

**MANAGEMENT SERVICES
MEMORANDUM #04-2018**

DATE: May 14, 2018
TO: Honorable Mayor Carol Dodge and City Council Members
FROM: James A. Hayes, AICP, City Manager *JH*
Paula Jensen, Director of Management Services *PJensen*
SUBJECT: CR-70, 2018 Amended Employee Guidelines

PURPOSE

In accordance with Northglenn Municipal Code: *Section 2-3-3. Functions and Duties, in General. (d) The City Manager shall have the power to suspend and discipline all officers, department heads and employees whom he is empowered to appoint, in accordance with personnel rules promulgated by the City Manager and approved by the Council,* the amended Employee Guidelines are being presented to City Council for adoption.

BACKGROUND

On April 23, 2018, Employee Guideline amendments were presented to City Council for review and comment. The amendments included the following:

1. A revised “Respecting the Rights of Coworkers” guideline. The guideline has been amended to include Council Members in the guideline, as requested by City Council, and to amend the process for reporting behavior that violates the policy, depending on the person alleged to have committed the misconduct. (changes in red font, page 44)
2. A new guideline entitled “Problem Resolution” intended to provide employees with a mechanism to address general employee complaints/concerns. (page 41)

UPDATES/CHANGES

N/A

BUDGET IMPLICATIONS

N/A

TIME IMPLICATIONS

N/A

NEXT STEPS/CITY COUNCIL OPTIONS

Council may approve, deny or table the amended 2018 Employee Guidelines for adoption.

STAFF RECOMMENDATION

Staff recommends approval of the amended 2018 Employee Guidelines.

STAFF REFERENCE

Please contact Paula Jensen, Director of Management Services at pjensen@northglenn.org with any further questions.

ATTACHMENTS

A. Amended 2018 Employee Guidelines

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-70
Series of 2018

Series of 2018

A RESOLUTION ADOPTING EMPLOYEE GUIDELINES FOR THE CITY OF NORTHGLENN,
COLORADO

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN,
COLORADO, THAT:

Section 1. The Employee Guidelines, attached hereto as Exhibit A, are hereby approved
by the City Council of the City of Northglenn, Colorado pursuant to Section 2-3-3(d) of the City of
Northglenn Municipal Code.

DATED, at Northglenn, Colorado, this _____ day of _____ 2017.

ANTONIO B. ESQUIBEL
Mayor Pro Tem

ATTEST:

LISA ANDREWS, CMC
Deputy City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

TABLE OF CONTENTS

Topic	Page
• Introduction	1
• Alcohol and Other Drugs	2
• Code of Ethics	5
• Computer System Acceptable Use Guideline	7
• Emergency Conditions Information	11
• Employment of Relatives	12
• Felony Offenses or Offenses Involving Moral Turpitude	13
• Guidelines for Conduct, Discipline and Appeal Process	14
• Holidays	17
• Hours of Work, Call Back, Standby and Related Provisions	18
• Jury Duty	23
• Leave Information	24
• Loss of Required Driver's License	30
• Maintenance of Employee Personnel Files and Disclosure of Personnel Information	31
• Mileage Reimbursement for use of Personal Vehicle	32
• Operation of City Vehicles & Equipment	33
• Outside Employment/Business Activities	35
• Personal Use of City Vehicles and/or Property	36
• Political Activity of City Employees and Guidelines for Interaction with City Council	37
• Probationary Period	39
• Problem Resolution	40
• Recording Conversations with Coworkers	42

• Respecting the Rights of Co-Workers	43
• Short Term Disability	46
• Smoking Regulations	47
• Violence Prohibited in the Workplace	48
• Worker's Compensation Information	50

INTRODUCTION

Welcome to the City of Northglenn. As a member of the City's staff it is important that you understand the general values that govern the City's relationship with its employees. The City's goal is to create an atmosphere that reinforces and supports the basic values of integrity, personal responsibility and professionalism in order to ensure that the needs of the citizens of Northglenn are met. It is the expectation that City employees will conduct themselves in accordance with these values.

The City believes in the dignity of the individual and that each employee who is hired has the potential to make a unique contribution to the organization and the community. The City is committed to diversity in its work force and practices equal opportunity employment and non-discrimination in the work place. The City complies with all state and federal employment mandates.

The City believes that its employees are capable of playing a decisive role in the shaping of the City and its various departments and divisions. To that end, employees are provided with the best opportunities available for individual growth and development. The City is committed to the concept of fair pay for work performed and results achieved. The recognition of individual and/or team performance of an outstanding nature is a priority.

The City Council/Manager form of government is established by the City Charter. The City Manager has the responsibility to assure that the citizens' needs for municipal services are met. The City Manager oversees services so that they are provided in a cost-effective, efficient and professional manner.

Within the City, there are several operating departments as well as internal services. Depending upon the type of service, the requirement for structured procedures varies widely. Each department or operation is therefore responsible for developing and implementing operational guidelines to ensure the most efficient delivery of services.

Some standardized guidelines are necessary for issues of City-wide concern. The Employee Handbook addresses these issues in general terms. The content of the Employee Handbook is for general information only. The language used is not intended to be, nor does it constitute an employment contract between the City and its employees. The City reserves the right to make final decisions concerning the interpretation and application of the contents of this document. Questions regarding issues in the Employee Handbook should be addressed to your supervisor or Human Resources.

The provisions contained in these documents are meant to act as guidelines, not hard and fast rules which apply to each and every situation that may arise. Rather, keeping with the values of integrity, personal responsibility and professionalism, it is the City's desire that situations be resolved through mutual collaboration and cooperation whenever possible. When this is not possible, each situation shall be evaluated on a case-by-case basis.

Again, welcome to the City of Northglenn. The City looks forward to a mutually beneficial relationship with you as a member of our team.

ALCOHOL AND OTHER DRUGS

Purpose: The City, to promote a work environment free from alcohol and drugs, and to support its commitment to the health, safety and welfare of the public and employees, prohibits the use of alcohol and unlawful controlled substances in the workplace.

Employees with Commercial Driver's Licenses: An employee whose position requires the possession of a valid Commercial Driver's License is subject to and must comply with additional regulations regarding drug and alcohol use as contained in the Federal Motor Carrier Safety Regulations (see City Safety Manual - DOT Drug and Alcohol Guideline).

Prohibition Against Controlled Substances: No employee shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace. Further, no employee shall report to work or be at work while impaired or under the apparent influence of an unlawful or lawful controlled substance. Employees with Commercial Driver's Licenses and employees of the Northglenn Police Department shall specifically also be prohibited from the off-duty use of marijuana, regardless of whether they are impaired or under the apparent influence of marijuana in the workplace, because marijuana is a Schedule I controlled substance under the Federal Controlled Substance Act, 21 U.S.C. § 812 and is thus illegal under federal law.

Restriction Regarding Use of Alcohol: No employee shall report to work or be at work while impaired or under the apparent influence of alcohol. The City strongly discourages the consumption of alcohol by employees under any circumstances where such consumption might interfere in any way with the performance of the individual's duties and responsibilities, violate any law governing the consumption of alcohol or degrade the public trust.

Restriction Regarding Use of Medication: No employee shall report to work or be at work if impaired by prescribed or over-the-counter medications. Employees are expected to use prescription and over-the-counter medications in an appropriate manner and dosage, and are expected to know whether the appropriate use of such medications may impair their ability to perform their jobs safely and competently.

Testing for Alcohol and Unlawful Use of Controlled Substances: In the event that a supervisor has reasonable suspicion to believe that an employee is impaired, the employee may be required to undergo testing for alcohol and controlled substances. Refusal to undergo such testing may result in termination from City employment. Refusal to undergo testing also includes failing, without a valid medical reason, to provide an adequate breath and/or urine sample, or engaging in conduct that clearly obstructs the testing process (i.e., refusing to sign required documents, not providing proper identification, tampering with samples, etc.).

During normal business hours, employees, suspected of being under the influence, should be transported to the City's designated medical provider for testing. After business hours and on weekends, employees should be transported to the nearest emergency facility.

Impaired: For the purposes of this guideline, an employee shall be deemed "impaired" if the employee has consumed an alcoholic liquor or beverage, or consumed or ingested a drug which affects the employee to the degree that it is apparent the employee is less able, either mentally or physically or both, to exercise clear judgment or perform in a competent manner, the duties and tasks assigned to the employee. An employee shall conclusively be deemed impaired if the

employee's Breath Alcohol Content is equal to or more than .05, or if the employee tests positive for unlawful use of controlled substances.

Applicability:

This guideline applies to all employees working for the City, including on a contractual or voluntary basis.

1. The City recognizes alcohol and drug abuse as a potential health, safety and security problem. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this guideline is made a condition of employment.
2. Notification of Criminal Conviction: Any employee convicted of a criminal drug statute violation which occurred in the workplace shall report the conviction in writing to his/her department director no later than five (5) days after such conviction. In addition, any employee whose duties include the enforcement of criminal drug statutes who is charged with or convicted of such a crime, regardless of whether such charge/conviction arose from an incident which occurred while on duty, shall report the same to his/her department director within five (5) days of such charge/conviction.

Employees who notify the City that they have been convicted of criminal drug statute violation which occurred in the workplace will be appropriately disciplined up to and including termination.

3. Any violation of this guideline will result in corrective or disciplinary action, up to and including termination, under the City's guideline for discipline.
4. Employees who have an alcohol or drug abuse problem are strongly encouraged to use the Employee Assistance Program available through the Human Resources Division.

Workplace: The term "workplace" includes City facilities and premises; work sites; City vehicles and equipment; or any place the employee is performing a duty within the scope of his/her employment. An employee is considered to be performing a duty within the scope of employment while on standby.

Employee Assistance Program: For the benefit of employees who may be affected, either personally or in the course of their personal lives, by problems associated with substance abuse, the City provides an Employee Assistance Program. The Employee Assistance Program may be accessed voluntarily and confidentially by any employee or family member at any time. The City may also make mandatory referrals to the Employee Assistance Program as may be necessary to assure compliance with this guideline.

Information regarding the program is available through Human Resources and is distributed to employees at the time of hire and periodically throughout the year. The Employee Assistance Program is completely confidential, may be accessed by full and part-time employees and their family members, and is not restricted to matters of substance abuse.

Training: The City will provide periodic drug-free awareness programs and training in order to:

- inform employees of the dangers of substance abuse in the workplace;

- review the City's commitment to maintaining a drug-free workplace (and the guidelines for conduct pertaining to this commitment);
- inform employees of available drug rehabilitation and employee assistance programs.

Training will also be provided to assist supervisors in identifying employees who are impaired due to alcohol or controlled substances so that the appropriate course of action may be taken.

Co-worker Responsibility: Any employee who suspects that another City employee is in violation of this guideline is required to contact his or her supervisor, department head, Human Resources or Risk Management immediately.

Supervisory Responsibilities: City supervisors are responsible for knowing, understanding and enforcing the provisions of this guideline under all circumstances, and for reporting any criminal drug statute violation involving an employee which occurred in the workplace to the appropriate department director immediately.

Supervisors who observe behavior that indicates that any employee may be abusing drugs (legal or illegal) and/or alcohol should contact their department head and Human Resources immediately.

In the event that neither the department head nor Human Resources can be reached, the supervisor should contact Risk Management or the City's Employee Assistance Program provider (24 hour coverage) for guidance.

A supervisor is responsible for relieving an employee from duty immediately if there is a concern for personal safety or the preservation of public or private property, materials, equipment and/or facilities. In such situations, the department head and Human Resources shall be notified immediately. If the employee appears to be impaired to the point where he or she is a danger to him/herself or others, emergency assistance should be sought by contacting 911.

Questions regarding this section should be referred to Human Resources or Risk Management.

City Responsibility: The City is required to take appropriate action to notify a federal granting agency within 10 days after it has received notice of the conviction of an employee of a workplace violation of a criminal drug statute.

CODE OF ETHICS

Purpose: It is the intent of the City to ensure that all city employees adhere to high ethical conduct so that the public will have confidence that the City's government operates in a fair, ethical and accountable manner.

Scope: This guideline applies to all City departments and all City employees, regardless of employment status.

Guideline: All employees of the City shall adhere to the letter and spirit of the Code of Ethics and strive to avoid situations which create impropriety or the appearance thereof.

Rules of conduct for all City employees:

- (1) A City employee shall not:
 - (a) Disclose or use confidential information acquired in the course of his official duties in order to further substantially his personal financial interests; or
 - (b) Accept a gift of substantial value or a substantial economic benefit tantamount to a gift of substantial value:
 - (I) Which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties; or
 - (II) Which he knows or which a reasonable person in his position should know under the circumstances is primarily for the purpose of rewarding him for official action he has taken.
- (2) An economic benefit tantamount to a gift of substantial value includes without limitation a loan at a rate of interest substantially lower than the commercial rate then currently prevalent for similar loans and compensation received for private services rendered at a rate substantially exceeding the fair market value of such services.
- (3) The following shall not be considered gifts of substantial value or gifts of substantial economic benefit tantamount to gifts of substantial value for purposes of this section:
 - (a) An occasional nonpecuniary gift, insignificant in value;
 - (b) A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service;
 - (c) Payment of or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which such City employee is scheduled to participate;
 - (d) Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is offered to such City employee which is not extraordinary when viewed in light of the position held by such City employee;

- (e) Items of perishable or nonpermanent value, including, but not limited to, meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events; not to exceed \$100.00 annually.
- (f) Payment for speeches, appearances, or publications; and
- (g) Payment of salary from outside employment in accordance with other applicable City policies.

COMPUTER SYSTEM ACCEPTABLE USE GUIDELINES

I. Purpose

The following guidelines address acceptable use and conduct with respect to the use of computer equipment, smartphones and tablets at the City of Northglenn. These guidelines include technology use and related information, software and services. Inappropriate use exposes the city to risks including virus attacks, compromise of network systems and services, and legal issues.

It is the intent of the City of Northglenn that computers, information repositories, software, available services and files should be used for City of Northglenn business purposes only. Technology resources are intended to allow employees the ability to complete work assignments and tasks in an efficient and productive manner. Computer equipment, smartphones, tablets, information repositories, software and available services, which include all files, e-mail messages and all information stored within e-mail messages, Internet activity logs, and files, are the property of City of Northglenn.

This policy applies to employees, contractors, consultants, temporaries, and other workers at the city, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the City of Northglenn.

II. Guidelines

Correspondence of an employee in the form of e-mail, text messages, voicemail or documents may be a public record under the public records law, and may be subject to public inspection under C.R.S. Section 24-72-203, unless an exception provided by law applies. The City may monitor or access an employee's e-mail, text messages, voicemail or documents with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing technology privileges, or is violating any other City guideline or procedure.

A. Access to Information Technology Resources

1. Each employee shall be held accountable for any unauthorized files saved on their network drive or desktop computer hard drive. The IT Department does not backup data on individual desktop computers and cannot recover data from desktop computers. Network drives that are backed up nightly are provided for data storage and employees are encouraged to store their files on the network drives and not on their local hard drive.
2. Each employee shall only use the e-mail account in an appropriate manner. Limited, occasional or incidental use of the e-mail account for personal, non-business use is permitted. E-mail Administrators shall not access, read, print or review the e-mail accounts of any employee without authorization from Human Resources, the City Manager, the City Attorney or in the course of problem resolution or in response to a C.O.R.A. request through the City Clerk.
3. Each employee who has been given access to the Internet, shall only use the Internet access in an appropriate manner. Limited, occasional or incidental use of Internet access for personal, non-business use is permitted.

4. Remote access to the City network shall be subject to Manager or Supervisor approval. Remote access shall be granted based on the IT Department's procedures and the employee's home computing environment must meet minimum requirements. The IT Department will not be responsible for supporting the home computing environment.

B. Sensitive Data Responsibilities

1. Sensitive/confidential data includes data that can be used for unintended purposes depending on the situation and circumstances. Personal information that can lead to identity theft such as SSN, credit card number, bank account information, driver's license, name, DOB, and address would be considered sensitive data.
2. Employees with access to sensitive data are responsible for exercising good judgement and must take measures to secure and protect the data. Sensitive data should not be sent, received, or stored in e-mail. E-mail is not considered a secure method of data transmission.
3. Sensitive data should not be stored or copied to mobile devices such as CD, DVD, external disks, laptops, USB memory devices, smartphones, tablets or any other device that can easily be stolen or compromised. Employees can contact the IT Department for assistance if they have a need to electronically transmit or transport sensitive data outside the City.
4. Accessing data, a server or an account for any purpose other than conducting City business, even if you have authorized access, is prohibited.
5. Employees have a responsibility to promptly report the theft, loss or unauthorized disclosure of sensitive information.

C. Security

1. All mobile devices must be secured with a lock passcode and have remote location services enabled.
2. System passwords must be complex and meet the requirements per the system being accessed.
3. Employees must not knowingly allow another person (whether or not an authorized user) to use his or her account privileges (except in emergency situations), share one's password(s) with another person, or make it readily available by posting it in an easily accessible place.
4. All computers must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. You must lock the screen or log off when the device is unattended.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware. If an employee is unsure about an attachment they may contact IT for assistance.

6. Employees must never open any files or macros attached to an email unless the sender is known and the file is expected. Links in emails should not be clicked unless expected as well.
7. Employees are responsible for installing security updates on desktop computers when prompted. If an employee is unsure about prompts to install any updates, the IT Department should be consulted.
8. No personally owned computer equipment may be connected to the City's network. If Internet access is needed, personal devices must connect to the WiFi network only.

D. Internet Administration Responsibilities

The IT Department reserves the right to record an Internet activity log on any and/or all users. Supervisors may request to see any of their employee's Internet activity logs. The supervisor is responsible for any corrective or disciplinary action as a result of inappropriate internet usage. The supervisor may request that the IT Department block specific websites from an employee's access. Corrective or disciplinary action shall be based on provisions of HR guidelines and procedures.

E. Illegal and Improper Use

The City of Northglenn network must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City of Northglenn resources for illegal activity is grounds for discipline, up to and including termination. The list below describes this Guideline's definition of illegal or improper use.

Reasonable, occasional or incidental use of technology for personal, non-business purposes is permitted as long as it is of a reasonable duration and frequency, does not interfere with the employee's performance of job duties, and is not in support of a personal business. However, employees are expected to act responsibly and to not abuse this privilege.

Employees shall **not** perform the following activities with City of Northglenn IT resources, unless doing so is required in order to carry out job duties. This is not an all-inclusive list.

1. Install unauthorized software; download any pirated software or data (including music) via the Internet or copy computer software for personal use. All software must be approved and installed by the IT Department. Personally owned software is not allowed on City equipment.
2. Any personal use that could cause congestion, delay, or disruption of service to any City system or equipment. For example, continuous data streams (e.g. video, audio) or large file attachments can degrade the performance of the overall functionality of the City network.

3. Display, access, archive, store, distribute, or edit sexually explicit images or documents on any City system. Certain City Police entities may be allowed to view and work with sexually explicit material in relation to their investigative efforts.
4. Read another employee's e-mail without permission or send electronic mail fraudulently, for example, by misrepresenting the identity of the sender.
5. Circumvent any system intended to protect the privacy or security of another user; conduct unauthorized use of computer accounts, access codes or network logon IDs assigned to others.
6. Knowingly disable or overload any computer system or network; deliberately introduce any malicious programs into the IT system, such as any virus, worm, Trojan horse or trap-door program code.
7. Use IT Systems to gain unauthorized access to non-City computer systems.
8. Disrupt or conduct unauthorized monitoring of electronic communications.
9. Use IT systems to operate a personal business, for activities that violate Employee Guidelines, or for illegal purposes.
10. Create external websites using the City's name or logo, or purporting to be owned by or representing the City unless authorized by the City Manager.
11. Post to social media sites unless authorized by the City Manager and in compliance with the City's Social Media Policy.

EMERGENCY CONDITIONS INFORMATION

Introduction: All City facilities are considered open for business regardless of weather conditions, fire damage, natural disaster, or other unusual circumstances unless officially designated as CLOSED by the City Manager or his/her designee, or the Chief of Police.

When Facilities are Open: The decision to report to work when unusual conditions prevail shall normally reside with the employee except in the case of designated emergency personnel who shall be expected to report as instructed or scheduled by their departments. Emergency personnel are designated by the Department Head in each department. In the case of both emergency and non-emergency personnel, the City reserves the right to provide transportation for the employee and to require the employee to report to work.

All non-emergency personnel will exercise one of the following options:

1. Report to work as scheduled - all hours worked during the normal shift shall be paid at the employee's regular rate of pay.
2. Charge any time that the employee does not work due to emergency conditions to:
 - a. Scheduled General Leave
 - b. Personal Leave
 - c. Leave without Pay (only if general leave and personal leave have been exhausted)
 - d. Petition the Department Head, and receive approval to work a substitute work schedule on an hour-for-hour basis until all time not worked has been restored. Note: For non-exempt employees this option applies only to the regular work week.

In the event that emergency personnel are unable to report to work, they must also utilize one of the above options for all work time that is missed. The employee is responsible for contacting the Supervisor, Department Head, or designated departmental representative if the employee is unable to report to work.

When the City Manager Closes City Facilities: Should circumstances become so critical that the City Manager, or designee, declares the City facilities closed when they would normally be open, the following provisions will apply:

1. Emergency personnel - As designated by their respective departments shall be expected to report to work as directed or scheduled.
2. Non-emergency personnel - Will NOT report to work unless specifically requested to do so by their Supervisor with the approval of the Department Head or designee. All time not worked shall be counted as noted in Item 2 above.

All personnel that are requested to and do report to work shall be compensated at the base rate of pay for all normal hours worked. Hours in excess of the regular work schedule shall be compensated according to OVERTIME provisions as applicable.

3. In cases of inclement weather or other circumstances of regional impact, employees should listen to KOA 850 AM regarding information on closure of City facilities. In addition, City employees may call the main information number at 303-450-8885 for a pre-recorded message.

EMPLOYMENT OF RELATIVES

In order to avoid potential conflicts of interest, the appearance of favoritism, and to protect public confidence in the objectivity of governmental processes, the City regulates the employment of relatives. Therefore, persons related to each other shall not work in the same department where one relative will directly supervise the other.

In addition, the City will take necessary and appropriate steps to ensure the security of public interest when one relative audits, verifies, receives or is entrusted with the issuance of monies received or handled by a relative or when one relative has access to the confidential records of the City.

Relatives of elected City officials are not eligible for regular full-time employment with the City. In the event that an employee's relative is elected to Council the employee will cease to be eligible for City employment during the term of office of the relative. After the term of office for the relative has ended, the employee may re-apply for City employment as vacancies occur.

Relatives include spouse, children, parents, grandparents and siblings, as well as members of step-families, foster families and adoptive families and in-laws families. This regulation also applies to other relatives living in the same household.

FELONY OFFENSES OR OFFENSES INVOLVING MORAL TURPITUDE

An employee who is arrested for any felony offense or offenses involving moral turpitude must report the arrest to their immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to their immediate supervisor within three days of the event.

Moral turpitude includes, but is not limited to, the following:

1. Dishonesty
2. Fraud
3. Deceit
4. Theft
5. Misrepresentation
6. Deliberate Violence

A supervisor who receives a report from an employee regarding an arrest or conviction of an employee must report that information to Human Resources immediately.

GUIDELINES FOR CONDUCT, DISCIPLINE AND APPEAL PROCESS

Introduction: All employees and volunteers are expected to conduct themselves in a law-abiding manner, to observe and comply with all Federal, State, and local laws as well as the rules and procedures of the City of Northglenn.

Objective: It is the responsibility of the supervisor to enforce high standards of conduct and to establish and maintain performance standards for City employees and volunteers.

In cases of discipline, the level of discipline shall befit the conduct. The discipline shall be corrective in nature and no more severe than that which might reasonably be expected to prevent the problem or misconduct from recurring, or to correct or modify behavior. Each situation shall be dealt with on a case-by-case basis.

When the need for intervention arises, the supervisor shall:

1. Intervene as soon as possible;
2. Take appropriate immediate corrective action (which may include removal of the employee from the work place with pay, pending further notice, if deemed appropriate);
3. Notify the department head and Human Resources if warranted by the seriousness or potential seriousness of the situation.

Depending on the nature of the infraction, Supervisors may use one or more of the following types of intervention based upon the circumstances of the employee's action or conduct, or by the repetition of inappropriate conduct or failure to correct deficiencies. Levels of intervention include:

- Verbal Warning:
Develop one or more recommendations for corrective action and meet with the employee.
- Written Intervention:
Subject to review and approval of the department head, issue a written intervention with a corrective action plan documented on an Employee Intervention Form.
- Written Intervention with Suspension:
Subject to review and approval of the department head and the Director of Management Services, issue up to a thirty day suspension without pay documented on an Employee Intervention Form which includes a written corrective action plan that clearly sets forth expected changes in behavior or performance.
- Written Intervention with Demotion:
Subject to review and approval of the department head and the Director of Management Services, issue a demotion, documented on an Employee Intervention Form

- Termination:
Subject to review and approval of the department head and the Director of Management Services, termination subject to the procedures identified below.

For any discipline to be imposed, the supervisor shall present the information and give the employee an opportunity to respond to the allegations that are the basis for the proposed discipline, or present information regarding mitigating circumstances that the employee desires be considered, as well as any other information that the supervisor should consider in determining an appropriate level of discipline. In the event the proposed discipline is a suspension without pay in excess of five (5) working days, demotion, or termination, the pre-disciplinary meeting shall include the supervisor and the department head

Appeal of Discipline:

A. Discipline up to and including a suspension without pay of five (5) working days or less: A regular full or part-time employee who has been suspended for (5) working days or less shall have the right to appeal the disciplinary action to the next level of supervision above the suspending authority or the department head (collectively, the "Decision-Maker"). The appeal of discipline must be made in writing to Human Resources within five (5) working days of receipt of the discipline. The written appeal must include a statement from the employee as to whether cause or severity of penalty or both are being appealed, and shall include all information upon which the employee relies in appealing the discipline imposed.

The discipline will be reviewed by Human Resources and the Decision-Maker, and the Decision-Maker shall issue a written decision based on the written documentation submitted by the employee within ten (10) working days after receipt of the written appeal. The decision will be reported to the employee, and such a decision shall be final.

B. Discipline including a suspension of more than five (5) working days, up to and including termination or demotion: Where the discipline imposed by a department head is a suspension of more than five (5) working days, demotion, or termination, the employee shall be given a written Notice of Intent to Suspend Without Pay in excess of five (5) working days, a written Notice of Intent to Demote, or a written Notice of Intent to Terminate Employment at least three (3) days prior to the date set for the proposed commencement of the suspension, demotion, or termination, which notice shall set forth the following:

- The charges against the employee that serve as the basis for the proposed discipline; and
- The date and time of a pre-disciplinary meeting (the "Pre-Disciplinary Hearing") between the employee, the employee's supervisor, the department head and a representative from Human Resources to discuss the charges against the employee that serve as the basis for the proposed discipline.

The employee shall be provided full opportunity to respond to the charges at the Pre-Disciplinary Hearing. The employee shall be provided an opportunity to respond to the proposed discipline, and offer any mitigating circumstances that the employee desires be considered, as well as any other information that the supervisor should consider in determining whether to impose the proposed discipline. It is not intended that this meeting constitute a formal hearing but only provide the employee notice of the proposed action and give him/her an opportunity to meet and exchange

information with the department head. No other formal procedural requirements shall be permitted for this meeting, including employee representation, meeting recordation or witness examination. The right to such meeting shall be deemed to be voluntarily waived by the employee if he/she fails to appear for the meeting, fails to cooperate in the scheduling of the meeting, or postpones the meeting for a period in excess of five (5) business days. The department head, with the assistance of Human Resources, shall, following the Pre-Disciplinary Meeting, then issue a Notice of Suspension, Notice of Demotion, Notice of Termination, or a determination not to impose discipline.

Appeal to the City Manager or the City Manager's Designee. Decisions resulting in a suspension in excess of five (5) working days, demotion, or a suspension pending termination of a regular full or part-time employee may be appealed to the City Manager or the City Manager's designee for a full evidentiary hearing. The appeal of discipline must be made in writing to Human Resources within five (5) working days of receipt of the discipline. The written appeal must include a statement from the employee as to whether cause or severity of penalty or both are being appealed, and shall include all information upon which the employee relies in appealing the discipline imposed. The conduct of the appeal hearing shall be in accordance with the law, and shall provide the employee with appropriate due process. The City Manager or the City Manager's designee shall issue a final written decision in the matter within ten (10) working days of the date the hearing is conducted. The final written decision shall constitute the final administrative remedy available. The employee may thereafter appeal the final written decision to a court of competent jurisdiction pursuant to Rule 106 of the Colorado Rules of Civil Procedure.

Burden of Proof and Hearing Procedures: The burden of proof in any full evidentiary hearing shall be on the employee bringing the appeal pursuant to Section 3-7-8(a)(4) of the Northglenn Municipal Code. Chapter 3, Article 7 of the City of Northglenn Municipal Code also defines the Administrative and Quasi-Judicial Hearing procedures applicable to such a hearing. The standard of review in the evidentiary hearing shall be whether there is any competent evidence to support the decision of the department head.

Removal of Discipline Records: Two years after a disciplinary action (excluding a suspension, termination or demotion) is issued to an employee, the employee may submit a written request to Human Resources that the disciplinary action be removed from his/her file for the Department Head's consideration. In the event that the Department Head does not approve the removal of a disciplinary action, the employee will be notified in writing. Disciplinary actions involving suspensions or demotions shall remain a permanent part of an employee's personnel file.

Administrative Leave with Pay. An employee may be placed on Administrative Leave with pay by a department head, with the approval of the City Manager, when an investigation is pending into allegations of misconduct that may result in disciplinary action. The determination of whether to place an employee on administrative leave with pay shall be based on the nature, scope, and severity of the alleged violation.

An employee may be placed on Administrative Leave without pay by a department head, with the approval of the City Manager, when criminal charges are filed against the employee; provided such charges must be for a misdemeanor which, in the opinion of the department head, violate the common decency and morality of the community and/or has a harmful effect on City operations or the employee's ability to perform, or for any felony. In the event an employee is placed on administrative leave without pay, said employee's health benefits shall continue, but the employee shall not accrue any vacation, sick leave, or holiday benefits.

HOLIDAYS

The City observes the following holidays:

New Year's Day	Labor Day
Birthday of Martin Luther King Jr.	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

In addition, the City observes 4 hours of paid holiday on Christmas Eve and New Year's Eve in all years when Christmas Day and New Year's Day do not fall on Saturday, Sunday or Monday.

Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed on the following Monday. The City will usually observe a holiday on the day fixed by presidential proclamation.

All regular full-time employees are entitled to holiday pay. Holiday pay is equal to one (1) eight hour working day. Regular part-time employees earn holiday pay proportionate to their work schedule only if normally assigned to work on the day on which the holiday occurs.

To be eligible for holiday pay, an employee must be in an approved pay status (i.e., general leave, personal leave) for the full day, the day immediately before and after the day on which the holiday is observed.

Due to the nature of their work, some City employees receive additional General Leave instead of observing Holidays (see General Leave policy). If such an employee observes a Holiday, the time off is charged to General Leave.

If a holiday falls on an employee's regular day off, the employee does not work that day, and the employee is in a category that observes holidays, the employee shall receive an additional eight hours of General Leave.

HOURS OF WORK, CALL-BACK, STANDBY AND RELATED PROVISIONS

The City of Northglenn complies with the Fair Labor Standards Act. This Act sets forth the criteria for determining whether a position is eligible for overtime (NON-EXEMPT) or is not eligible for overtime (EXEMPT). Employees are notified of their status under FLSA based upon their job assignments.

Work Period for Non-Exempt Positions:

1. General Employees: A work period consists of a seven day work week in which the employee normally works forty hours. The work week for general employees begins on Saturday at 12:01 a.m. and ends on Friday at 12:00 midnight.
2. Sworn Police Officers: The work period for sworn police personnel consists of not more than 171 hours in 28 calendar days and may be pro-rated downward based upon what is allowed by the Fair Labor Standards Act. The Chief of Police establishes the work period for sworn police officers subject to the approval of the City Manager.

Work Schedules:

1. Exempt Employees: Exempt employees work on a task basis and the schedules of individual employees are established in conjunction with the appropriate supervisory personnel.
2. Non-exempt Employees: The work schedules of non-exempt employees are established within the parameters of the work period as defined above.
3. Breaks: Work breaks and lunch breaks shall be established on an operational basis. Work breaks, excluding lunch breaks, are discretionary and will be counted as time worked whether or not the breaks are taken.

Authorization for Overtime: The department head or designee is responsible for determining the need for overtime and for authorizing overtime. In emergencies, approval for overtime may be obtained the next working day after the overtime occurs.

Overtime Rate: Employees who are eligible for overtime will be paid at the rate of one and one-half times the employee's regular rate of pay for all authorized overtime worked within the work period.

Compensatory Time: Subject to operational considerations and to the approval of the department head, compensatory time at the rate of one and one-half hours for every hour of overtime worked, may be offered in lieu of overtime to non-exempt employees. The employee must agree in writing, in advance, to accept compensatory time in lieu of overtime. In no event shall compensatory time be allowed to exceed 40 hours at any one time within a calendar year. Compensatory time accrued during a given year must be used or paid out at the end of the calendar year in which it

was accrued. [Example: During the year an employee works four hours of overtime which the employee wishes to receive in compensatory time. Six hours of compensatory time is recorded (4 hours x 1.5 = 6 hours). The employee will be paid for six hours of compensatory time at the employee's hourly rate if the employee does not use the time prior to the end of the year.

Rotation of Overtime: Overtime will be distributed as equally as is possible among employees qualified to complete the tasks or assignments for which the overtime is necessary. Employees unavailable to work optional overtime will be considered for future overtime opportunities.

Emergency Schedule Adjustments: When there is a need to rest employees who have worked beyond the normal work shift or because of budget constraints affecting the availability of funds to pay overtime, the work schedules of employees may be adjusted within the work period so that employees do not exceed the normal work week. When a schedule adjustment is necessary, employees will be given notice in advance of working the additional hours whether time worked will be paid as overtime or compensatory time, or scheduled off within the work period on an hour-for-hour basis.

Paid Leave and Overtime:

1. Non-Shift Employees:

- A. Holidays: If a non-exempt employee works on a holiday observed by the City which the employee was scheduled to observe, the employee will be paid straight time for the eight or four hours of the actual holiday. In addition, the employee will be paid for all hours actually worked at the overtime rate.
- B. Paid Leave (Non-Holiday): Paid leave will not normally count as time worked for purposes of determining overtime. However, when the City calls a non-exempt employee back to work after the employee has left his or her work assignment at the end of a work shift, all time actually worked and all paid leave used in the work period shall count as time worked for purposes of determining overtime. In addition, if the City calls a non-exempt employee back to work after the employee has started a period of approved paid leave, the employee will be compensated at the overtime rate for all time actually worked during the approved leave period and such time shall count as time worked for determination of overtime for the work period.

2. Shift Employees:

- A. Holidays: Employees who work rotating shifts accrue holidays as General Leave. If a non-exempt shift employee is required to work on a designated City holiday which he or she was scheduled to have off as General Leave, the employee shall earn the appropriate number of holiday hours at the straight rate for the holiday regardless of the number of hours actually worked. In addition, the employee shall receive overtime pay for all hours actually worked on the holiday.

- B. Paid Leave (Non-Holiday): Paid leave will not normally count as time worked for purposes of determining overtime. However, when the City calls a non-exempt employee back to work after the employee has left his or her work assignment at the end of a work shift, all time actually worked and all paid leave used in the work period shall count as time worked for purposes of determining overtime. In addition, if the City calls a non-exempt employee back to work after the employee has started a period of approved paid leave, the employee will be compensated at the overtime rate for all time actually worked during the approved leave period and such time shall count as time worked for determination of overtime for the work period.

Call-Back: Some City positions or specific job assignments require call-back as a condition of employment. Call-back occurs when a non-exempt employee is called back after the employee has left his or her work shift.

- 1. Unscheduled Call-Back: Upon arrival at the work site, the employee will be paid for a minimum of two hours. In addition, the employee will be paid a maximum of 30 minutes of travel time to the work site and from the work site. Travel time will not be paid if the unscheduled call-back extends into the employee's regular work shift.
 - A. Early Call-In: The minimum two hours of call-back will not apply if an early call-in period extends into the start of the employee's regular work shift. In this case, the employee will be paid at the straight time rate for the time actually worked in advance of the regular work shift and time worked in advance of the shift will be calculated with regular hours worked during the work period in determining overtime.
- 2. Scheduled Return to Work: If, in advance, an employee is requested to and does return to work immediately prior to the regular work schedule or, upon request, stays immediately after the regular work schedule, the regular provisions regarding overtime pay will apply and the minimum two hour call-back provision including travel time will not apply.

Standby: Some City positions or specific job assignments require standby as a condition of employment. In these cases, every attempt will be made to arrange standby so that it does not unreasonably disrupt the employee's personal activities. Employees are expected to report for duty within 45 minutes of being contacted, if needed.

- 1. Compensation for Standby: Non-exempt employees required to remain on standby will be compensated as follows:
 - A. Only positions designated by department heads shall be eligible for standby pay.
 - B. Employees on standby on weekdays, weekends and holidays will receive one hour of straight-time for every eight hours of standby.

Unless an employee actually works while on standby, standby does not count as hours worked for purposes of calculating overtime.

- C. The standby compensation period begins at the end of the work shift and ends at the beginning of the next scheduled work shift. This provision applies to standby on holidays also.
- D. With the supervisor's approval, an employee may take earned standby time off within the work period in lieu of receiving pay for standby.

If a non-exempt employee receives a business call at home that can be handled by phone, the employee will be compensated in minimum increments of 15 minutes for time spent handling business matters. Time spent on such matters will be documented indicating the date, time, caller, nature of the call and action taken, and be reported to the supervisor the next working day. Such time shall count in the calculation of overtime.

If called in while on standby, the provisions of call-back will apply.

Time Spent in Training and Meetings:

- 1. Time spent in voluntary attendance at lectures, meetings or training programs on topics not directly related to the employee's specific job, that occur outside of the employee's regular working hours and during which the employee does not perform productive work will normally not count as time worked.

However, if attendance at such meetings is required rather than voluntary, such time will count as hours worked.

- 2. Time spent in training directly related to the employee's current job and approved by the department head is considered time worked.

Time spent in training at the employee's own initiative, in classes, college or trade school, after hours or during regular business hours, does not count as time worked.

Travel Time:

- 1. Commuting Time: Except in cases of call-back, travel time from home to work and work to home is not considered time worked.
- 2. Assignments at an Alternate Location: If an employee is required to travel to an assignment that requires commuting time in excess of that which is normal for the employee, time in excess of the normal commute time will count as hours worked. If a City vehicle must be picked up at a central location, travel time after the vehicle has been picked up will count as time worked.

If an employee is given the option of staying at the location of the special assignment but voluntarily commutes home and back, such travel time will not count as time worked.

3. Travel Away from Home:

When a non-exempt employee travels overnight on business, the employee will be paid for time spent traveling, except for meal periods, during the employee's normal working hours.

Employees shall not be paid for traveling outside of those hours, except for any time spent in performing work related duties. This applies not only to work days but to the corresponding hours on non-working days also. Time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, bus, or automobile shall not count as hours worked.

JURY DUTY

Introduction: The City encourages employees to accept and fulfill their civic responsibility when called upon for jury duty. Therefore, in order to prevent a financial burden resulting from the performance of jury duty, the City will pay an employee his/her regular salary while performing jury duty up to 8 hours per day.

Notification of Jury Duty and Approval of Time Off: When an employee receives a summons for jury duty, he/she shall notify the immediate supervisor promptly. In addition, any employee receiving pay for jury duty must provide verification of time served on jury duty from the Jury Commissioner or other officer of the court to which he/she is called. This verification shall be provided to the supervisor prior to approval of payment for time spent on jury duty.

If an employee remains on payroll during jury duty, she/he shall assign all jury fees, less reimbursement for parking and/or mileage, to the City for any jury time served during his/her normal working day. The assignment of jury fees, less reimbursement for parking and/or mileage, shall be submitted to the supervisor or the Finance Department by the employee.

Witness Subpoena and Approval of Time Off: An employee who is required to appear in a court of law during his/her normal working hours in response to a legally valid subpoena, shall be paid her/his regular straight-time hourly rate for all hours absent from work provided that:

- A. The employee is required to testify on behalf of the City;
- B. The City is a party to the case and the employee is required to testify because of conduct arising out of and in the course of employment with the City while on duty;
- C. The employee is a Police Officer subpoenaed to court in the course of employment during a normally scheduled work shift.

The employee receiving a subpoena must notify the immediate supervisor promptly and submit evidence of such service as a witness. Any witness fee which the employee received in connection with such services shall be assigned to the City by the employee less reimbursement for parking and/or mileage.

In no case shall an employee be paid by the City where the employee is a private party to a case directly or as a member of a class.

Reporting for Work: An employee who is excused from jury duty or from appearance as a witness during his/her normal working hours shall return to work and complete the remainder of her/his regular work shift.

LEAVE INFORMATION

- I. Administrative Leave: Paid absence may be granted by the Department Head with the approval of the City Manager for purposes beneficial to the interest of the City and its employees.

- II. Family Leave: In accord with the provisions of the Family and Medical Leave Act (FMLA) of 1993, employees who have been employed with the City (in a regular, benefit eligible position) for at least 12 months and who have worked at least 1250 hours for the City during the previous 12-month period are entitled to Family Leave. Family Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Family Leave shall consist of 12 work weeks of leave during any 12-month period measured forward from the date of the employee's first FMLA leave for one or more of the following reasons:

1. Due to a serious health condition that makes the employee unable to perform his or her job functions;

 Note: In the event that an employee requires time off due to personal illness, provisions of General Leave and Short Term Disability may apply in conjunction with FMLA.

2. To care for the employee's child after birth, or placement pursuant to adoption or foster care;

3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;

4. For a Qualifying Exigency;

5. To care for an ill or injured covered service member (up to 26 work weeks);

A. Serious Health Condition

To meet the definition of serious health condition requiring “continuing treatment by a health care provider”, the eligible employee must have two or more visits with a health care provider within 30 days of the beginning of the incapacity absent “extenuating circumstances.” The first visit to the health care provider must occur within the first seven (7) days of incapacity. To meet the definition of chronic serious health condition, the eligible employee must visit a health care provider at least twice a year for the condition.

B. Military Family Leave

1. Qualifying Exigency. Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son,

daughter, or parent of the employee is on “active duty”, or “called to active duty” status, in support of a contingency operation. A “Qualifying Exigency” for which employees can use FMLA leave includes: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, and (8) additional activities not included in the other categories, but the City and employee have agreed upon.

2. **Serious Illness or Injury of Covered Service member.** An eligible employee who is the spouse, son, daughter, or parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

- C. Use of Other Types of Leave While on Family Leave: Except in the cases of Short Term Disability where the provisions of the STD guideline shall apply, or Workers Compensation, an employee requesting Family Leave will be required to use accrued General Leave for such leave until the employee's general leave balance reaches 80 hours. Once the employee's general leave balance reaches 80 hours, it is at the discretion of the employee to continue to use general leave as well as personal leave while on Family Leave. Any time not charged to general leave or personal leave shall be leave without pay.
- D. Advance Notice and Medical Certification: An employee must provide at least 30 days advance notice before Family Leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a family member.

When it is not practicable under the circumstances to provide such advance notice, (e.g., a premature birth or a medical emergency) such notice must be given no more than two working days after the employee learns of the need for the leave.

The employee is required to provide medical certification from a health care provider to support a request for FMLA Leave. Re-certification may be required monthly or as requested.

- E. Continuation of Health Benefits While on Family Leave: For the duration of the Family Leave, the City shall maintain the employee's health benefits (i.e., medical insurance, dental insurance, life insurance). The employee is required to continue to pay the employee portion of insurance premiums (when applicable) while on Family Leave.
- F. Reinstatement to Position: Upon return from Family Leave, if the employee returns to work within the FMLA period, the employee will be restored to his/her original position or an equivalent position with equivalent pay, benefits and other employment terms except as noted within this policy.

The City does not guarantee the same position or salary to an employee who does not return to work after the allowed Family Leave period (which includes any general leave used by the employee while on Family Leave).

- G. Family Leave Benefits When Spouses Work for the City: When the employee and the employee's spouse are both employed by the City, the aggregate amount of Family Leave shall be limited to twelve work weeks of Leave (or 26 work weeks if leave is for the serious illness or injury of a covered service member). If the Leave is to care for the employee's spouse or child who has a serious health condition, or for a serious health condition that makes the employee unable to perform his/her job, then each employee is entitled to 12 weeks.
- H. Failure to Return from Leave: An employee who fails to return from Family Leave will be terminated after 3 days of no report unless an extension has been approved. An employee who is unable to return from leave at the time scheduled should contact Human Resources at least two weeks in advance to request an extension of leave.

If an employee fails to return from leave, the City may recover insurance premiums for any period of time that an employee was on Family Leave without pay in accord with FMLA regulations.

- III. Funeral Leave: In the event of death in an employee's immediate family the employee shall be granted leave with pay up to a maximum of three (3) eight hour working days.

The Department Head may grant the use of General Leave for time required in excess of Funeral Leave. (Regular part-time employees are eligible to receive funeral leave and general leave proportionate to their work schedules but effective only on regularly scheduled workdays.)

IV. General Leave: Regular full-time and regular part-time employees are eligible to accrue General Leave. Regular part-time employees accrue General Leave proportionate to their work schedules.

A. Provisions of General Leave: Employees may use accrued General Leave when they plan to be away from work during normally scheduled hours (for example: for vacation or to conduct personal business). General Leave can also be used when employees miss work due to illness and must be used for the first 80 hours of Short Term Disability.

B. Accrual Rates: Employees normally accrue General Leave in accord with the following schedule. Included with the schedule is the amount of time employees are required to use each year after the first year of employment.

Years of Service	Hours of General Leave	Minimum Usage
1 through 5	160	56
6 through 10	176	80
11 through 15	200	104
16 or more yrs.	240	144

Employees who do not normally observe holidays as part of their regular work shifts accrue 80 additional hours of General Leave each year and are required to use 80 additional hours of General Leave each year under the minimum usage schedule based upon years of service with the City.

An employee will accrue General Leave while on General Leave. General Leave will not accrue while an employee is on Short-Term Disability or leave without pay.

C. Use of General Leave While on Probation: During the first six months of employment, employees are restricted to the use of 40 hours of accrued General Leave. Separation from City service during the initial six months of employment results in forfeiture of all accrued General Leave.

D. Maximum Accumulation: Employees may accumulate two year's accrual of General Leave. Employees may request exceptions to the maximum accumulation if the request is due to departmental restrictions on leave use. Requests must be submitted to Human Resources in writing with the supervisor's approval.

Employees may accrue General Leave in excess of their maximum accrual amount throughout the course of a year; however, any hours in excess of the maximum will be forfeited on the last pay period of each fiscal year.

E. General Leave for Part-Time Employees: General Leave is accrued by part-time employees on a pro-rated basis. All provisions governing the use and scheduling of General Leave shall apply to part-time employees.

- F. Scheduling of General Leave: When scheduling General Leave in advance, an employee shall follow departmental operating procedures for scheduling General Leave.

When an employee is required to use General Leave that has not been scheduled in advance, (i.e., for illness, personal emergency, etc.), the employee must follow departmental procedures for proper notification to his/her supervisor. Failure to follow departmental procedures may result in disciplinary action.

Any amount of General Leave for which an employee does not have accrued General Leave to cover the absence shall be without pay.

- G. Medical Confirmation to Return to Work: Based on the circumstances, when an employee is off of work for more than three consecutive days due to personal illness or injury, the City may require medical confirmation that the employee is able to return to work. The City reserves the right to require that such confirmation be obtained from the City's designated medical provider at the City's expense.
- H. Emergency Donation of General Leave: Under certain circumstances, on a limited, case-by-case basis, employees are permitted to donate accrued General Leave to other City employees for emergencies only. Information regarding this provision of the General Leave benefit is available through Human Resources.
- I. Redemption Provisions: After completion of the initial six months of employment, employees can convert to cash up to 80 hours of General Leave at 50% of the cash value. This option can be exercised twice per calendar year. However, the total amount of leave bought back at 50% cannot exceed 80 hours annually. Forms for requesting cash conversions of unused General Leave are available in Human Resources.
- J. Payment of General Leave at Termination: Payment for accrued but unused General Leave, up to the maximum accrual amount, shall be at the employee's base rate of pay upon separation from service, termination of employment, retirement or death. Employees who leave the City's employment during their initial six months of employment forfeit any accrued but unused General Leave.

The official termination date shall be the last day of active employment. Employment shall not be extended due to payment of unused General Leave.

- V. Military Leave: City employees are eligible for leave for military service as defined by Congress in the Selective Service Act of 1967.
- A. Call to Active Duty: Upon receiving orders for active duty an employee must notify his/her supervisor in writing and provide a copy of the orders. A Leave Request Form must accompany the written notification as well. If the employee applies for reinstatement within the time periods provided by law, the employee will be reinstated with pay commensurate with what he/she would have attained had she/he not been called to active service.
- B. Annual Military Leave: Any classified employee who is a member of the military forces organized under the State of Colorado or federal laws, or any reserve forces

of either the state or the federal government is entitled to leave of absence from employment without loss of seniority, status, General Leave, or other benefits. While on military leave, the City shall pay an employee the difference between the amounts received for such required duty and his/her salary, if the salary paid by the City is greater, for a maximum of fifteen calendar days per year.

Additional time required to participate in military duty beyond fifteen calendar days shall be without pay, or the employee may elect to use accrued General or Personal Leave.

- C. Payment of Salary While on Military Leave: An employee on Military Leave shall continue to receive her/his full salary during the period of his/her absence from the job for approved annual military leave. The employee shall remit her/his base military pay to the Finance Department upon receipt of such payment. If the amount of military pay exceeds the employee's salary, the City will refund the difference to the employee based upon her/his base military pay.
 - D. Compliance with the Law: Military leave and reinstatement shall be governed in accord with all applicable state and federal laws as amended from time to time.
- VI. Personal Leave: Regular full-time employees, including full-time probationary employees, shall be eligible for up to sixteen hours of paid leave for personal reasons. Personal Leave is available as of the date of appointment (employees appointed prior to July 1 will receive 16 hours of personal leave. Employees appointed after July 1 will receive 8 hours of personal leave) to a regular full-time position and as of the first pay date of each subsequent calendar year. Personal Leave must be scheduled in accord with departmental procedures regarding scheduling of leave. Personal Leave does not accumulate from year to year and unused Personal Leave is forfeited upon separation from City employment.
- VII. Short-Term Disability Leave:
- See separate section titled Short-Term Disability.
- VIII. Leave for Voting: The Department Head, or his/her designee may, allow a regular full-time employee up to two hours of time off to vote in local, county, state and federal elections. Such time off shall be requested no later than 24 hours in advance of a scheduled election and shall include a justification of the necessity for granting time off.

LOSS OF REQUIRED DRIVER'S LICENSE

General: All employees whose positions require the possession and maintenance of a valid Colorado driver's license of any class shall maintain a valid license. The appropriate driver's license shall be carried with the employee while driving on City business.

Reporting: For those employees who drive City vehicles or personal vehicles on City business, the employee must notify his/her supervisor and Human Resources immediately upon the suspension or revocation of the license. Failure to notify the supervisor and Human Resources shall result in disciplinary action.

Immediately upon receiving a suspension or revocation, the employee is prohibited from driving and operating any City vehicle or equipment, or driving on City business.

Review of Options: Upon notification of suspension or revocation, the department head and Human Resources will examine the alternatives, if any, available for the reassignment of an employee whose license has been suspended or revoked.

If no alternatives are available, appropriate measures will be taken, up to and including termination of employment.

MAINTENANCE OF EMPLOYEE PERSONNEL FILES
& DISCLOSURE OF PERSONNEL INFORMATION

Introduction: Human Resources is responsible for the maintenance of official Personnel files of the City.

Materials in Personnel Files: Personnel files shall contain necessary information pertaining to employee fringe benefits, employee payroll status, performance evaluations, applications/resumes, letters of recommendation or commendation, disciplinary actions and other materials that are entered to the file by the department head, Human Resources, City Manager, or through the appropriate chain-of-command within the employee's department.

Employees may enter materials pertaining to disciplinary matters in which they are personally involved and documentation regarding training, certification, awards, continuing education, and letters of commendation to their own personnel records.

Review of Personnel Files: Employees may review the contents of their own Personnel files by appointment with Human Resources.

Employment Inquiries: It is the policy of the City that all inquiries regarding current and former employees shall be referred to Human Resources for response. In the absence of a written waiver signed by the employee or former employee allowing Human Resources to discuss the employee's employment history, only the following information shall be released:

- A. Name of Employee
- B. Dates of Employment
- C. Title of Last Position Held
- D. Last Rate of Pay

Human Resources will comply with the Colorado Open Records Act, C.R.S. § 24-72-100.1, *et seq.* (the "Open Records Act") governing the inspection, copying or photographing of public records.

Employee's Waiver of Release of Personnel Information: Employees and former employees have the right to sign a waiver permitting Human Resources to release more detailed information regarding current or past employment by signing a waiver form. The decision to waive may be reversed by current or former employees at any time by executing a new waiver form available in Human Resources.

Financial Verifications: Other than the information listed in Sections A through D above, information required by lenders and other agencies regarding earnings history and general pay information on current and former employees will be released only upon receipt of a signed written request by the employee.

In the absence of a written request from the employee, such information will not be released subject to the provisions of the Open Records Act.

The employee may sign a Release of Employment Information form and return it to Human Resources which will permit Human Resources to release information in addition to that stated above. These forms may be obtained from Human Resources.

MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

General: Certain positions require the use of a personal vehicle for City business. Employees shall receive mileage reimbursement for such use in accord with the current mileage reimbursement schedule.

Employee Responsibilities:

1. To possess and maintain a valid Colorado driver's license and to report the loss or suspension of the license to the employee's supervisor and to Human Resources.
2. To maintain in active status, motor vehicle insurance which meets or exceeds the State minimum statutory requirements, for the personal vehicle being used on City business.
3. To pay all expenses associated with the use of the automobile including the cost of required insurance.
4. To promptly notify the appropriate law enforcement authorities in the event of an accident and request that a report be taken.
5. To notify the appropriate supervisor and Risk Management as soon as possible, and no longer than 48 hours after an accident occurred while using the vehicle on City business.
6. To file the required expense forms at least quarterly (or more often if required) for mileage reimbursement for the use of a private vehicle on City business.

NOTE: It is standard insurance industry practice for the private insurance carrier of the employee to consider a claim incurred while on City business first. If the claim is excessive, any additional amount would then be considered for payment by the City and/or the City's liability insurance provider subject to the limitations stipulated by the Colorado Governmental Immunity Act.

City's Responsibilities:

1. To reimburse employees on a mileage basis for the reported and approved use of a private auto for City business.
2. To issue, when appropriate, departmental guidelines governing the work-related use of private vehicles.
3. In the event of damage incurred while on City business, the City Manager may consider payment by the City of the employee's insurance deductible on a case-by-case basis. Risk Management is responsible for reviewing the record and/or investigating all accidents which occurred while the driver was engaged in City business.

OPERATION OF CITY VEHICLES & EQUIPMENT

General: All employees required to operate City vehicles and equipment shall do so in a reasonable and proper manner with due consideration to manufacturer's recommendations and safety. All equipment shall be operated in a manner so as to prolong the useful life and minimize operation and maintenance costs.

Operator Certification:

1. Operators of specialized vehicles and equipment must be certified by the supervisor or a designated trainer on safety and operational procedures prior to any operation of such equipment.
2. Updates and recertification on the operation and routine maintenance of equipment and vehicles shall be performed as requested by the City Manager (or his/her designee), by the department head, or by any departmental supervisor or as stipulated by the City's certification procedures.

Vehicle Operation:

1. When fueling a unit, each operator is responsible for checking the fluid levels of the vehicle. Only proper fuels shall be placed in the unit. Particular attention should be paid to two-cycle engines. Employees who are unfamiliar with certain equipment should check with their supervisors.
2. Non-diesel powered units should not be left idling for excessive periods of time unless required for safety purposes (i.e., lights, etc.).
3. Employees are required to comply with laws related to any electronic device while operating a City vehicle.
4. Employees are required to follow applicable traffic regulations when operating City equipment and vehicles.
5. Operators are required to keep each unit reasonably clean and trash free and to report any problems with the safe operation of the vehicle to their supervisor, their department head and Fleet Services immediately.
6. All vehicle operators shall perform daily pre-usage and post-usage equipment checks in accord with procedures established by the operating department and approved by the Director of Public Works.
7. Operators are required to ensure that vehicles are secured when not in use (i.e., doors locked, windows closed, keys removed from ignition). Failure to ensure the safety and security of City vehicles and equipment may result in disciplinary action, up to and including termination of employment.

Vehicle Damage or Malfunction:

1. All operators are required to report any vehicular or equipment damage or malfunction to their supervisor and department head immediately. (Appropriate law enforcement authorities shall also be notified to take a police report in the event of a traffic accident.)
2. The supervisor and department head shall promptly arrange for repairs with-Fleet Services and prepare a thorough investigatory report, send the original to the Risk Management and a copy to the Director of Public Works as soon as possible, and no longer than 48 hours after an incident.
3. Failure to promptly report damage or malfunction of City vehicles and/or equipment may result in disciplinary action, up to and including termination of employment.

OUTSIDE EMPLOYMENT/BUSINESS ACTIVITIES

General: In order to monitor potential conflicts of interest, employees who engage in employment with a second employer or in personal business activities are required to obtain the approval of their department head and Human Resources in advance. Outside Employment request forms are available from Human Resources. A separate form must be filed for each change of outside employment or personal business activity throughout the course of City employment.

PERSONAL USE OF CITY VEHICLES AND/OR PROPERTY

General: It is generally City practice that a City vehicle will not be taken to an employee's residence. However, occasionally there are circumstances when it is appropriate and in the best interest of the City to permit an employee to take a City vehicle to the employee's home.

Personal business conducted while an employee is in a City vehicle shall be restricted to stops requiring no more than a 15 minute break period or a normal lunch period. Such stops shall not result in additional mileage on the City vehicle and shall be restricted to "en route" stops.

Under no circumstance shall a City vehicle or piece of City equipment be used as a direct benefit to employees or private individuals.

POLITICAL ACTIVITY OF CITY EMPLOYEES &
GUIDELINES FOR INTERACTION WITH CITY COUNCIL

General: In order to ensure impartiality in its deliberations and operation, certain limitations on employee political activities are deemed necessary.

Participation in Municipal Elections: Only the City Clerk and sworn Deputy City Clerks shall act as election officials for City elections.

No City employee shall engage in the publication or distribution of any materials approving, supporting, disapproving, or in any other manner commenting on a candidate for nomination or election to City office, or any ballot issue submitted to the City's electors, while on duty, on City premises or when speaking or acting in an official capacity.

Exercise of Political Influence Prohibited: An employee has the right to become a member of political clubs or organizations, to attend political meetings, to express an opinion on political subjects and to exercise the right of political activity on his or her own time. However, in the scope of his/her employment, an employee shall refrain from using any political influence in any way for or against any legislation or policy under consideration by City Council.

Candidacy for Office: An employee may seek local public office, with the City of Northglenn or any other elective body that directly serves the City, provided that she/he resign from her/his position with the City prior to the time any campaign activities are undertaken on her/his behalf. Employees who run for political offices in other jurisdictions may be permitted to continue to work for the City based upon a case-by-case review to determine if an inherent conflict of interest exists between the candidacy for the office and continued employment with the City of Northglenn.

Employees who run for political office are encouraged to make an early disclosure to the City Manager through Human Resources so that a determination with regard to potential conflict of interest can be made. Where inherent conflict is deemed to exist, the employee will be given the opportunity to resign or will be terminated if he/she continues as a candidate, or, if elected, continues to hold an office determined to be in conflict of interest with the City of Northglenn.

Political Participation: Nothing in this guideline is intended to interfere with the right of an employee to enjoy freedom from interference in voting in municipal and all other elections.

Further, nothing in this guideline is intended to interfere with the right of an employee to become a member of any political club or organization, to attend political meetings, to express an opinion on political subjects, and to exercise the right of political activity on his or her own time. However, no campaigning or distribution of stickers, buttons, banners or similar materials is to occur during working hours or while an employee is on duty or acting in an official capacity.

Any employee whose position is funded by a federal program and/or monies shall be subject to the provisions of 5 United States Code, Section 1501, et seq., as amended, commonly known as the Hatch Act.

Charter Provisions - City Council Interaction: Section 3.10 of the City Charter states: "POWERS EXPRESSLY WITHHELD FROM COUNCIL: The Council shall deal with the administrative service solely and directly through the City Manager and neither Council, its members, nor

committees shall either dictate the appointment or direct or interfere with the work of any officer or employee under the City Manager."

Routine requests for service as well as complaints and inquiries submitted by City Council members on their own behalf or that of a citizen, shall be handled in the regular course of business in accord with established practice and/or procedures.

Non-routine matters or requests shall be directed through the established chain-of-command for response.

PROBATIONARY PERIOD

Introduction: All regular full-time and regular part-time appointments with the City are subject to the satisfactory completion of a probationary period. This applies to initial appointments and subsequent appointments resulting from promotion, demotion or lateral transfer.

Objective: The probationary period is intended to permit a supervisor to closely observe an employee's work in order to determine the employee's suitability for a position. Probationary employees are not normally eligible for promotion.

Length of Probationary Period: The normal probationary period for employees is six months with the exception of Animal Control Officers, Police Records Specialists and Police Officers. Animal Control Officers and Police Records Specialists serve a probationary period of nine months. Police Officers serve a probationary period of 18 months.

An employee's probationary period may be extended up to three additional months (at a time) if the supervisor and/or department head deem necessary.

Evaluation of Performance: The performance of an employee is evaluated by his/her supervisor during the probationary period to determine one of the following: 1) if the employee should be classified as non-probationary upon completion of the probationary period, 2) continued on probation for up to an additional three months (2 times), or 3) dismissed.

Dismissal: A probationary employee may be dismissed any time during the probationary period. Such dismissal shall be made without cause. Human Resources is notified in advance of any probationary dismissal.

Any employee dismissed while on probation shall not have recourse to any established procedures (including appeal rights under the Conduct, Discipline and Appeal Process Guideline) except in cases of alleged discrimination, in which case, the probationary employee shall contact Human Resources for follow-up.

PROBLEM RESOLUTION

Purpose: The City seeks to provide a workplace in which all employees are treated as an important part of our team, and where employees are treated fairly. In the event an employee has a dispute with a supervisor, coworker or the City, the City provides this procedure for dispute resolution. All disputes between any employee and the City are intended to be resolved in accordance with the following procedure. The policy is intended to provide employees with appropriate and prompt responses to problems and concerns through this problem resolution process.

Scope: This guideline applies to all City employees, regardless of employment status. Please note, however, that the City reserves the right to modify this procedure at any time and nothing in this procedure shall be construed to constitute a contract between an employee and the City.

Guideline: Although we seek to provide a workplace in which all employees are treated as an important part of our team, and where employees are treated fairly, there may be times when you have a concern or complaint which can best be resolved through a formal procedure for problem resolution. A problem is a complaint by an employee concerning any matter related to the employee's employment with the City. All problems between any employee and the City are to be resolved in accordance with the following procedure. If the problem involves Sexual Harassment, Harassment and/or Discrimination or Violence in the Workplace, reference to those guidelines should be made to initiate a complaint. When unsure which guideline applies, contact should be made with Human Resources. Nothing in this procedure should be construed to constitute a contract between you and the City. Employees are assured freedom from restraint, interference, discrimination, or reprisal in the presentation of their problems.

Steps for problem resolution:

Preliminary Step

The employee must first address the concern or complaint with their immediate supervisor, if appropriate, within three (3) business days of the situation whenever possible. This may be done orally in informal discussion. If the informal attempt to resolve the matter is not successful, the employee may implement the formal resolution process.

Step 1

The employee must first submit their concern or complaint in writing to their immediate supervisor, if appropriate. The written concern or complaint should be submitted to their immediate supervisor within ten (10) working days. The employee shall attempt to resolve the problem with the immediate supervisor. Unless the immediate supervisor is alleged to have violated these Employee Guidelines or other local, state or federal regulations, the employee shall not attempt to circumvent this process by any form of communication to any person beyond the immediate supervisor.

The supervisor will respond in writing within seven (7) working days following receipt of the written concern or complaint. All concerns or complaints and replies in Step 1 must be in writing. If the concern or complaint is not settled in Step 1, then you may proceed to Step 2.

Step 2

Within five (5) working days following receipt of the written reply to the employee's Step 1 concern or complaint from their supervisor (or within five (5) days after the immediate supervisor should have issued a written decision), the employee may appeal the supervisor's decision to their Department Director.

The appeal should state the nature and circumstances of the employee's problem with appropriate documentation. The Department Director will then undertake an investigation of their complaint and the underlying facts. Within five (5) working days following receipt of their complaint the Department Director will meet with the employee in person to discuss their complaint. The Department Director may request additional information from the employee, the supervisor or other relevant parties. The Department Director will then provide a written response to the employee's complaint within ten (10) working days following the date of the meeting.

Step 3

If the employee still does not feel the problem has been resolved the employee may make a written appeal within five (5) working days to the City Manager. The City Manager may appoint a designee to investigate the facts giving rise to the problem and subsequent reviews. The City Manager then reviews all relevant information concerning the situation and communicates a final decision in writing to all parties concerned within a reasonable period of time. The City Manager's decision is final.

RECORDING CONVERSATIONS WITH COWORKERS

City of Northglenn employees will not record conversations with supervisors, subordinates, coworkers or associates. If a conversation needs to be recorded, it will be done with the full knowledge and consent of all parties to the conversation.

RESPECTING THE RIGHTS OF COWORKERS
(Sexual Harassment and Harassment in the Work Place)

General: In line with the guidelines adopted by the Equal Employment Opportunity Commission and **applicable state and federal law** regarding sexual harassment, it is the guideline of the City to provide a work environment that is free from sexual harassment and which forbids sexually harassing conduct by any employee **or elected or appointed official** directed toward another employee **or elected or appointed official**.

In addition, it is the City's position that every employee **and elected or appointed official** has the right to work in an environment free of not only sexual harassment but offensive or derogatory activities, whether explicit or implicit, that are directed at an individual or class of individuals based upon race, color, sex, religion, national origin, sexual orientation, **gender identity, age 40 and older, genetic information, family health history**, or speech pattern or disability, whether physical or mental.

Further, as stated in the Introduction to the Employee Guidelines, City employees have a responsibility to maintain high standards of honesty, integrity and conduct in the delivery of City services and to maintain the confidence of the public. Harassment is a form of employee misconduct that undermines the integrity of the work environment, violates federal and state law and subjects the City to legal exposure. Employees engaging in such conduct shall be subject to disciplinary action up to and including termination. **Elected or appointed officials engaging in such conduct shall be subject to appropriate remedies as determined by the City Council, subject only to any constitutional or other legal limitations**

This guideline shall reference the EEOC guidelines prohibiting sexual harassment. However, the procedures set forth herein shall apply equally to all forms of prohibited harassment.

Definition: "Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." 11604.11 (Guidelines on Discrimination Because of Sex, Equal Employment Opportunity Commission, 1980).

Responsibilities:

1. Individual: It is the responsibility of each employee of the City to encourage a professional working environment free from harassing behavior through the following actions:
 - A. An employee **or an elected or appointed official** who feels victimized by harassment, or an employee **or an elected or appointed official who observes offensive or inappropriate behavior as set forth herein even if not directed at the**

particular individual shall report instances of alleged misconduct to the supervisor, division head, department head Human Resources, or the City Attorney for referral to the City's Equal Employment Opportunity Officer, and shall if appropriate inform the alleged harasser that such behavior is unwelcome . Nothing in this policy shall be construed to prevent an employee or an elected or appointed official from reporting such conduct in any particular manner to any particular person provided a City supervisor is notified of such conduct.

- B. Employees and elected or appointed officials shall refrain from participation in, or encouragement of, actions that could be perceived as harassment and shall report acts of harassment to a supervisor or Human Resources or the City Attorney for referral to the City's Equal Employment Opportunity Officer.
 - C. Employees shall encourage any employee who is being harassed to report the situation to a supervisor or Human Resources for referral to the City's Equal Employment Opportunity Officer.
2. Supervisors: Each City supervisor and as appropriate elected and appointed officials of the City shall be responsible for encouraging a professional work environment and preventing acts of harassment. This responsibility includes:
- A. Monitoring the work environment on a regular basis for signs that harassment may be occurring.
 - B. Counseling employees on the types of behavior that are prohibited and the City's procedure for reporting and resolving complaints of harassment.
 - C. Immediately intervening to stop any observed acts that may be considered harassment whether or not the employees observed are within his/her direct supervision.
 - D. Where a complaint or allegation of harassment has been presented, either verbally or in writing, taking the necessary action to limit the contact of the employee involved pending further review of the matter.
 - E. Assisting any employee of the City who comes to the supervisor with a complaint of harassment in documenting and filing the complaint in accord with City procedures.
 - F. Report all actual or potential sexual harassment situations that they receive as a complaint or hear about to Human Resources or the City Attorney for referral to the City's Equal Employment Opportunity Officer (Director of Management Services).

Any employee, including supervisors, and any elected or appointed official who believes he or she to be victimized by harassment, or is aware of potential harassing behavior to which the City Manager is a party, shall report such instances of alleged misconduct to the City Attorney. In addition, if an employee of the Human Resources Division of the City or the City's Equal Employment Officer is made aware of such a complaint to which the City Manager is a party, said employees shall likewise report such instances to the City Attorney. Upon receipt of a complaint

to which the City Manager is a party, the City Attorney shall report such alleged misconduct to the City Council in a manner the City Attorney deems appropriate, in order to seek direction on the appropriate action to be taken, including a mandatory investigative process by an outside agency. In the event the City Attorney or an employee of the Human Resources Division is a party, the City shall seek assistance from an outside agency, and exclude the alleged party from any investigative process.

SHORT-TERM DISABILITY LEAVE

Purposes of Short Term Disability: Short-term disability leave is available when an employee suffers a non-work related illness, injury or temporary disability that requires the employee to be absent from work for more than 80 working hours. Employees must use General Leave (or leave without pay if General Leave is not available) for the first 80 hours. Short-term disability is for personal medical reasons only. Leave associated with childbirth and/or conditions related to childbirth shall be treated as any other temporary disability for which short-term disability leave applies.

Banked Sick Leave: Employees who were hired prior to 1983 may have banked sick leave available to them which will be used as sick leave in lieu of or in conjunction with short term disability. In the event that an employee with a balance of banked sick leave incurs an illness, injury or temporary disability that would normally require Short Term Disability, the employee will use banked sick leave until it is exhausted after using 80 hours of general leave (or no pay if General Leave is not available). If it is medically necessary for the employee to remain in a leave status after banked sick leave is exhausted, the employee may apply for Short Term Disability. Employees who anticipate the use of banked sick leave should contact Human Resources. Employees with banked sick leave may donate said leave to other city employees under the provisions of Emergency Donation of General Leave.

An employee does not accrue General Leave or observe holidays while on short-term disability. In addition, periods of Short-Term Disability may count toward the twelve weeks of leave under the FMLA.

Short-Term Disability leave shall not exceed 56 working days or 448 hours in a 12- month period of time measured forward from the date of the employee's most recent Short-term Disability leave even in the event of multiple illnesses/injuries. Short-Term Disability benefits are based on years of service according to the chart below. Salary benefits are paid at the employee's straight-time hourly rate of pay based on years of service (see chart). This is pro-rated for regular part-time employees.

An employee requiring short-term disability may apply by contacting Human Resources. At least 30 days advance notice is requested if the need for the leave is foreseeable. This is needed to allow for adequate time for processing the request, and to minimize any disruption with paychecks.

<u>Years of Service</u>	<u>Short-Term Disability Benefit</u>
0 thru 12 months	Not Eligible
1 thru 10 years	80% salary continuation
11+ years	100% salary continuation

(NOTE: The hours listed above are based on a Regular FT position. They will be prorated for employees in Regular PT 32+ hour and Regular 20 hour positions)

FMLA leave may run concurrently. Employees who meet the eligibility requirements for FMLA leave are still entitled to the 12 weeks of unpaid leave, regardless of the level of Short-Term Disability Leave benefits.

SMOKING REGULATIONS

Introduction: It is the intent of the City to regulate smoking in City facilities and vehicular equipment. City supervisors are responsible for enforcement with regard to City employees.

Smoking/Chewing Tobacco Restrictions: Smoking or the use of other tobacco products such as e-cigarettes, chewing tobacco or snuff within any vehicle, building, or structure owned or leased by the City is prohibited. This includes all public entry areas of each facility.

Designated Smoking Areas: Smoking is permitted in the following outside designated areas:

City Hall – Smoking Shelter, north side greens
Recreation Center – Rear or side entrance
M&O – Rear entrance on north side of building
Water Treatment Plant – Southeast entrance
Waste Water Treatment Plant – Rear entrance

VIOLENCE PROHIBITED IN THE WORKPLACE

The City of Northglenn is committed to maintaining a work environment free from intimidation, threats, “bullying” or violent acts. Thus, the City will not tolerate violence or the threat of violence, whether physical, verbal or non-verbal, directed toward any City employee or City official on or off the job. This includes, but is not limited to: intimidating, threatening or hostile behaviors, “bullying”, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto City property, unless allowed by a duly authorized permit in accordance with state law, or any other act, which, in management’s opinion, is inappropriate in the workplace. In addition, odd or offensive comments regarding violent events and/or behavior will not be tolerated.

A Violence Response Team shall be comprised of the Director of Management Services (or designee), the Chief of Police (or designee), the City Manager (or designee) and a representative from the Employee Assistance Program (EAP). Ad hoc members will be requested on an as needed basis.

- A. Any employee who feels subjected to any of the behaviors listed above should immediately report the incident to any supervisor, Human Resources, or a member of the Violence Response Team. The employee should immediately write down the threat, word for word as made by the person and provide a copy to the persons to whom they make the report. Threats against employees usually take the form of one of the following:
 1. Veiled: “I could see how that could happen here” in reference to a situation when someone has been killed or seriously injured.
 2. Conditional: If certain circumstances occur or don’t occur, i.e. “if I don’t get the promotion, I’m going to get even.”
 3. Direct: The more specific the threat, the more dangerous it is, if the person has the opportunity and ability to follow through.
- B. An employee committing or provoking any act of violence or any threat of violence, in the workplace, at any City facility, or job site shall be, if warranted by the circumstances, removed immediately from the workplace and placed on administrative leave pending an investigation and may be mandated for evaluation.
- C. Pursuant to the results of an investigation of the situation conducted under the auspices of Human Resources, said employee shall, if found to have committed or provoked any act or threat of violence, be subject to appropriate disciplinary action up to and including termination from City employment.
- D. Acts of violence or the threat of violence, whether physical, verbal or non-verbal, directed toward any City employee by the public or those doing business with the City shall be taken seriously and shall not be tolerated. Employees are directed to immediately notify the Northglenn Police Department of any violence or threats from members of the public or those doing business with the City. **Always take a threat seriously. Do not hesitate to contact the Police Department or dial 911.**
- E. Employees who observe or have knowledge of any violation of this guideline have a duty to report it immediately to a Police Department Supervisor, Human Resources, or a member of the Violence Response Team.
- F. Restraining Orders: If an employee has a restraining order to protect them from another individual, the City requests the following:

1. In the Restraining Order list the place of employment as a location to which the Restraining Order pertains.
 2. Provide Human Resources with a copy of the Restraining Order so that it can be reviewed with the Police Chief to ensure enforcement.
 3. Provide the Police Department with a physical description, and photograph, if possible, of the person against whom the Order pertains.
- G. In the event of a threat or violent incident, and/or in situations that provide probable cause or reasonable suspicion that an employee may be planning to engage in an act of violence, the City reserves the right to conduct at any time, without notice, searches and inspections of employees, employees' personal effects, or employer-provided material. This may include, but is not limited to: lunch containers, boxes, purses, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles. Any illegal and/or unauthorized articles discovered may be taken into custody. Any employee who refuses to submit to a search, or who is found in possession of prohibited articles, will be subject to disciplinary action up to, and including, termination of employment.
- H. The Violence Response Team is responsible to:
1. Serve as a resource and information source in regard to workplace violence concerns.
 2. Assist with attempts to de-escalate and manage potentially violent situations.
 3. Coordinate any response action if needed.
 4. Provide any debriefing services needed to individuals affected.
 5. Coordinate with the media.
 6. Address any administrative issues.
 7. Perform periodic reviews of violent incidents to identify ways in which similar incidents can be prevented in the future.
 8. Contact Risk Management in the event of any property damage.

WORKER'S COMPENSATION INFORMATION

General: All employees are entitled to benefits as provided by the Colorado State Worker's Compensation Law for injury or illness arising out of and in the course of City employment. Please refer to Colorado Revised Statutes and the informational handout provided by the City for information regarding benefits.

Worker's compensation insurance covers only injuries arising in the course of employment. Employees voluntarily participating in recreational/fitness activities and who are relieved of and not performing any duties of employment are not considered to be acting within the course of employment, and therefore injuries incurred while engaged in such activities are not compensable under the worker's compensation laws. Employees should contact their personal medical provider for medical care for injuries sustained while participating in recreational/fitness activities.

Reporting of On-the-Job Injuries and Illnesses: All on-the-job injuries and illnesses must be reported on the required Employee Injury Report and forwarded to Risk Management within 24 hours, or as soon as possible, of injury (refer to Safety Manual for additional information). Failure to report an on-the-job injury or illness can result in a reduction in benefits as prescribed by Colorado law.

City's Occupational Health Care Provider: In the event of an on-the-job injury or job-related illness, the employee must contact and utilize the services of the City's designated occupational health care provider.

In the event of severe, traumatic illness or injury (emergency conditions), the employee shall be transported to the appropriate emergency medical facility and contact the City's designated provider for follow-up purposes.

Failure to utilize the designated occupational health care provider may cause the employee to be liable for medical expenses.

Return to Work: In the case of any on-the-job injury or job-related illness, a medical confirmation of the return to work status of the employee shall be required and shall be provided by the City's designated occupational health care provider or other designee, on or before date of return.

Injury Leave: Employees that sustain on-the-job injuries or job-related illnesses may be afforded time off for medical examinations, and physical therapy required by the City's designated occupational health provider. Such appointments shall be scheduled with the approval of the supervisor.

Family Medical Leave Act (FMLA): Three or more days off work due to a Workers Compensation injury will be counted toward Family Medical Leave Act (FMLA) entitlement. See FMLA guidelines in the Employee Handbook for additional information.