy not to retaliate against an employee who, in good faith, brings concerns or problems to management either through the open door policy or the dispute resolution process. Retaliation won't be tolerated and individuals involved in retaliation will be subject to appropriate discipline.

Exhaustion of the dispute resolution process is a mandatory prerequisite to pursuing any possible court action.

This dispute resolution process does not apply to appeals of disciplinary actions, non-disciplinary demotions or terminations, claims for unemployment or workers' compensation benefits or claims brought pursuant to other benefit plans.

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