



EMPLOYEE HANDBOOK



CROWN MTN PARK & RECREATION DISTRICT

UPDATED DECEMBER 13, 2023

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PURPOSE

This document, and the policies stated in this document, are referred to as the “Employee Policies.” The Employee Policies apply to all Crown Mountain Park and Recreation District (“District”) employees. The Employee Policies provide useful direction and guidance for many aspects employment with the district, job performance and enjoyment of benefits offered to District employees. All District employees are expected to understand and follow the Employee Policies.

The Employee Policies are not exhaustive or exclusive of other job performance expectations and requirements of job positions with the district; however, the Employee Policies consolidate most general employment related policies into one document for easy reference. Other documents may be developed which are important for District employees which may supplement these Employee Policies. Such documents are distributed by the Executive Director.

If you have any questions concerning your employment or the Employee Policies, please contact the Executive Director.

EMPLOYMENT AT WILL

All employees of the district are “At-Will.” These Employee Policies do not create: (1) a contract of employment; (2) a promise or assurance regarding the duration of right to employment; (3) employee property interest in employment; (4) any right to a hearing prior to a disciplinary action, including termination of employment; (5) any obligation by the District to assert or prove a cause for disciplinary action, including termination of employment; or (6) a right to rebut a cause asserted by the District for disciplinary action, including termination of employment.

Employment with the District is At-Will. An employee or the district can end the employment relationship at any time, for any lawful reason, with or without cause or advance notice. The language used in the Employee Policies and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.

MISSION

Provide year-round, broadly accessible, multigenerational health and wellness programming that best serves taxpayers, residents, and visitors.

VISION

Create an environment for our community to connect and play.

EMPLOYMENT EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

The district is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race,

sex (including pregnancy), color, religion, creed, ancestry, national origin, disability, sexual orientation (including transgender status), marital status or any other status protected by federal, state, or local law. Employment decisions are based on merit and business needs. The district is committed to providing a work environment that is free of discrimination and unlawful harassment.

AMERICAN DISABILITIES ACT (ADA) & REASONABLE ACCOMMODATION

The district complies with the Americans with Disabilities Act, as amended. Accordingly, in compliance with the Act, the District will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship to the district. This policy governs all aspect of employment, including, but not limited to, application, selection, job assignment, compensation, discipline, termination and access to benefits and training. If you require an accommodation, contact the Executive Director.

COLORADO PREGNANCY ACCOMMODATIONS

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

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

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

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

NURSING MOTHERS

The district complies with the Workplace Accommodations for Nursing Mother's Act by providing reasonable time for nursing mothers to express milk, make reasonable efforts to provide suitable and private space for this purpose, and not discriminate against women for expressing milk in the workplace.

COMMITMENT TO DIVERSITY

Crown Mountain Park & Recreation District is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in the district policy and the way we do business at Crown Mountain Park and is an important principle of sound business management.

HARRASSMENT & COMPLAINT PROCEDURE

The district is committed to maintaining a work environment free of harassment (unlawful or otherwise) and which is sensitive to the diversity of its employees. In doing so, the district prohibits sexual harassment and harassment because of age, race, sex (including pregnancy), color, religion, national origin, disability, sexual orientation (including transgender status), marital status, or any other legally protected status.

Actions, words, jokes, or comments based on an individual's sex, sexual orientation, race, national origin, age, religion, creed, ancestry, disability, or any other legally protected characteristic can be "harassment" and will not be tolerated. Harassment is unlawful under federal and state laws, and is against the policy of Crown Mountain Park & Recreation District. It is demeaning to people and it interferes with work. *Any employee found to have engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.*

To that end, harassment of Crown Mountain Park employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The district will take all steps necessary to prevent and eliminate unlawful harassment.

Description of "Sexual Harassment." Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or,

The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile, or offensive working environment.

The types of behaviors that constitute sexual harassment may include:

Unwelcome sexual flirtations, advances, or propositions;

Derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender, or sexual experience;

Unnecessary touching, patting, pinching or attention to an individual's body;

Sexual compliments, innuendoes, suggestions, or jokes; or,

The display of sexually suggestive pictures or objects.

Sexual harassment may be obvious or subtle.

All employees are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individual's for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Crown Mountain Park.

Description of "Unlawful Harassment." The district is committed to maintaining a working environment free of any harassment, whether unlawful or not, and which is sensitive to the diversity of its employees. In doing so, the district prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, creed, ancestry, disability, sexual orientation, marital status, or any other legally protected status.

Unlawful harassment includes unwelcome verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Unlawful harassment will not be tolerated. Prohibited behavior includes, but is not limited to, the following:

Written form such as cartoons, email, posters, drawings, or photographs;

Verbal conduct such as threats, epithets, derogatory comments, slurs, or jokes; and,

Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, Directors, supervisors, co-workers, and non-employees such as customers, clients, vendors, independent contractors, consultants, etc. All employees should take special note that, as stated above, retaliation against an individual who has complained about harassment and retaliation against individual's for cooperating with an investigation of harassment complaint is unlawful and will not be tolerated at Crown Mountain Park.

General Complaint Procedure. An employee that has an interpersonal general complaint or grievance concerning another employee is encouraged to first address such complaint or grievance with that employee. If an employee is not able to resolve a complaint or grievance directly with another employee, or is not comfortable approaching another employee, then such employee may report the

complaint or grievance to the direct supervisor, who is the Executive Director unless otherwise designated.

An employee who has a complaint concerning non-compliance with these employee policies, District policies or practices, or other matters should first report such complaint to the direct supervisor, who is the Executive Director unless otherwise designated. If the matter is not resolved within a reasonable time, then such employee should report the complaint to the Executive Director if he/she was not their direct supervisor. If the complaint involves the Executive Director, then the District's Attorney should be notified.

Procedure for Complaints of Discrimination, Harassment or Retaliation. Any employee who is the victim of, who observes, or who learns about a workplace harassment incident, including sexual harassment, involving another District employee, a supervisor, a District official, a vendor, or a visitor to the district's offices or facilities must report the incident in accordance with these procedures.

Any employee who believes he or she has been the victim of discrimination, harassment or retaliation should report the alleged act immediately to the Executive Director.

If the report involves the Executive Director, or if the employee is for some reason uncomfortable approaching the Executive Director, the employee should instead speak directly to the District's Executive Director. The Executive Director shall notify the District's Attorney of any received reports.

The district will investigate every complaint of discrimination or harassment. All complaints will be handled confidentially to the extent practicable and appropriate, to protect the privacy of persons involved. The District's Attorney may interview the person making a report and other individuals with relevant knowledge to understand the specific facts, circumstance, and allegations. The District's Attorney will determine the scope of the investigation in consultation with the Executive Director as appropriate, including whether an independent investigator or attorney is warranted. If the report of discrimination or harassment involves the Executive Director, the District's Attorney shall consult with the Crown Mountain Park & Recreation District Board of Directors.

If the investigation substantiates the complaint, appropriate corrective or disciplinary action will be taken, which can include terminating a person's employment. Even if the investigation produces insufficient evidence to support the complaint, there will be no discrimination or retaliation against the individual who reported it in good faith, or against any person who truthfully and in good faith participated in the investigation.

An employee who makes a complaint knowing that the complaint is based on false allegations or who knowingly provides untruthful information during an investigation or refuses to cooperate in an investigation in bad faith is subject to discipline, up to and including termination of employment.

Every employee is encouraged to raise any questions or concerns regarding this policy with the Executive Director, who will seek the assistance of the District's Attorney, as appropriate. It is District's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender.

All employees will be protected from coercion, intimidation, retaliation, interference, or discrimination for making a report of harassment in good faith or for participating in an investigation. The district prohibits retaliation against an employee for making a complaint under this policy or for assisting in a complaint investigation. If you perceive that you have been, or may be, subjected to coercion, intimidation, interference, discrimination, or other forms of retaliation for making a complaint or for your participation in a harassment investigation, please follow the complaint procedure outlined herein.

CONFLICTS OF INTEREST

Crown Mountain Park & Recreation District expects all employees to conduct themselves and District business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both an ethical and a legal question. The district recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way create an actual or potential conflict of interest or interfere with the employee's job duties.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier.
2. Carrying on District business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the district makes sales or from which it makes purchases.
4. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
5. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the district.
6. Participating in civic or professional organization activities in a manner that divulges confidential District information.
7. Misusing privileged information or revealing confidential data to outsiders.
8. Using one's position in the district or knowledge of its affairs for personal gains.

9. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of District business.

Employees with specific questions concerning what activities may constitute conflict of interest should contact the Executive Director.

CONFIDENTIAL INFORMATION

Employees of the District may have access to confidential information. It is important for employees to understand the obligation to protect confidential information from being used or disclosed in a way that was not intended.

Employees will protect confidential information that may damage the district in negotiations, settlements, or other items not considered public information. Employees are prohibited from using confidential information for personal gain. Unauthorized disclosure or use of confidential information may result in discipline, including termination of employment, as well as personal liability for damages to the district arising from such authorized disclosure or use.

All confidential information, whether in hard copy or soft copy, must be returned to the district upon separation of employment.

The following types of information are presumed to be confidential. You should not disclose this information unless you are directed to do so by the Executive Director or by the District Attorney. The following are examples and do not constitute an exhaustive list of information that is confidential for purposes of this policy:

Financial information provided by a citizen, an employee, or an independent contractor, such as that included in a tax return or in a bid for a public contract.

Human Resources information, including but not limited to illnesses, absences, performance reviews, or employee personnel files.

Real estate appraisals.

Engineering and other feasibility studies.

Environmental studies and reports.

Directions to anyone negotiating a contract for the district, along with contract terms that are under negotiation.

All information regarding threatened or pending lawsuits against the district.

All discussions and correspondence with the District's Attorney or any other attorney that is representing the district for any reason.

Drafts of internal memos or correspondence that have not yet been finalized and approved.

Information about internal investigations that have not been completed.

Anything that you are told is confidential information or that is marked “CONFIDENTIAL.”

Nothing in this policy is intended to violate or conflict with the Colorado Open Records Act, which generally requires disclosure of public records. Rather, this policy is intended to avoid the unintentional disclosure of information that was provided to the district with the reasonable expectation that it would be held in confidence.

All inquiries from the media must be referred to the Board President.

WORK WEEK, TIMEKEEPING, PAY PERIODS, HOURS OF WORK

EMPLOYMENT CLASSIFICATION

The district maintains appropriate classifications of employees in accordance with federal and state laws. The Executive Director will identify employees in accordance with the following employee work classifications to ensure that all employees are offered the appropriate benefit enrollment opportunities. The district may review or change employee classifications at any time.

Employee Work Classifications:

Full-time Regular Employee – A full-time employee is an employee whose typical work schedule includes at least 30 hours of scheduled work during a 7-day calendar period.

Part-time Regular Employee – A part-time employee is an employee who is engaged year-round, but whose typical work schedule calls for less than 30 hours of scheduled work during a 7-day calendar period.

Temporary Employee – A temporary employee is an employee who works for a limited period or completion of a project, as a temporary supplement of the district workforce, not to exceed a period of 90 days. A temporary employee’s employment may be extended for one 90-day extension period upon approval of the Executive Director. A Temporary Employee may be engaged directly by the district, or via a third party.

Seasonal Employee – A seasonal employee is an employee whose work is of a seasonal nature, typically not to exceed 6 months (26 weeks) of continuous service. A seasonal employee’s work schedule may be full-time or part-time as defined above.

Federal Labor Standards Act (FLSA) Exempt & Non-exempt Employee Determinations - Exempt and Non-exempt determinations are made according to the Federal Labor Standards Act (FLSA) and are assessed by the Executive Director and may require validation by the District’s Attorney.

Exempt Employee – An Exempt employee is an employee who is not eligible for overtime pay or compensatory time and whose salary covers all hours worked including any hours worked more than 40 hours in a work week.

Non-exempt Employee – A Non-exempt employee is an employee who is eligible for overtime pay and compensatory time accrual. Non-exempt employees are paid for overtime or accrued compensation time at one and one-half times his or her regular rate of pay for all hours worked more than 40 hours per workweek.

Non-Employee Classifications

Volunteer – A volunteer is not an employee of the district. A volunteer participates/works at his or her own discretion in any number of District programs, special events, or projects that are scheduled throughout the year. District volunteers must complete and sign the Indemnification and Release Agreement before conducting any activity on behalf of the district.

Independent Contractor - An independent contractor is either an individual or a firm who provides service(s) to the district on a contractual basis, and, as such, is not a District employee. The policies and procedures in this document do not apply to an independent contractor.

FLEXIBLE TIME

The district recognizes that work flow in the recreation industry does not operate on a consistent 8am – 5pm shift. Full time exempt employees are encouraged to pursue work-life balance while still achieving the goals and objectives of the district. The district supports full time exempt staff flexing their work schedules to meet the needs of Crown Mountain Park provided that such flexible schedules are approved by the employee’s direct supervisor.

Flexible schedules may be used to establish regular work schedules that meet the needs of the district or may be used surrounding special events, peak work periods, and holidays in which facilities are operating.

TIME RECORDS

All nonexempt employees are required to complete accurate weekly time reports showing all time worked. These records are required and are used to calculate regular and overtime pay.

Employee time records must accurately record the time an employee worked. A non-exempt employee is responsible for recording all time worked, indicating the total hours worked excluding meal periods.

Employees must report any errors in time records to the Director as soon as discovered.

Each non-exempt employee must adhere to the following procedures:

Employees are not permitted to authorize another employee to keep time for them, unless that employee is your direct supervisor.

Employees *must* record *all* the time the employee works. Employees are not permitted under any circumstances to work unrecorded time for the district.

Employees *must not*, under any circumstances, record hours worked that such employee did not actually work.

In most cases, the time an employee spends driving to and from work is *not* considered time worked for the district and should not be recorded on the Employee's timesheet. Exceptions may be made when approved by the Executive Director. The time an Employee spends driving on District business during the employee's shift *is* time worked for the district and should be recorded on the employee's timesheet.

Employees *must*, as soon as possible, report any mistake discovered in the time records to the Executive Director. This requirement applies even if an employee discovers an error after the employee has been paid for a particular pay period. Inadvertent errors can and must be corrected by the district as soon as they are discovered.

Adjustments to time records may be made only by the Executive Director.

A Non-exempt employee will be paid a minimum of 2 hours if they report to work and the responsible supervisor sends the employee home through no fault of his or hers. Any time worked beyond 2 hours will be compensated based on the actual time worked.

PAY PERIODS

The standard workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday. Paychecks will be direct deposited into the employee's requested account(s) or picked up by the employee on Friday of every other week. The Executive Director is responsible for distributing paychecks. Should the last day of the standard workweek be a holiday, distribution will follow the same schedule on the preceding workday.

Deductions will be made as required by law, including, but not limited to, for Federal Income Tax, Medicare, and the State of Colorado Income Tax. In addition to deductions required by law, other employee authorized and/or court ordered deductions will be made.

It is each employee's responsibility to bring any pay related issue or perceived inaccuracy to the immediate attention of Executive Director. The Executive Director will work to resolve the issue, usually in the subsequent pay period's paycheck. In the event of a lost paycheck, the employee should immediately notify the Executive Director for stop payment of the paycheck and reissue of a new paycheck. The employee is responsible for all stop payment charges concerning the original paycheck.

MEAL AND REST BREAKS

Non-exempt employees are entitled to (1) paid 15-minute break for every 4 hours of continuous work. Breaks should not be taken at the beginning or end of a work period. One must clock out for breaks that last longer than the time they are allotted.

TRAVEL, TRAINING, & MEETINGS

Authorization: All travel must be pre-approved by the Executive Director within the district. Travel should align with government objectives and provide clear benefits to the public service.

Expenses: Travel expenses eligible for reimbursement include transportation, accommodations, and per diem allowances. Expense claims not charged on a district credit card must include receipts with detailed documentation.

Accommodations should be booked at manager approved hotels.

Economy class is the standard for all air and rail travel. Exceptions require special authorization.

Food reimbursement: Eligible meal expenses include, breakfast, lunch, dinner, snacks, and coffee.

Trainings or meetings: (includes seminars, conferences, and courses) the per diem for food reimbursement is a maximum allowance daily of \$100. The district does not reimburse individuals for money not used. Anything over the per diem must be covered by the individual.

Vehicles used for travel: The purpose of this policy is to ensure the safety of those individuals who drive District vehicles and to provide guidance on the proper use of District fleet vehicles. Vehicle accidents are costly to our District, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

District strongly encourages the use of District vehicles and ride share for District business only. Should a District vehicle be unavailable for business use, employees may use their own vehicle with approval from their supervisor.

Mileage shall be reimbursed at the applicable governmental rate. Parking and tolls charged are reimbursable. Receipts must be submitted with expense reports. Non-reimbursable expenses include, traffic violations, fines, parking tickets are the responsibility of the employee and are NOT reimbursable. Commuting is not covered under this policy. Any accidents occurring while using personal vehicles for business purposes must be reported to the District immediately. The employee's personal insurance will be the primary coverage for any accidents.

As such, the district endorses all applicable state motor vehicle regulations relating to driver responsibility. The district expects each driver to drive in a safe and courteous manner pursuant to the policy's safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. The Executive Director is responsible for general administration of this policy. All

employees' driving a District vehicle must pass a Motor Vehicles Records test as well as an online defensive training.

Parking and tolls charged are reimbursable. Receipts must be submitted with expense reports. Non-reimbursable expenses: Traffic violations, fines, parking tickets are the responsibility of the employee and are NOT reimbursable. Commuting is not covered under this policy. Any accidents occurring while using personal vehicles for business purposes must be reported to the District immediately. The employee's personal insurance will be the primary coverage for any accidents.

OVERTIME

A non-exempt employee is eligible for overtime compensation. A non-exempt employee, however, may not work overtime unless the employee has received prior authorization from the Executive Director or direct supervisor, as applicable. *Working unauthorized overtime is strictly prohibited and may result in discipline, including but not limited to termination of employment with the district.* All overtime hours worked will be compensated in accordance with applicable law. Directors are expected to anticipate such situations and have a protocol to handle this when relevant to their department.

Salaried employees who work in exempt positions are not paid overtime. Exempt employees may utilize a flexible schedule to reflect time worked beyond 40 hours per week with Executive Director approval.

Overtime policy and procedures for non-exempt employees are as follows:

When the needs of the district require overtime, an employee may be asked to work overtime.

Overtime is defined as work hours, which exceed 40 hours in a 7-day calendar work week.

If an employee works overtime, the employee will receive either:

Overtime pays at 1.5 times the regular hourly rate for each hour, or portion of an hour, of overtime worked; *or*

Compensatory time of 1.5 hours for each overtime hour worked, or a pro rata percentage of 1.5 hours for each portion of an overtime hour worked.

An employee who requests flexibility to his or her schedule (for example, working through lunch to leave work early), must have the Executive Director's (or direct supervisors, if applicable) prior approval for such changes to avoid accumulating overtime hours.

The Executive Director, or direct supervisor (as applicable) will determine whether to provide overtime pay or to provide compensatory time off for the overtime hours worked.

At any time, the Executive Director, or direct supervisor (as applicable) may require that an employee use accumulated compensatory time before accumulating more compensatory time. The direct

supervisor will provide reasonable prior notice when an employee will be required to use some or all accumulated compensatory time.

If an employee accumulates 40 hours of compensatory time, then the Executive Director, or direct supervisor (as applicable) will require the employee to use some or all the accrued time or will pay the employee in the next pay period for some or all that time.

An employee must provide the Executive Director, or direct supervisor (as applicable) not less than 5 day's prior notice to use compensatory time so that time off may be scheduled to avoid overburdening other employees or placing the district at risk.

If an employee has sick time or vacation time during a workweek, those hours may not be combined with worked hours to create an overtime pay situation.

PAYCHECKS

The district pays employees on a bi-weekly basis and pay days are every other Friday through direct deposit.

PAY FOR EXEMPT EMPLOYEES

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

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

PROFESSIONAL DEVELOPMENT

The district encourages employees' attendance at continuing education programs that are judged to benefit the district. The Executive Director is authorized to approve release time from work for employees to attend short-term continuing education, subject to available funding.

ACCESS TO PERSONNEL FILES

Employee files are maintained by the Executive Director and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Colorado Open Records Act, Section 24-72-204 (3)(a), C.R.S.

does not exclude performance ratings or applications from those documents available to the public upon request.

NEPOTISM AND ROMANTIC RELATIONSHIPS

NEPOTISM The District's Nepotism Policy establishes limits on employment with the district. No person shall be employed by the district if such employment would violate the District's Nepotism Policy.

The appointment or employment of the following person(s) is prohibited:

No person related to a District Board member by blood, marriage, civil union, or domestic partnership within the first or second degree shall be hired to any full-time or part-time office, position, employment, or duty. A relationship in the first degree shall include parents, spouses and domestic partners, children, spouse or domestic partner of children, and siblings. A relationship in the second degree shall include grandparents, grandchildren, uncles, aunts, cousins, nieces, and nephews. Such related person may be appointed to seasonal and temporary employment positions. An employee who is relative is elected or appointed to office after such employee's commencement of full-time or part-time employment may retain the current position.

No person, including those applying for regular full-time or part-time, seasonal, or temporary employment, shall be interviewed, appointed, or hired within a first or second degree of relationship to the Executive Director.

The Employee is responsible for promptly reporting any relationship changes relevant to this Nepotism policy to the Executive Director or direct supervisor. The Executive Director is responsible for ensuring compliance with this policy and for reporting potential relationship or change in employee relationships to the Executive Director after the initial hire to ensure compliance with this policy.

ROMANTIC RELATIONSHIPS

Romantic relationships between direct supervisors and subordinates are inappropriate and prohibited. Should such relationships occur, the Executive Director may transfer or terminate one or both participants based on operational considerations, including the necessity to avoid an actual or apparent conflict of interest or the appearance of a conflict of interest. This restriction is not intended to discourage friendship or social activities among employees, but rather to protect employees from intimidating or hostile relationships that may create morale problems and affect productivity because of favoritism, bias, or harassment, or the appearance of favoritism or bias. An employee who has engaged in a romantic relationship with another employee shall not supervise or evaluate that employee.

The Employee is responsible for promptly reporting any relationship changes relevant to this Romantic Relationship policy to the direct supervisor. The Executive Director is responsible for ensuring

compliance with this policy and for reporting a potential relationship or change in employee relationships to the Executive Director after the initial hire to ensure compliance with this policy.

SEPARATION OF EMPLOYMENT

While recognizing the principles behind At-Will Employment, the District requests that in cases of voluntary resignation (when initiated by the employee), employees are asked to provide a written notice to the Executive Director or direct supervisor at least 2 weeks in advance of the last day of work. For positions of greater responsibility, including the supervisors, the appropriate notice may be 3 or 4 weeks. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In some cases, management will conduct an exit meeting on or before the last day of employment to collect all District property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address. The scope, timing and procedure for an exit interview shall be determined by the Executive Director.

WORKPLACE SAFETY

ALCOHOL AND DRUGS/DRUG-FREE WORKPLACE

Employees are not permitted to work while under the influence of alcohol, marijuana, or illegal drugs. Employees are not permitted to work if the ability to perform required job functions is impaired using prescription drugs or other impairing substances.

Job applicants and District employees may be asked to provide body substance samples (such as urine, hair, or blood) to be tested for the presence of illegal drugs, marijuana and/or alcohol. Refusal to submit to testing may result in an application for employment being declined, or in disciplinary action with respect to District employees.

Being impaired, or under the influence of drugs or other substances, including marijuana, or alcohol while at work or while representing the district as an employee may lead to disciplinary action, whether testing is requested or performed.

In addition, drug and alcohol screening may be conducted in the following situations:

For Cause: Upon reasonable suspicion that the employee has used alcohol or drugs that could affect or has adversely affected the employee's job performance based upon physical, circumstantial, or contemporaneous indicators of drug or alcohol use.

Post Accident: Conducted on employees who have been involved in an on-the-job accident (vehicular or otherwise) in which drugs or alcohol may have played a role, including human error, and may have

caused a fatality, serious injury, or significant property damage, to determine whether drug or alcohol use was a factor.

District vehicles and premises, as well as employee offices, desks, work areas, or personal property should not be considered private and may be subject to search for any purpose. In the event of suspected possession of illegal items, law enforcement may be contacted.

The district complies with the Federal Drug-Free Workplace Act, as set forth below.

Drug Free Workplace – The District is concerned about the adverse effects of drug abuse on employees' job performance, health, and safety. To foster a drug-free, healthful, and safe work environment for all, and as a federal grant recipient, District's policy, in accordance with the Federal Drug-Free Work Place Act, is stated as follows. This policy applies regardless of whether the employee is in a safety-sensitive job or a non-safety sensitive job.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, as defined by Federal law, is prohibited in any District workplace.

Any employee arrested for charges of violating a criminal drug statute in the workplace must notify the Executive Director no later than 5 days after the conviction. Under this policy, a conviction includes a finding of guilty, a plea of *nolo contendere* and/or the imposition of a sentence by any judicial body responsible for determining violations of federal or state criminal drug statutes.

Employees must abide by this policy as a condition of continued employment.

Employees are reminded that even though the State of Colorado has legalized the use and possession of specific amounts of marijuana, the US Federal Government still considers it illegal. The use of marijuana is always illegal for employees who hold a Commercial Driver's License.

ANTI-VIOLENCE AND PREVENTION

The district prohibits workplace intimidation, threats, or violent acts. This includes, but is not limited to: intimidating, threatening or hostile behaviors; physical and/or verbal abuse; vandalism; arson; sabotage; use of weapons; carrying weapons onto our premises; or any other act, which is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Any behavior listed above should be immediately reported to a supervisor or Executive Director. The Executive Director shall promptly investigate. Based on the results of the investigation, action will be taken which the district believes is appropriate. Employees should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of any person or property.

Any individual engaging in violence against the district, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The district always prohibits the possession of weapons on its property, including our parking lots or District vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used for opening packages. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The district reserves the right to inspect all belongings of employees on its premises, including briefcases, purses, and handbags, and personal vehicles on District property.

SMOKE-FREE WORKPLACE

Smoking is not allowed in District buildings or work areas at any time. "Smoking" includes the use of any tobacco products, marijuana products, electronic smoking devices, and e-cigarettes containing nicotine/marijuana cartridges.

Tobacco smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

REPORTING ACCIDENTS OR INJURIES

Crown Mountain Park is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor. If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to their supervisor. First Report of Injury form must be filled out along with other documentation by the employee and the supervisor within 24 hours of the incident.

Employees are required to report an accident to their supervisor when the accident occurs while driving a District vehicle, machinery, or equipment. Additionally, employees are required to report an accident resulting in damage to District property or if an injury occurs to themselves or others. Employees are required to report this information to their supervisor prior to completion of their shift on the day the accident or injury occurs.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the district's designated physicians, which list shall be provided to each employee. If not, the employee may be responsible for the cost of medical treatment. If the injury requires immediate emergency treatment, employees and supervisors should utilize the nearest emergency facility or notify "911" for assistance.

Immediately following every work-related injury or vehicle accident involving a District vehicle the employee(s) involved will be required to take a urinalysis or oral fluids drug test at the closest Designated Physician's office. If the employee requires medical attention after the incident the drug test will be completed as soon thereafter as medically safe. The injured employee, or the employee involved in the vehicle accident, will not be allowed to drive themselves to the medical facility for the test.

Neither medical leave pays nor short-term disability may be used for absences covered by workers compensation insurance.

WORKERS COMPENSATION

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Crown Mountain Park pays the entire cost of workers' compensation insurance. The insurance provided coverage for related medial and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor immediately. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. The district abides by all applicable state workers' compensation laws and regulations.

EMERGENCY CLOSINGS

Crown Mountain Park will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the day to permit employees to leave early, both exempt & non-exempt employees who are working on-site of the time of the closing will be paid for their full shift a full day shift.

WORKPLACE GUIDELINES

ATTENDANCE

Punctuality and regular attendance are essential for the efficient operation of business regardless of an employee's position with the district. Employees are expected to be uniformed or attired properly for the specific work area by the official start of the workday.

Any employee who is unable to report to work, or who will be late for work, must notify his or her direct supervisor at least 3 hours prior to scheduled starting time. In the event the employee or an authorized representative CANNOT reach the direct supervisor, the Executive Director shall be notified. Leaving messages with other employees is not acceptable.

Absenteeism for regular full-time non-exempt employees shall be deducted from accrued paid time off (either Sick or Vacation). Should all paid time off have been used, the absence will be unpaid.

Absenteeism for regular full-time exempt employees will be deducted from accrued paid time off if over 4 hours. Part-time, temporary, and seasonal employee absences from work will be unpaid, unless

granted paid time off in the current *Compensation and Benefits Program*. Repeated absenteeism may result in disciplinary action.

Unexcused absence for one (1) day or more may be the subject of immediate disciplinary action.

Unexcused absence for three (3) days or more may be considered job abandonment and the employee may be subject to disciplinary action, up to and including termination.

GRIEVANCE PROCEDURE

The district encourages employees and supervisors to use mutual consideration and goodwill in resolving differences that may arise concerning employment.

1. Employees are encouraged to resolve concerns, issues, or complaints that they may have promptly, sincerely, and candidly when the issue arises. Request a meeting with your supervisor to discuss your concern, issue, or complaint.
2. In the event of an employment dispute that cannot be resolved informally, the complaint shall be made in writing to the employee's immediate supervisor or Executive Director, with a copy to the Executive Director. Be specific, detailing your grievance and on what grounds the grievance is based.
3. If the complaint cannot be resolved at that level, the complainant shall notify the Executive Director in writing with an explanation for the continuation.
4. If the Executive Director is unable to resolve the dispute or if the complaint involves the Director, the complainant shall notify the Director of the Board in writing. The Board President shall present the matter to the Board at its next meeting. The Board of Director's decision shall be final.

PUBLIC RECORD

Employees need to be aware that the written communication they send and receive may be considered public records subject to the Colorado Open Records Act. Employees are discouraged from using systems for private or confidential matters that could become a source of embarrassment to the sender, recipient, or District. Employees should use discretion when sending written electronic communications. Do not write and transmit anything electronically that is inappropriate to say to others face-to-face.

COMPUTERS, INTERNET, EMAIL, AND OTHER RESOURCES

Use of IT systems is restricted to use for the performance of official employee duties and functions and may not be used for personal use. It is a business tool.

IT System Use during Work Hours – Employees may not use at any time the District's IT Systems for personal communication, phone calls, texting, photos, research, personal shopping, or the preparation of personal documents.

The IT System shall be used for all District business. Conducting District business on personal cell phone, through private email, cloud storage providers or on the Internet, is prohibited. If you use personal

devices or email accounts for District business, those devices and accounts may be considered searchable, and subject to the Colorado Open Records Act or public document requests.

The district recognizes that email or phone calls of a personal and unsolicited nature may come into the district's email system or phone system. The employee is responsible to quickly move any further conversation or correspondence off the district's equipment. Non-work-related streaming video is prohibited. This includes but is not limited to sports events, news, YouTube, etc.

Any employee who has the interest or need during lunch or breaks to conduct personal business should do so on privately owned devices, utilizing the district's public Wi-Fi. Employees using the public Wi-Fi on the employee's private device must comply with Professional Use Standards stated below. Employees, who have been supplied a mobile phone, should configure the phone to use public Wi-Fi, when possible.

IT System Use During Non-Work Hours – Employees, who are classified as Non-exempt under the Fair Labor Standards Act for purposes including overtime compensation, shall not remotely access the District's IT systems, without express prior approval from the Director. This includes email or calendars from a personal cell phone or any other personal electronic device, including home computers. This limitation ensures that Non-exempt employees are not working outside of approved schedule and are compensated for all hours worked.

If there is a Non-exempt employee who has been placed on an "on-call" rotational schedule will be provided a District-owned cell phone for use during on-call hours.

With the consent of the Executive Director, an employee may occasionally and from time-to-time access the Internet for personal uses, when scheduled outside of the employee's work hours.

Passwords & Unlock Codes. User names, unlock codes, identification codes and passwords ("access codes") are required for certain uses of the IT System and help maintain individual accountability. Any employee who is required to develop an access code must keep that information confidential. Sharing of an access code with other District employees or non-District persons is prohibited. However, such codes and passwords must be provided to IT when required to allow the district to access District-owned devices and systems. Employees should be aware that IT is able to override an access code, when required and approved by the Executive Director or District's Attorney.

A time-out setting will be established on District mobile devices that will require entering a unique personal identification number (PIN) to gain access.

Notification of loss. An employee is required to notify the Executive Director immediately in the event of loss or theft of a mobile phones, laptop or tablet owned by the district. Notification will serve as authorization to discontinue services immediately and remote wipe the device of all District data. NOTE that a remote wipe of the device by the district will completely reset the device to factory settings removing all other information on the mobile device, such as applications.

Employees are not to email or transmit confidential documents or files from a District device to an outside source without the consent of the Executive Director. Employees should not install or delete contents, files, or other information that may harm the district or violate privacy laws and/or record retention policies protecting the district. The District's IT Systems must not be used knowingly to violate the laws and regulations of the United States, any other nation, or any state, city, province, or other local jurisdiction in any material way.

Professional Use Standards.

Employees, while using the District's IT Systems are the first line of defense and must take every possible step to secure and defend against possible security breaches.

An employee using the IT Systems shall identify himself or herself accurately, and as an employee of the district.

Employees should always use a professional tone in written and verbal messages and should always take great care to avoid communication which may be considered unprofessional.

The IT Systems may not contain or be used by an employee to transmit messages having language or images that may reasonably be considered offensive, demeaning, or disruptive to any employee or create a discriminatory, hostile, or abusive work environment. Such improper content would include, but not be limited to: sexually explicit comments or images, gender specific comments, racial epithets or slurs, or any comments or images that would offend someone based on their race, color, sex, religion, national origin, age, physical or mental disability, status as a veteran, or sexual orientation.

Employees should under no circumstances visit any sites that are generally offensive, including, but not limited to, pornographic web sites or sites advocating racial or gender discrimination or prejudice of any kind.

Employees shall not post on behalf of the district in any forum, newsgroup, chat, or any social media page without permission of Executive Director and consistent with the district's social media Policy. Employees should refrain from using social media in a personal capacity while on work time or on equipment provided by the district. Employees are free to use or post on social media during their personal time. Employees should never represent themselves as a spokesperson for the district. If the District is a subject of the content you are creating, be clear and open about the fact that you are an employee of the district and make it clear that your views do not represent those of District, District Board members, Executive Director or other people working on behalf of the district. If you do publish online content related to the work you do or subjects associated with the district, make it clear that you are not speaking on behalf of the district. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the district."

Employees are reminded that these are public forums where it is inappropriate to reveal confidential District information and any other material covered by existing District confidentiality policies and procedures.

Employees are prohibited from expression of personal views, opinions or concerns pertaining to District employment matters, political opinions or policy issues using or posting on the district systems or during working hours. This does not restrict employees providing professional opinions or guidance as a function of their work nor does it restrict protected concerted activities under Section 7 of the National Labor Relations Act.

At no time may the Communication Systems be used to sell or promote products or services or for private or personal gain.

Employees are prohibited from using a cell phone to make calls, text or review or send email while operating a District-owned motor vehicle. These activities are permitted only when the vehicle is lawfully parked or stopped.

Employees are solely responsible for the content of any communication utilizing the IT System and can be held accountable for any breaches of security or confidentiality.

Employees may not post or use any copyrighted information without appropriate permission and attribution.

Use Monitoring. The district maintains the ability to access the IT System, and reserves the right to monitor all technological devices, activity, content, and deletions on the IT Systems. Employees should have no expectation of privacy for any content, activity, or use on any technology provided by the district.

Employees should be aware the district is able to track employee use of the Internet and cell phone activity, including phone calls, texts, emails, and searches.

Due to open records laws, posts, comments, friend requests and notifications on social media sites may be monitored.

The district utilizes an email archive system which retains all incoming and outgoing emails on District systems and may be used to recover, retrieve, and search emails. Employees are permitted to access the email archive system to search and recover his or her own email messages to the extent such emails are still on the archive system in accordance with the district's record retention schedule. The district always has the right to access, review, and monitor and disclose all incoming and outgoing email messages.

The Executive Director, with the written approval of the District's Attorney, is the only position entrusted to monitor use of the IT System.

Public information.

Under the Colorado Open Records Act, any email, text, cell phone record sent or received concerning official District business, whether on a District system or personal system, may be a public document and may be required to be produced and disclosed for public inspection in accordance with Colorado law. Retention and deletion activity must follow the district's record retention policy.

An Employee with a cell phone should be aware that (1) the number will be the number given out by the District to reach an employee when he or she is working out of the office and it will be listed on the District phone number listing; and (2) the detail, such as date and time of calls and text messages, origination location, phone number called or received, duration of call, text data, etc., recorded by a cell phone is public information and may appear on the District vendor billing notices.

Media Destruction. The District's Executive Director has responsibility for final destruction of any hardware (hard drives, thumb drives, discs, etc.). The Executive Director shall sanitize, that is, overwrite at least 3 times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). IT shall maintain written documentation of the steps taken to sanitize or destroy electronic media. IT shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

Computer Viruses. Computer virus is a malware program that, when executed, replicates by inserting copies of itself (possibly modified) into other computer programs, data files, or the boot sector of the hard drive; when this replication succeeds, the affected areas are then said to be "infected." Viruses and malware can infect or be spread through several sources including the use of portable devices (floppy disks, flash drives, CDs, DVDs, etc.), email, visiting web sites, and transmitting files across the Internet.

A virus and malware protection application are installed on all District computers. These applications are updated constantly but they are not foolproof. If you receive an email that does not look right or you do not know the sender, be wary and contact the Executive Director. When browsing the internet be diligent, if it does not look right, it probably is not. If for any reason, you are suspicious that the computer you are using may be infected please discontinue using and contact Executive Director immediately.

FBI Compliance. The district will operate any systems with access to the FBI Criminal Justice Information Services ("CJIS") in compliance with *CJIS Security Policy*, to include compliance with Section 5.3, Incident Response.

Software Licensing. Software licensing, including upgrades and updates, is a serious issue that exposes the district and/or individuals to legal liability. All software and hardware must be approved by the Executive Director and will be purchased and installed by the Executive Director or under the Executive Director's direction. Any software or files downloaded via the Internet into the District network become the property of the district. Any such files or software may be used only in ways that are consistent with respective licenses or copyrights.

Software that is not licensed to the district shall not be installed on any of the district's computer systems; including software that is licensed to an individual employee or to another company unless prior authorization is granted by the Executive Director.

Employees with Internet access shall not use District Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.

A mobile phone operating system may be upgraded by employee once Information Technology department has tested the upgrade. The Executive Director will notify employees once testing is completed. Apps for mobile devices or PCs may not be installed on District-owned devices without prior approval from the Executive Director or designee.

Reporting Misuse and Violations. Employees must report any known violations of this policy to the Director.

Cell Phones. The district recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellular phone, smartphone, tablet, or another mobile computing devices. Employees who hold positions that include such need for a mobile device may receive an allowance to compensate for District-related use of their personal device. This policy is established to provide procedures regarding the use and cost of such devices and sets forth the procedures and expected practices by each employee entrusted with a cell phone of any type.

Scope: This policy applies to all cell phones including smartphones, tablets, or other mobile computing devices. This Policy applies to all District employees, including full-time, part-time, and seasonal Staff. Access to District networks is a privilege, not a right, and forms the basis of the trust the district has built with its constituents. Consequently, employment with the district does not automatically guarantee the initial and ongoing ability to use a cell phone to gain access to District networks and information.

Cost and Budget: The District will reimburse for business use of a personal cell phone for up to \$50.00 per month.

Eligibility: The Executive Director is responsible for determining who has a valid business purpose to receive an allowance for business-use of a personal cell phone. Evaluation is based on the following criteria:

Emergency Call Back – job function requires continuous accessibility for critical District services

Public Safety Operation – job function requires support for public safety and requires employee to routinely use a mobile phone or be accessible

Mobile Work Environment – job function routinely requires extended time away from a normal work location and it is essential to the district that the employee be accessible during these times

Access to E-Mail/Data – job function requires access to e-mail or other data outside of the office or beyond normal working hours

Department Management – job function oversees a department or number of employees and often needs to maintain contact with employees outside of normal work hours

Use of Personal Cell Phone for District Business: At the discretion of the employee and after approval of his or her department head, a personal cell phone may be used for District business. In this situation the employee will provide the cell phone. Employees who use a personal cell phone for District business are agreeing to the following:

The district accepts no responsibility for an employee-owned cell phone.

Employees are responsible for all charges incurred and can choose any phone or plan they want.

Employee agrees their device will be subject to PIN and time-out minimum standards as such that a time-out setting will be established on the smartphone that will require entering a unique personal identification number (PIN) to gain access.

Employees are required to notify the Executive Director immediately in the event of loss or theft of a Smartphone. Notification will serve as authorization to remote wipe the cell phone of all District data. NOTE that a remote wipe of the cell phone by the district will completely reset the cell phone to factory settings removing all other information on the PDA, such as applications.

Employees may use their personal cell phone number and may retain the cell phone number they use with the district.

Employees may use their personal cell phone with their personal cell phone service and receive a maximum of \$50 monthly allowance from the district. This allowance is designed to offset the cost to the employee for using his/her personal device for District business. This rate is not intended to pay the full cost of the employee's phone. The actual expense must exceed the allowance. A request for allowance must therefore be supported by plan and cost documentation and must be approved by the Executive Director. The district will reimburse the employee the actual expense up to a maximum of \$50 per month. Allowances will be reviewed periodically to determine if they adequately compensate for the cost of District business usage.

Employees acknowledge that the phone may be required to be produced for public records searches of electronic communications related to District business.

Employees accepting a mobile phone allowance are required to provide their cell phone number to department heads and other Staff and notify the same of any changes to their number.

An employee receiving a mobile phone allowance must maintain an active phone contract if the allowance is in place. Employees, at any time, may be asked to provide proof that they do have a personal cell phone and to provide information about their plan to make sure the cell phone allowance being provided is valid.

STORAGE POLICY

Personal storage: Employees are strictly prohibited from using District facilities, including offices, buildings, and vehicles, for the storage of personal items. This includes, but is not limited to personal furniture, equipment, vehicles, and any other private property. Only materials, documents, equipment and supplies directly related to District work are allowed on the stored in District facilities. Personal items that are lost, damaged or stolen are not the District's responsibility.

Commercial purposes: Use of District facilities for storing items related to private business or commercial activity is not allowed.

Temporary Storage: In special circumstances, such as during office moves or renovations, temporary storage of certain items may be permitted with prior authorization by the Executive Director.

PERSONAL USE OF DISTRICT EQUIPMENT

This policy is for all employees who have access to government equipment included but not limited to computers, vehicles, machinery, tools, and communication devices.

Incidental use: Limited and occasional personal use of certain equipment, may be permitted if it does not interfere with official duties, incur additional costs, compromise security, or violate laws and regulations. Prior Authorization must be approved in advance by the Executive Director. Users must adhere to all security protocols and handle all equipment responsibly, maintaining confidentiality and data protection standards.

No equipment can be used for personal financial gain, business activities, or personal profit. No illegal activities.

Employees are responsible for the proper use of government equipment assigned to them. Any misuse or unauthorized use may result in disciplinary action, including termination of employment. Employees are responsible for equipment being returned in good working condition.

BRINGING DOGS TO WORK

Employees must receive prior approval from the Executive Director to bring their dog to work. Dogs must be well-behaved and not prone to aggressive behavior. Excessively noisy dogs that disrupt work may not be permitted. Owners must be always in control of their dogs. Owners are responsible for cleaning up after their pets and any property damage caused by their pets. The district may limit the number of dogs allowed in the workplace at any given time. Dog owners assume full responsibility and liability for any injuries or damages caused by their dogs. The district reserves the right to rescind permission if a dog becomes disruptive or poses health or safety risk. Owners hereby indemnify and hold the District harmless for any damage to persons or property caused by their dog, including attorneys' fees.

SOCIAL MEDIA ACCEPTABLE USE

The district encourages employees to share information with co-workers and with those outside the district for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the district has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Snapchat, Facebook, LinkedIn, YouTube, Instagram, and Myspace, among others.

Off-duty use of social media: Employees may maintain personal websites or web logs on their own time using their own resources and facilities. Employees must ensure that social media activity does not interfere with their work. In general, the district considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

BULLETIN BOARDS

Governmental postings are posted on the boards located in each area's main office. These boards may also contain general announcements.

APPEARANCE AND COURTESY

Employees shall wear clean and appropriate attire and maintain good hygiene. Employees are expected to use good judgment in their dress when attending outside meetings, or meeting with citizens or other stakeholders. Certain departments have dress and grooming guidelines specific to the function, safety, and comfort of the employee working with that department, as established by the Executive Director. The district provides uniforms to those employees that are required to wear uniforms. Upon termination from employment with the district, employees must return uniforms to the direct supervisor. When tasks require the use of safety clothing or equipment, employees must use it. All employees are expected to keep their assigned work areas clean and in reasonable order.

Courtesy is vital in all relationships, both with the public and other employees. The district encourages all employees to give courteous treatment to members of the public, to fellow employees and others. The aim is to practice courtesy in face-to-face relationships, in telephone conversations and in written correspondence.

VOICEMAIL

Employees are responsible to make certain their voicemail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they are strongly encouraged to change their voicemail greeting to state when they will be returning messages, and who will be an alternative contact in the meantime.

TIME OFF AND LEAVES OF ABSENCE

HOLIDAYS

All employees are eligible for paid holidays. Employees that work on holidays get paid time and a half. If a District holiday occurs during a period of paid leave, holiday leave will be granted for that day. Employees who need time off to observe religious practices or holidays not already scheduled by the district should speak with their supervisor.

New Year's Day (January 1st)

Presidents Day (third Monday in February)

Memorial Day (Last Monday in May)

Independence Day (July 4th)

Labor Day (First Monday in September)

Veteran's Day (November 11th)

Thanksgiving Day (Fourth Thursday in November)

Day after Thanksgiving

Christmas Eve. (December 24th)

Christmas Day (December 25th)

VACATION

The district recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The district provides paid vacation time to full-time & part-time employees for this purpose and employees are encouraged to take vacation during the year. Those employees will be eligible for paid vacation on a pro rata schedule.

Full-time (35 hours per week) permanent employees accrue vacation annually from the date of hire as follows:

<u>Years completed</u>	<u>Vacation Hours Accrued</u>
1- 5 years	4 hours per pay period
5-8 years	6 hours per pay period
8+ years	8 hours per pay period

Employees may accrue vacation from one year to the next only with the approval of their supervisor at a minimum of one week prior to the vacation request. In no event shall an employee be permitted to accrue more than 120 hours. All use of vacation time must be approved by each employee's immediate supervisor.

Absent written agreement to the contrary, signed by the District's Executive Director, employees will not be paid for accrued but unused vacation, if employees who terminate their employment with accrued but unused vacation shall be paid at their current regular rate for such vacation time.

SICK LEAVE

The district provides full-time, part-time, & seasonal employees with paid sick days. Sick leave shall accrue monthly at the rate of 4 hours per pay period and not to exceed 240 hours of accrued sick leave. Sick leave hours shall rollover each year up to the 240-hour maximum.

Sick leave may be used only for the following purposes.

When an employee is sick due to illness or injury or health condition.

When an employee or an immediate family member of an employee requires a health examination or medical treatment. Needs due to domestic abuse, sexual assault, criminal harassment including medical care, mental health care or other counseling, legal or other victim services.

As a supplement to Worker's Compensation benefits upon the expiration of injury leave.

When an employee is required to be in attendance for the necessary care of a member of the employee's immediate family.

Bereavement of financial/legal needs after a death in the family.

Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence or care for a family member whose school or place of care closed.

Sick leave may NOT be used for the following purposes.

Scheduled time off: Preplanned time off, such as vacations or personal days.

Non-illness related absences: It cannot be used for non-medical reasons like running errands, attending events, exercising, or other personal matters.

Working for another employee

Extended Leave without medical certifications: For extended periods of illness, medical documentation may be required. Failure to provide such documentation can disqualify the use of sick time.

Disciplinary suspension & performance related issues

Worker's compensation: They can be used at the same time. It is one or the other.

Employees who know in advance that they will be using sick leave (for example, when a health exam or medical treatment has been scheduled) are expected to notify their supervisors promptly of the time and anticipated duration of their absence. Sick time cannot be used for leisure. No employee, upon the separation from, or termination of, employment with the district for any reason, shall be entitled to payment for accrued unused sick leave.

If an employee is absent for four or more consecutive days due to illness or injury, a physician's statement may be required to verify the [illness or injury](#) and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition of paying sick leave benefit.

MATERNITY LEAVE

Employees are eligible for up to 12 weeks off for maternity leave, a maximum of 240 hours of accrued sick time can be used.

PATERNITY LEAVE

Employees are eligible for up to 4 weeks off for paternity leave, up to 80 hours of accrued sick time can be used.

MILITARY LEAVE

Crown Mountain Park supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

BEREAVEMENT LEAVE

Full time and part-time employees with more than three months of service may take up to three (3) days of paid bereavement leave for a local event and five (5) days for an out-of-state event, upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All full-time employees may take up to one (1) day off with pay to attend the funeral of someone who is deemed important to the employee.

The district may require verification of the need for the leave. The employee's supervisor will consider this time off on a case-by-case basis. Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for one (1) day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

JURY DUTY/COURT APPEARANCE

The district supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours of less of service, he or she must report to work for the remainder of that workday. Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

TIME OFF FOR VOTING

Crown Mountain Park recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this will not be the case, contact your supervisor to discuss scheduling accommodations.

EMPLOYEE BENEFITS - FULL-TIME

Crown Mountain Park & Recreation District recognizes the value of benefits to employees and their families. The district supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please contact the Executive Director.

MEDICAL, DENTAL, AND VISION INSURANCE

Full-time, year-round employees are eligible for insurance on the first of the month following date of hire. The district provides a comprehensive medical, dental, & vision insurance plan for the employee and their family.

Upon separation from employment for reasons other than gross misconduct (which would disqualify an employee from the benefits hereunder), employees or their spouses may be eligible for continuation of coverage under the district's group health, dental and vision plans, in addition to any applicable COBRA insurance, for up to 90 days after separation. This plan would need to be paid 100% by the employee.

401(A) PLAN – SOCIAL SECURITY REPLACEMENT

All employees of Crown Mountain Recreation District are enrolled in a 401(a)-retirement plan, in lieu of Social Security, upon date of hire. Employees' retirement accounts under the 401(a) are 100% vested and become the property of the employee.

ADDITIONAL RETIREMENT OPTIONS

Employees eligible for benefits have the option to elect the 457 Retirement plan and individually up to 10% with a match of up to 6% match from the district.

RECREATION BENEFIT

All Full-time Employees shall receive a Recreation Benefit of \$900/year. Employees will be reimbursed upon presentation of a receipt for any Recreational purchase, previously approved by the Executive Director.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT – Dec 2023 VERSION

I understand that I am to become familiar with its contents. Further, I understand:

Employment with Crown Mountain Park & Recreation District is at-will. I have the right to end my work relationship with the organization, with or without advance notice for any reason. The organization has the same right.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they guarantee of employment for a specific duration. The handbook is not all inclusive but is intended to provide me with a summary of some of the organization's guidelines.

This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for that eat-will nature of employment. The organization therefore reserves the right to interpret them or to change them without prior notice.

No representative of Crown Mountain Park & Recreation District other than the elected official or agency head of the organization, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the elected official or agency head and myself. We have not entered into such agreement.

EMPLOYEE'S NAME IN PRINT

SIGNATURE OF EMPLOYEE

DATE SIGNED BY EMPLOYEE