

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2024-29

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO
APPROVING THE TOWN OF KEYSTONE EMPLOYEE HANDBOOK**

WHEREAS, the Town of Keystone is a home rule municipality in Colorado; and

WHEREAS, the Keystone Town Council desires to attract and retain qualified individuals to work for the Town of Keystone; and

WHEREAS, the Town Council desires to adopt an Employee Handbook for purposes of setting personnel policies and guidelines for Town employees.

Now, Therefore, be it Resolved by the Town Council of the Town of Keystone, Colorado, that:

Section 1. The Town Council adopts the Town of Keystone Employee Handbook attached as Exhibit A. The Town Manager is authorized to make non-substantive amendments to the Employee Handbook.

Section 2. Effective Date. This Resolution shall take effect upon its approval by the Town Council.

ADOPTED by a vote of 7 in favor and 0 against, this 12th day of **March 2024.**

By: Kenneth D. Riley
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: Madeleine Sieber
Town Clerk

By: Jessica Menden
Town Attorney

Town of Keystone

EST 2024



Employee Handbook

2024

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IMPORTANT NOTICE (AT-WILL)

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF KEYSTONE AND SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

NEITHER THE EMPLOYEE NOR THE TOWN OF KEYSTONE IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN OF KEYSTONE IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN OF KEYSTONE. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES REPRESENTATIVE.

WELCOME TO KEYSTONE!

We are glad you're here! We asked you to become a member of our team because we are confident that you will help us render the highest standard of service in our community and help us pioneer a model vision of local government.

We believe that our town's quality of services depends upon many people with a variety of skills and talents, all of whom play a valuable role in helping to achieve our goals. We hope that you will take pride in being a member of this dynamic team. Whatever your particular job may be, we want you to be successful. This handbook was developed to describe some of the guidelines, programs, and benefits for employees. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it may answer many questions about employment with our Town. Please read it carefully and retain it for future reference.

We hope that your experience here will be challenging and enjoyable. We are excited to have you join our team!

Town Manager,

Mayor

&

Town Council



EMPLOYMENT

Equal Employment Opportunity and Unlawful Harassment

The Town of Keystone is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age (40 and over), race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.

Disability and Religious Accommodation

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Town.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the Town will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Town's business operations.

The Town may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative or the Town Manager.

The Town will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the Town believes it warrants separate emphasis.

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of, such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Town has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The Town takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The Town also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The Town therefore expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your Human Resources Representative or to the Town Manager, who will investigate and/or address the matter and may take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to another supervisor.

The Town prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Town determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.



EMPLOYEE STATUS

Employee Classifications

Employees of the Town are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the Town's group health plan. Eligibility for participation in the Town's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the Town's group health plan, please contact your Human Resources Representative. The following classifications are used throughout this Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of forty hours per workweek (excluding duty free meal periods). The workweek is defined as Sunday to Saturday.



Full-Time Employees

Full-time employees are those who are normally scheduled to work a schedule of no less than 32 hours per week.

Part-Time Employees

Part-time employees are those who are normally scheduled to work fewer than 32 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited

duration. Temporary employees may be classified as exempt or nonexempt based on job duties and compensation.

EMPLOYEE BENEFITS

Benefits Overview

As part of its compensation strategy, the Town offers several different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Town complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the Town are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Town.

Employees will have an opportunity to make changes to their benefit selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

Summit County Housing Stipend

The Town recognizes the high cost of living in Summit County and offers a \$500 per month housing stipend for employees who reside in Summit County. The employee is paid \$230.77 each bi-weekly pay period to offset the high cost of living. This benefit is offered to regular, full-time employees.



Health and Wellness Subsidy

The Town offers a Health and Wellness Subsidy with a wide variety of benefits to choose from to best meet the employee's health, wellness, recreation, or retirement. Regular, full-time employees receive an annual credit amount of \$2500 to apply towards the following benefits:

- HSA, FSA, and LSA Accounts
- Health Insurance Premiums
- Supplemental Life Insurance Costs
- 457 Deferred Compensation

Health Benefits Program

Medical, Dental, Vision, and optional Spending Accounts

The Town of Keystone offers health benefit options which feature medical, dental and vision coverage. The Town pays 80% of the cost of coverage. There are also HSA, FSA and LSA options. Employees must be classed as full-time to be eligible for benefits. Coverage begins on the first of the month following the date of hire. All employees will receive enrollment information no later than their date of hire. Plans may only be changed during the annual open enrollment period or if a qualifying event occurs.

Life Insurance and Supplemental Life Insurance

The Town provides life insurance at no cost to full-time benefit eligible employees. Coverage begins the first of the month following date of hire. Employees may have to meet certain qualifying conditions set forth by the provider. Supplemental Life Insurance is available.

Short-Term and Long-Term Disability Insurance

The Town provides disability insurance at no cost to full-time benefit eligible employees. Coverage begins the first of the month following date of hire. Employees may have to meet certain qualifying conditions set forth by the provider.

Employment Assistance Program (EAP)

The Town provides a rich EAP program, designed to help alleviate issues and stressors due to mental health, substance abuse, and other personal and workplace issues.

Please see Human Resources for detailed benefit information.

Retirement Plans

The Town has chosen NOT to participate in Social Security and instead offers a qualified retirement plan offered by the Colorado Retirement Association. This means the employee will not pay the 6.2% FICA tax and quarters worked for the Town of Keystone will not count for Social Security benefits.

- 401 (a) Retirement Savings Plan

All full-time employees are automatically enrolled in the 401(a) Qualified Retirement Savings Plan beginning on their date of hire. The Town contributes 8% of the employee's salary. The employee is required to contribute 3% of their salary to the plan.

- 457 Deferred Compensation Plan

The Town also offers a 457 Retirement Plan. All full-time employees are eligible to participate as of their date of hire. The Town provides a dollar-for-dollar match of employee contributions up to 3% of the employee's salary. The IRS sets the maximum annual contribution amount. The Town match is deposited in the employee's 401(a) Retirement Savings Plan.

For more information about these plans, including Summary Plan Documents, and the terms, conditions, or eligibility requirements, please contact Human Resources or the Town Manager.

Holidays

The Town currently observes the following holidays as days off with pay:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- A Floating Holiday

The floating holiday is normally provided by management at the beginning of each year. It is typically scheduled to make a long weekend of the employee's choice.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours.

Paid Sick and Exigency Leave

All employees accumulate sick time at the rate of one hour per 30 hours worked, up to a maximum of 64 hours in a year. Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment and needing leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child;
- (6) needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- (7) needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- (8) needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work because of an illness, injury, medical care, domestic violence, care for family whose school has been closed, evacuation of residence, or bereavement. Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours are currently carried over from year to year up to 192 hours. Paid sick time will not be used in the calculation of overtime and is not paid out when employment ends with the Town.

This Paid Sick and Exigency Leave complies with the Colorado Healthy Families and Workplaces Act (“HFWA”). The Town’s leave policy provides leave as follows:

- (1) In at least an amount of hour and with pay sufficient to satisfy HFWA;
- (2) For all the same purposes covered by HFWA; and
- (3) Under all the same conditions as in HFWA and applicable rules.

Employers shall not retaliate against an employee for requesting or using paid sick leave. Additional rules will apply in the case of a public health emergency.

Vacation

Full time and part time Employees are eligible for vacation time. The Town of Keystone values the work-life balance of employees and encourages employees to use the full vacation accrual. Vacation hours are accrued on a per pay period basis and are prorated for Employees hired after January 1 of each year.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and must receive their supervisor’s approval. Vacations are scheduled in a manner that minimizes interruptions to the operations of the Town.

Vacation time will not be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned, unused vacation.

We encourage employees to use all their earned vacation each year. Employees may carry unused vacation year over year, subject to a cap. The maximum vacation that employees may accumulate is 200 hours. At no point can they exceed this cap.



Position Type	Annual Year 1 through the end of 3 years	Annual – Year 4 through the end of year 6	Annual – Year 7 and longer
Full-time Employees	4.62 hours per pay period - 120 hours annually	6.16 hours per pay period – 160 hours annually	7.7 hours per pay period – 200 hours annually
Part-time Employees	0.06 hours per hour worked.	0.08 hours per hour worked.	0.1 hours per hour worked.

LEAVES OF ABSENCE

Domestic Abuse and Crime Victim Leave

Employees subjected to domestic abuse, or a victim of a crime may be eligible for a leave of absence. Please see the Human Resources Representative for more information.

Funeral Leave

Employees are currently eligible for paid bereavement leave as part of Colorado's Healthy Families and Workplaces Act. (See "Paid Sick and Exigency Leave" above). In addition, in the event of a death in their immediate family, full- and part-time employees currently are granted a supplemental paid leave of up to three workdays to attend a funeral or memorial service. For the purposes of this supplemental leave, immediate family is defined as spouse, partner, siblings, parents, children, and grandparents. For funerals of other relatives or friends, employees may take vacation or unpaid leave upon the approval of their supervisor.

Jury Duty

The Town recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from the Town.

FAMLI

The Town has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the Town have the option to participate in FAMLI on an individual basis; however, the Town has chosen not to participate in the employer portion of the program. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Please see the Human Resources representative to obtain additional copies of the required notices to employees of local government employers who have opted out of FAMLI that are distributed upon hiring.

Medical Leave

A medical leave of absence of not more than three months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with our Town.
- Human Resources or the Town Manager is notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. (The Town may require the employee to obtain an opinion from a medical provider selected by the Town)
- Approvals are obtained from the Town Manager and the Human Resources Representative prior to the leave.
- All available sick leave and earned vacation are used at the beginning of the leave of absence.
- When the estimated period of leave is less than three months, and an employee needs to extend the leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work.

The Town may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the Town, it is practical to do so or as a reasonable accommodation under the Colorado Anti-Discrimination Act (CADA).

The Town does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, if the former job is not available, the employee is free to apply for any vacancy available and will be considered along with other applicants.

The Town currently continues health insurance benefits for an employee on leave for a maximum of three months if the employee continues to pay the employee's portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Colorado Anti-Discrimination Act (CADA) or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer.

Potential accommodations will be determined in an interactive process between the employee and the Town.

Part-time employees are not eligible for medical leave except as provided by the Healthy Families and Workplaces Act and to accommodate a disability as required by CADA. Medical leaves, and any extension of leaves, generally will be limited to no longer than 12 weeks.

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's reemployment rights. The Town pays for the first three weeks of leave per year. After that time, leave is without pay.

Personal Leave

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, an unpaid leave for reasons other than illness, disability, vacation or a leave of absence otherwise protected under federal, or state law may be granted on a case-by-case basis.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

PAY

Overtime

From time to time, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

For nonexempt employees, hours worked in excess of 40 hours per workweek are paid at one and one-half (1 1/2) times the employee's regular rate. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., vacation, are not counted.

Paydays

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans are arranged through the Human Resources Representative.

The Town deposits paychecks automatically into employees' bank accounts. Upon hire, this information is gathered from each employee.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The Town is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources representative. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Time Reporting

Nonexempt employees are required to complete a timecard daily. At the conclusion of each pay period employees must sign the timecard and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off.

Notify your supervisor immediately if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Exempt employees are required to report to their department manager if they have taken time off from their regular work schedule.

These records are the only ones used by the Town to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the Town if they find a discrepancy between the Town's records and their records. Employees should contact their supervisors or the Human Resources Representative with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay.

Employees also must notify a supervisor or Human Resources Representative if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken.



The Town will not tolerate retaliation against employees for making a report or participating in an investigation.

Meal Periods

Non-exempt employees who work 6 or more consecutive hours will be provided with at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

WORK ENVOIRNMENT

Accommodations for Nursing Employees

A private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, human resources representative and the employee will agree upon a schedule that might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Nursing employees are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, and milk storage areas.

The Town reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Town's operations.

The Town will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

Anti-Violence

Any action, which in the management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, bullying, veiled threats, profanity, and vicious or abusive statements.

Employees should immediately report any such occurrences to the Human Resources Representative or the Town Manager. The Town will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact Human Resources for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If you are subjected to workplace bullying, please contact human resources.

Appearance and Attire

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. This includes being clean and neat, with attire that meets reasonable grooming standards. So long as clothing does not conflict with the dress code, employees' attire may be based on their gender identity.

Attendance and Punctuality

All employees are expected to be on time and punctual when showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable.

Failure to call in when absent for three consecutive days will result in termination.



Communication Systems

The Town's computer network, access to the Internet, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Town. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Town information and may not be disclosed to non-Town personnel.

All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Town systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Town premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the Town.

Personal Use of the Internet

Some employees need to access information through the Internet to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Personal Use of Social Media Guidelines

Personal use of social media is never permitted during working time by means of the Town's computers, Town-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not Town communications.

Nothing in this guideline is meant to interfere with employees' right under state law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

Political Participation

The Town encourages employees to participate in matters of responsible citizenship. The Town will not interfere with the conduct of Town employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, are not campaigning in their official Town uniforms, and that the activities do not impair the employee's job efficiency or that of others. Full time employees may not serve on a board,

commission, or committee related to their functions. Employees may not hold a Town Elective Office, either by election or by appointment.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Town can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees will not be required to work for, or participate in, the support of any political candidate during their off-duty hours.

Software and Copyright

The Town fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Town facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Town premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

The Town's voice mail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voicemail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access Town systems is discouraged as this may subject the employee's personal device to discovery requests or Town action.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Texting is permitted only where the vehicle is at rest and lawfully parked.

Confidential Information

Employees of the Town will have access to confidential information of the Town and those we interact with. If uncertain whether information is confidential, contact your supervisor.

Employees are prohibited from disclosing confidential information. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Town upon separation or at any time upon demand.

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

Conflicts of Interest

The Town requires that employees protect Town information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for a contractor of the Town's, should also be avoided.

Other examples of conflict of interest could be: Serving as a board member or director of a firm, holding financial interest in a business, or being self-employed in an occupation which provides goods or services to the Town, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to Town business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Town Manager for a final determination.

Data Disposal Policy

During the course of employment, the Town will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The Town may keep these records in electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town will either (a) destroy the records or (b) arrange for their destruction, in such a manner as to render the personal identifying information unreadable or indecipherable through any means.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Inspections

We may conduct searches of employees' personal effects after notice is given and with the employee's consent. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

We may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Town and copies of those keys are kept by the Town.

Job Related Problems

Employees who disagree or are dissatisfied with a Town practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

Please see the Human Resources Representative or the Town Manager for the formalized complaint procedure.

References

The Town does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the caller to Town Manager. Only they have the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

Safety/Reporting of Injury

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing as soon as they are able within 10 days after the injury to the Human Resources Representative or the Town Manager.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Town's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

Smoking and Vaping

It is our objective to provide a smoke-free environment within our organization. Smoking and vaping are prohibited within all areas of the building and within 25 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

Separation of Employment

If you desire to end your employment relationship with the Town, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Town property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the Town so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

CONNECT WITH KEYSTONE

970-450-3500

INFO@TOWNOFKEYSTONE.US

1628 SAINTS JOHN RD

KEYSTONE, CO 80435

ACKNOWLEDGMENT OF RECEIPT (AT-WILL)

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED MARCH 12, 2024. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE TOWN OF KEYSTONE IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE TOWN THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE TOWN OF KEYSTONE, OTHER THAN THE TOWN MANAGER AND TOWN COUNCIL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER OR THE MAYOR AND MYSELF. I REPRESENT THAT I HAVE NOT ENTERED INTO A WRITTEN AGREEMENT WITH THE TOWN UNLESS AUTHORIZED BY THE TOWN COUNCIL OR TOWN MANAGER.

Signature

Employee Name

Date