



Metropolitan District Board of Directors Regular Meeting Agenda
Tuesday, December 12, 2023 – 6:00 PM
Ranch House, Bradford Room, 7676 S. Continental Divide Rd, Littleton, CO 80127

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84631421266>

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Webinar ID: 846 3142 1266

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Conflict of Interest**
- V. Approval of Minutes**
 - a. Approval of October 17, 2023 Regular Board Meeting Minutes
- VI. Financial Report and Staff Updates**
 - a. Monthly Financial Update
 - b. Staff Updates
 - c. Capital Project Updates
- VII. 2024 Proposed Budget Public Hearing**
 - a. 2024 Budget Presentation
 - b. Motion to Open the Public Hearing on the Proposed 2024 Budget
 - c. Public Comment
 - d. Motion to Continue the Public Hearing on the Proposed 2024 Budget Until the January 8, 2024 Meeting
- VIII. Communication and Discussion Topics**
 - a. Lease for Copier Services
 - b. Audit Engagement Letter with Haynie & Company, Inc.
 - c. 2024 Employee Handbook
 - d. Reciprocal Employee Benefits Policy with the Master Association
 - e. Records Retention Policy
 - f. Appointment of Community Planning Committee Members
- IX. Public Comment**

State your full name. You will have a three minute time limit. Raise your hand to participate via Zoom.
- X. Action Items - Resolution(s)**
 - a. MD 23-107 A Resolution Adopting the 2024 Ken-Caryl Ranch Metropolitan District Employee Handbook
- XI. Action Item - Motion(s)**
 - a. Motion to Approve Lease for Copier Services
 - b. Motion to Approve Audit Engagement Letter with Haynie & Company, Inc.

- c. Motion to Approve 2024 Reciprocal Employee Benefits Policy with the Master Association
- d. Motion to Appoint Members to the Community Planning Committee
- e. Motion on any other matter that arises during the meeting

XII. Board Comments

XIII. Adjourn

Announcements and Next Meeting

Individuals who require special accommodation to attend and/or participate in the meeting should call 303-979-1876 x136 to advise the ADA Compliance Officer of their specific need(s) prior to the meeting. The next regular Board meeting is scheduled for January 23, 2024 with a special meeting also scheduled on January 8, 2024.

MINUTES
METROPOLITAN DISTRICT BOARD OF DIRECTORS REGULAR MEETING
KEN-CARYL RANCH METROPOLITAN DISTRICT

A Ken-Caryl Ranch Metropolitan District Board of Directors Regular Meeting was held on Tuesday, October 17, 2023 at the Ranch House, Bradford Room, 7676 S. Continental Divide Rd, Littleton, CO 80127.

ATTENDANCE

Board Members Present:

Jim Conzelman, Vice-President
Kayla Kirkpatrick, Director
Joe Levy, President
Mike Miro, Treasurer
John Ostrom, Secretary

Board Members Absent:

None.

Others Present:

Traci Wieland, District Manager
Lauren Feeney, Finance Director
Richard Plack, Parks Director
Scott Babich, Facilities Director
Dino Ross, Attorney (virtual)

Audience Present (Approximate):

In-Person: 2

Via Telephone/Zoom: 1

- I. Call to Order
Chairperson Levy called the meeting to order at 6:00 p.m.
- II. Pledge of Allegiance
Chairperson Levy led the Pledge of Allegiance.
- III. Approval of Agenda
Director Levy made a motion to approve the agenda as presented. Director Ostrom seconded the motion, which passed 5-0.
- IV. Conflict of Interest
None.
- V. Approval of Minutes
 - a. Approval of September 26, 2023 Regular Board Meeting Minutes
Director Levy made a motion to approve the September 26, 2023 Regular Board Meeting minutes as presented. Director Conzelman seconded the motion, which passed 5-0.
- VI. Financial Report and Staff Updates
 - a. Monthly Financial Update
Finance Director Feeney presented the September financials noting that the District's financial position will be discussed more in depth during the 2024 Budget presentation.

b. Staff Updates

Finance Director Feeney presented information on the first Employee of the Month for the District, Michelle Brinkley-Dewig. The first-ever Benefits Palooza will be held on October 18 to provide a more personalized approach to employee benefits. Finance Director Feeney thanked HR Analyst, Brea Edson, for her efforts to spearhead this event. District Manager Wieland announced a Colorado Water Conservation Board planning grant for the ongoing landscape vision project, and the South Valley Road trail replacement project has been recommended for approval by Jeffco Open Space. The application requires future approval from the Jeffco Open Space Committee and the Board of County Commissioners before being finalized.

c. Capital Project Updates

District Manager Wieland provided an update on the remaining capital items and the two under consideration next on the agenda.

VII. Communication and Discussion Topics

a. Unbudgeted Capital Project Request

District Manager Wieland provided information regarding two 2023 maintenance projects that require Board approval of unspent capital funds. The Board will consider a revision to the fiscal policies in December or January to increase the limit for a capital project from \$5,000 to \$10,000 to account for the rising cost of materials and services.

b. 2024 Draft Budget Discussion

District Manager Wieland provided an introduction to the 2024 Budget process and the philosophy that drove the development. District Manager Wieland also provided information regarding the process staff uses to provide projected and budget figures. Finance Director Feeney provided information about a proposed transfer of \$2.25 million from the fund balance of the General Fund to the Capital Reserve Fund, which will assist with capital improvements into 2025 while still providing financial security for operations. District Manager Wieland described general ledger accounts that would be impacted by the continued increase in the cost of doing business and those expenses the District has been able to manage or even decrease. The new design options for Community Park were highlighted, and additional research was provided regarding the youth program/early childhood transportation options. The Board supported the modified effort to complete design development for the full project and construction documents completed for only the baseball, restroom, and pickleball phases. Director Miro was involved in review of the proposal and felt it provides an advantageous approach. Finance Director Feeney described the final payment of principal and interest for the Debt Service Fund and the goal to end with a small negative fund balance. District Manager Wieland described efforts to create a total rewards program for staff which includes compensation and other tools used to attract, retain, and motivate employees.

VIII. Public Comment

Rilla Reinsma inquired about contract labor involved in winterizing the irrigation system in the Valley.

IX. Action Item - Motion(s)

a. Approval of Unbudgeted Capital Projects

Director Miro made a motion to approve the use of unspent capital funds on unbudgeted capital projects including the retaining wall at the Ranch House and the concrete project on the Dakota Lodge patio. Director Ostrom seconded the motion, which passed 5-0.

XI. Board Comments

Directors Conzelman and Ostrom expressed appreciation for staff and the work on the 2024 Budget.

XII. Executive Session

- a. Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss a personnel matter regarding the performance evaluation of the District Manager and an employment contract with the District Manager.

Director Levy made a motion to enter executive session at 7:16 p.m. pursuant to C.R.S. 24-6-402(4)(f) to discuss a personnel matter regarding the performance evaluation of the District Manager and an employment contract with the District Manager. Director Conzelman seconded the motion, which passed 5-0. The Board took a brief break and began the Executive Session at 7:23 p.m. The District Manager exited the Executive Session at 7:57 p.m. and returned at 8:20 p.m.

Director Levy made a motion to exit Executive Session at 8:22 p.m. Director Conzelman seconded the motion, which passed 5-0.

XIII. Possible Action on Items Discussed in Executive Session

Director Levy made a motion to approve a 7% increase to the District Manager's annual compensation effective January 1, 2024. Director Miro seconded the motion, which passed 5-0. Director Conzelman made a motion to assign a sub-committee to lead the 2024 District Manager performance appraisal process. Director Ostrom seconded the motion. Director Conzelman amended his original motion to table the discussion to the January 2024 Board meeting. Director Kirkpatrick seconded, which passed 5-0.

XIV. Adjourn

Director Levy made a motion to adjourn the meeting at 8:28 p.m. Director Conzelman seconded, which passed 5-0.

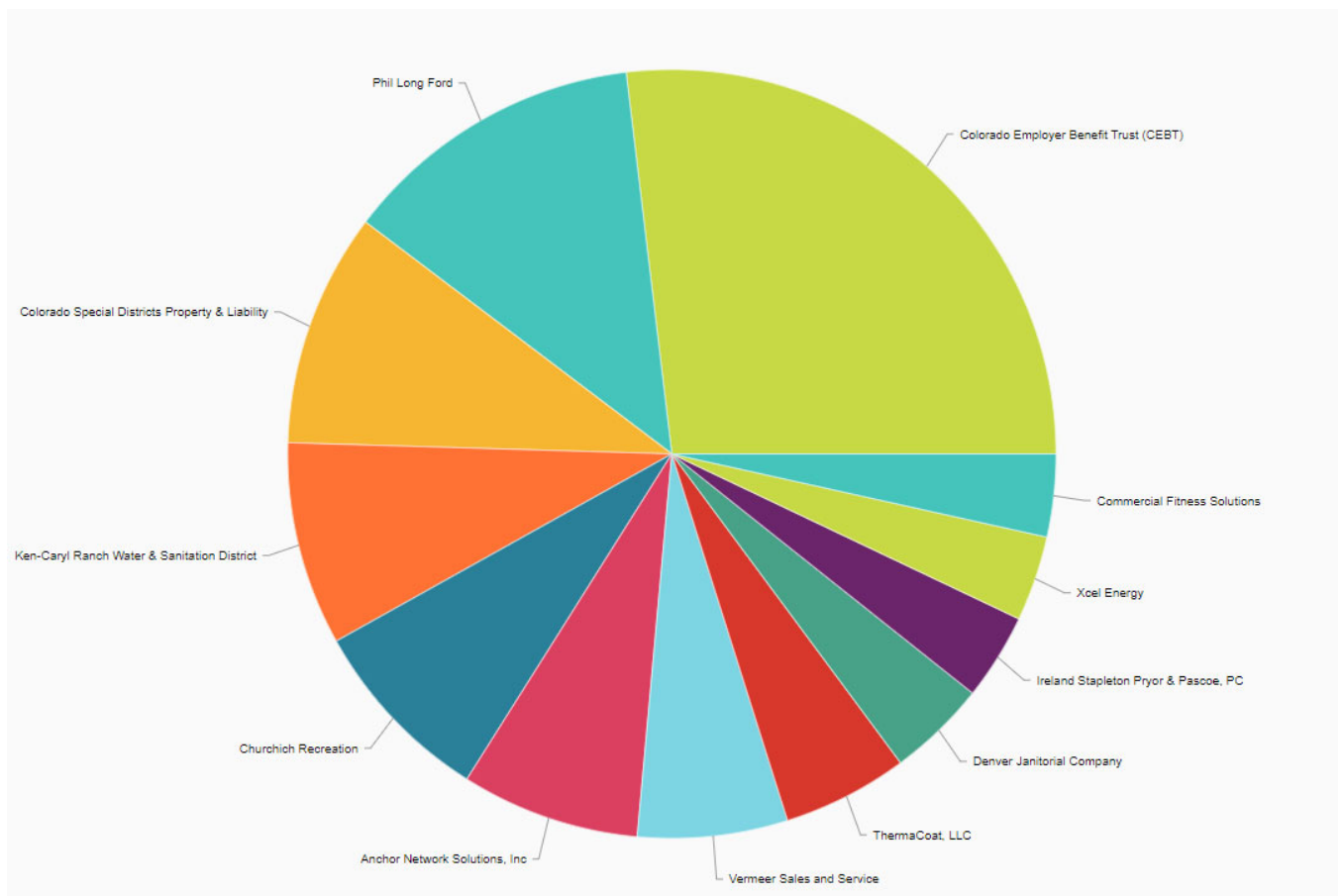
Ken-Caryl Ranch Metropolitan District
KCRMD Balance Sheet
As of November 30, 2023

	General Fund Year To Date 11/30/2023	Conservation Trust & Grant Fund Year To Date 11/30/2023	Debt Service Fund Year To Date 11/30/2023	Plains Metropolitan Dist Settlement Fund Year To Date 11/30/2023	Community Garden Fund Year To Date 11/30/2023	Veterans Monument Fund Year To Date 11/30/2023	Capital Reserve Fund Year To Date 11/30/2023	All Locations Year To Date 11/30/2023
Assets								
Cash and cash equivalents- unrestricted	4,312,034	-	-	-	-	-	-	4,312,034
Cash and cash equivalents- restricted	-	143,780	-	474,238	-	-	-	618,018
Accounts and grants receivable	763	-	-	-	-	-	-	763
Due from KCRMA	45,247	-	-	-	-	-	-	45,247
Due from other funds	-	-	(809)	-	36,860	5,525	219,366	260,942
Prepaid expenditures	172,122	-	-	-	-	-	-	172,122
Property taxes receivable	9,424	-	2,466	-	-	-	-	11,890
Total Assets	4,539,590	143,780	1,657	474,238	36,860	5,525	219,366	5,421,016
Liabilities, Deferred Inflows, and Fund Balances (Deficits)								
Liabilities								
Accounts payable and accrued liabilities	107,291	-	-	-	-	-	-	107,291
Refunds and deposits payable	26,625	-	-	-	-	-	-	26,625
Due to other funds	260,942	-	-	-	-	-	-	260,942
Unearned revenue	120,689	-	-	-	-	-	-	120,689
Total Liabilities	515,547	-	-	-	-	-	-	515,547
Deferred Inflow of Resources								
Deferred property tax revenues	9,424	-	2,466	-	-	-	-	11,890
Total Deferred Inflow of Resources	9,424	-	2,466	-	-	-	-	11,890
Total Fund Balances (Deficits)								
Assigned (Operating Reserve)	300,000	-	-	-	-	-	-	300,000
Nonspendable	172,122	-	-	-	-	-	-	172,122
Restricted (TABOR)	187,800	-	-	-	-	-	-	187,800
Restricted (Other Funds)	-	143,780	(809)	474,238	36,860	5,525	219,366	878,960
Unassigned	3,354,697	-	-	-	-	-	-	3,354,697
Total Fund Balances (Deficits)	4,014,619	143,780	(809)	474,238	36,860	5,525	219,366	4,893,579
Total Liabilities, Deferred Inflows, and Fund Balances (Deficits)	4,539,590	143,780	1,657	474,238	36,860	5,525	219,366	5,421,016

Ken-Caryl Ranch Metropolitan District
KCRMD Budget to Actual
As of November 30, 2023

	01/01/2023 Through 11/30/2023				Year Ending 12/31/2023
Property Tax Revenue	3,505,829	3,496,225	9,605	100 %	3,515,253
Specific Ownership Taxes	269,699	275,000	(5,302)	98 %	300,000
General & Administration	461,189	315,413	145,775	146 %	341,395
Facilities - RH	42,975	47,667	(4,690)	90 %	52,000
Facilities - DL	21,637	31,167	(9,531)	69 %	34,000
Facilities - CC	2,114	-	2,114	0 %	-
Parks	79,738	59,655	20,083	134 %	60,655
Wellness	131,075	127,603	3,472	103 %	139,058
General Recreation Programs	97,956	69,011	28,944	142 %	69,970
Aquatics	104,646	50,725	53,921	206 %	50,725
Events	37,588	31,325	6,263	120 %	36,575
Tennis	712,815	642,635	70,180	111 %	681,070
School Age Youth Programs	627,433	639,069	(11,637)	98 %	674,756
Preschool	212,876	187,526	25,351	114 %	205,203
Total Revenue	6,307,569	5,973,021	334,549	106%	6,160,660
General & Administration	1,057,248	1,318,728	(261,480)	80 %	1,424,873
Facilities - RH	286,064	298,707	(12,643)	96 %	324,581
Facilities - DL	32,618	44,114	(11,496)	74 %	47,828
Facilities - CC	275,954	295,561	(19,607)	93 %	321,499
Parks	1,723,821	1,900,515	(176,693)	91 %	2,057,399
Recreation Management	202,928	207,993	(5,066)	98 %	227,320
Wellness	87,148	93,337	(6,188)	93 %	101,822
General Recreation Programs	49,733	36,021	13,711	138 %	39,038
Aquatics	385,752	376,249	9,503	103 %	403,005
Events	57,944	54,422	3,522	106 %	61,480
Tennis	400,555	418,261	(17,707)	96 %	454,458
School Age Youth Programs	440,211	455,621	(15,409)	97 %	494,414
Preschool	186,629	193,865	(7,236)	96 %	210,983
Total Expenditures	5,186,605	5,693,394	(506,789)	91%	6,168,700
Excess of Revenues Over Expenditures	1,120,964	279,627	-	-	(8,040)
Other Financing Sources (Uses)	(1,126,010)	-	-	-	-
Net Change in Fund Balance	(5,046)	279,627	-	-	(8,040)
Fund Balance - Beginning of Year	4,019,665				-
Fund Balance - End of Period	4,014,619				(8,040)

KCRMD Accounts Payable Analysis for the year:



2023 Capital Fund Projects

Complete - Project complete
In Progress
No Progress
Move to 2024

Project	2023 Budget	2023 YTD	2023 EOY Projected	Notes
Community Park Park Master Planning, Design Development, Construction Docs	187,500	52,613	52,613	Moving remainder to 2024 for mini bus acquisition.
North Ranch Park -Park Playground Replacement	142,000	160,608	160,608	Complete.
Z Project Vermeer BC1400 XL - Tree/Brush Chipper Equipment	89,000	111,075	111,075	Complete.
Community Center Indoor Tennis Building Exterior Roof - Seal and Recoat	-	98,645	98,646	Complete.
Z Project #27 - 2003 - F350 - 2wd - Utility Body - Irrigation Truck Vehicles	56,000	61,036	61,036	Complete.
Replacement for Truck #41	-	61,036	61,036	Complete.
Community Center Building Fitness Equipment	60,000	59,995	59,995	Complete.
Z Project #25- 2002-F350 - Crew Cab Vehicles	52,000	60,985	60,985	Complete.
Z Project #24 - 2002 - F 350 - 4wd Vehicles	52,000	51,430	51,430	Complete.
Community Center Pool Cover	60,000	28,381	28,381	Complete.
Community Center Pool Deck Chairs	25,000	25,568	25,568	Complete.
Z Project Parks Furniture, Fixtures, and Signage	25,000	22,309	22,309	Complete.
Community Center Outdoor Area Playground Shade (Dinosaur Playground)	-	-	30,007	Installation scheduled in early December.
Two Truck Snow Plows (not including truck)	-	21,805	21,805	Complete.
Community Center Outdoor Area Preschool Area Convert to Picnic Area	-	22,455	22,455	Complete.
Community Center Pool ADA Restrooms	40,000	17,223	17,223	Complete.
Ranch House Tennis Court Fix drainage Between 4 and 5	8,500	8,500	8,500	Complete.
Community Center Sunshine Room Renovation	15,000	14,171	14,171	Complete.
Parks Shop Parking Lot Crack Fill and Seal Coat	10,750	14,401	14,401	Complete.
Z Project Genie Man Lift Equipment	15,000	10,577	10,577	Complete.
Community Center Parking Lot/Round a bout Crack Fill and Seal Coat	9,100	5,085	5,085	Complete.
Community Center Building Exterior Door Replacement	7,500	7,968	7,968	Complete.
Community Center Club Drive Crosswalks	6,500	6,500	6,500	Complete.
Ranch House Retaining Wall	-	5,120	5,120	Complete.
Dakota Lodge Patio Concrete Work		6,500	6,500	Complete.
Z Project Recreation Mini Buses Vehicles	77,500	-	-	- Moved to 2024.
Z Project Recreation Mini Buses Vehicles	77,500	-	-	- Moved to 2024.
Z Project #31 - 2006 - F250 - 4wd with Plow Vehicles	50,000	-	-	- Moved to 2024.
Total	1,065,850	933,984	963,992	

2023 Conservation Trust Fund Capital Projects

Complete - Project complete
In Progress
No Progress

Project	2023 Budget	2023 YTD	2023 EOY Projected	Notes
Community Center Outdoor Area Preschool Playground Convert to Picnic Area	13,000	13,000	13,000	Complete.
Community Center Pool Shade Structure	15,000	17,714	17,714	Complete.
Community Center & Ranch HouseOutdoor Tennis Courts Replace shade over benches and bench slats	9,000	8250	8250	Complete.
North Ranch Park Park Crushed Granite Trail Completion	21,585	21,585	21,585	Complete.
Ranch House Tennis Court Resurfacing	29,000	28,940	28,940	Complete.
Total	87,585	89,489	89,489	



KEN-CARYL RANCH
METROPOLITAN DISTRICT

2024 Budget

Table of Contents

Budget Message	3
Board of Directors.....	3
Budget Development Process and Community Participation	3
Basis of Accounting and Budget Management.....	3
District Plans and Policies	4
2021 Community Survey	4
2023 - 2027 Strategic Plan.....	4
Investment Policy.....	4
Fiscal Policies	5
Emergency Reserve Requirement.....	5
State or Federal Level Policies	5
Budget Highlights	7
Budget Philosophy	7
General Fund Revenues	8
Property Tax Trends	9
2024 Capital Project Descriptions	11
Special Revenue Funds	12
Conservation Trust and Grant Fund.....	12
Plains Metropolitan District Settlement Fund.....	12
Capital Reserve Fund.....	12
Debt Service Fund.....	13
Community Garden Fund	13
Veterans Monument Fund.....	13
Fund Balance Forecasting.....	13
Staffing.....	14
Classification and Compensation Chart.....	17
Organizational Chart	19
Development of Fees and Fee Schedule	20
Cost Recovery Philosophy	20
Fee Schedule	21
Community Group Facility Rental Policy	25
Sub Association and Ken-Caryl Ranch Business Facility Rental Policy	25
2024 Budget and Budget by Fund	27-38

Budget Message

The purpose of this budget is to provide a complete financial plan of all District activities for the following fiscal year. The budget document serves several purposes:

- As a **policy document** - the budget indicates what services the District will provide during the next year.
- As an **operations guide** - the budget indicates how departments and funds are organized to provide services to the community.
- As a **financial plan** - it summarizes the services to the community and how they will be funded.
- As a **communications tool** - the budget is designed to be user-friendly with summary information for the community, Board, and staff to utilize.

This proposed budget includes all anticipated revenues and estimated expenditures for the year 2024. The State of Colorado budgetary law requires that the budget be balanced with all available revenue sources equal to or exceeding planned expenditures.

Board of Directors

The Ken-Caryl Ranch Metropolitan District is governed by a five-member Board of Directors. Board members are elected to four-year terms by registered voters who reside or own property within the Ken-Caryl Ranch Metropolitan District. The Board of Directors is elected to establish policies. The Board meets on the fourth Tuesday of every month and has a joint study session with the Master Association the first Tuesday of every other month, with some modifications for budget and holidays.

Jim Conzelman, Vice President, jimc@kcranch.org, term expires May 2025

Kayla Kirkpatrick, Director, 303-999-1993, kaylak@kcranch.org, Term Expires, May 2025

Joe Levy, President, 720-256-4480, joel@kcranch.org, Term Expires, May 2027

Mike Miro, Treasurer, 720-407-1037, mikem@kcranch.org, term expires May 2027

John Ostrom, Secretary, 303-717-3662, johno@kcranch.org, term expires May 2027

Budget Development Process and Community Participation

The annual budget process is the culmination of months of forecasting, preparing, evaluating, and compiling. The following is a general timeline of the important components of the process.

- **August:** 10-year capital plan update
- **September:** capital priority discussions; departmental staff, revenue, and expense development; fee schedule development
- **October:** draft budget distributed; continuation of Board discussions
- **December:** open the public hearing and continue until special meeting in January
- **January 2024:** close public hearing; approve budget

Basis of Accounting and Budget Management

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the

current fiscal period. The major sources of revenue susceptible to accrual are property taxes and program generated revenues. Expenditures, other than interest on long-term obligations, are recorded when the liability is incurred or the long-term obligation paid. All other revenue items are measurable and available only when cash is received by the District. This information can be found in the [2022 Annual Financial Report](#).

District Plans and Policies

2021 Community Survey

The Master Association and District conducted a joint community-wide survey in June 2021 with a 51% response rate. The Community Planning Committee (CPC) was the body responsible for analyzing the results and making recommendations for future budget years. The CPC recommended numerous consensus topics related to the District budget, which have been completed. The 2024 budget will address the following and remaining Community Survey-supported projects that would be addressed by the District: South Hogback Open Space land management plan to address the need for sensitive resource and recreation management plans and the Community Park design completion to address updates to the park. Other updates, such as playground renovations and shade structures in parks, will be addressed by the Master Association.

2023 - 2027 Strategic Plan

The [Ken-Caryl Ranch Metropolitan District Strategic Plan](#) emanated from the 2021 Community Survey and builds upon the goals established by the Board of Directors in 2017. The strategic plan provides goals, strategies, and action steps for the next three to five years. The intent is for this plan to be reviewed and updated annually and to serve as a roadmap for the District. As part of the process, the Board revised its mission statement to the following:

[To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.](#)

In addition, staff revised the core values and created the following to integrate into the daily work of staff as well as ongoing goal development, performance reviews, and strategies:

- Respect
- Engagement
- Accountability
- Integrity
- Continuous improvement
- Building relationships

Investment Policy

District funds shall be invested prudently, with the safety of principal being the Board's foremost objective. Investments shall be selected in a manner that seeks to obtain market rates of return, consistent with constraints imposed by the foregoing safety objective, cash flow considerations, and State laws that restrict the placement of certain public funds. All investments must be in current compliance with Part 6, Article 75 of Title 24 of the Colorado Revised Statutes (legal investments of public funds) and Article 10.5 of Title 11 of the Colorado Revised Statutes (Public Deposit Protection Act).

***Mission Statement:** To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.*

Fiscal Policies

The Fiscal Policies were created by the District to establish rules, policies, and procedures for developing the District's financial goals and objectives; making financial decisions; reporting the District's financial status; and managing District funds. The Fiscal Policies have been developed pursuant to the Special District Act, C.R.S. § 32-1-101, *et seq.*; the Local Government Budget Law, C.R.S. § 29-1-101, *et seq.*; the Local Government Audit Law, C.R.S. § 29-1-601, *et seq.*; the Public Deposit Protection Act, C.R.S. § 11-10.5-101, *et seq.*; the Taxpayers' Bill of Rights (TABOR), Section 20 of Article X of the Colorado Constitution; and all other laws, rules, and regulations governing the District's financial management. The Fiscal Policies were updated in February of 2022 to include consideration of periodically changing auditing firms at least every five years to enhance the integrity of the audit process and financial reporting.

Emergency Reserve Requirement

As required by Article X, Section 20 of the State Constitution (TABOR Amendment), the District has established an Emergency Reserve Fund that requires the District to reserve 3% of fiscal year spending. The District shall strive to maintain, at a minimum, this amount equal to three months of general operating expenditures as financial reserves to sustain District operations and to protect the District against unforeseen circumstances and events. Local governments are not allowed to use the emergency reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases. The District created an operating reserve, different from the TABOR reserve, that is equal to 5% of budget expenditures.

State or Federal Level Policies

Following the voter defeat of Proposition HH, a property tax reduction proposal, at the November 7, 2023 election, Governor Polis recalled the Colorado state legislature for a special session that started on November 17 and ended on November 20. The purpose of the special session was to develop legislation that would provide property tax relief in the current year but would not significantly undermine the public services of governmental entities that rely on property taxes for their operation. The state legislature approved Senate Bill 23B-001, called "SB001" in this document. A summary of SB001 follows.

First, SB001 retains in effect all property tax reductions for 2023 that were enacted as part of the last legislative session's Senate Bill 22-238. SB001 also retains in effect the state "backfill" (i.e., reimbursement) provisions that will go to certain local governments under Senate Bill 22-238 in order to compensate them for tax revenue lost as the result of the property tax reductions. However, parks and recreation special districts and metropolitan districts that provide parks and recreation services are not eligible for the state backfill through Senate Bill 22-238.

Second, SB001 adds additional property tax reductions for the 2023 assessment year over and above what Senate Bill 22-238 provides. Specifically, for 2023, SB001 decreases the residential assessment rate from 6.765% to 6.7%, and increases the residential property exempt amount from \$15,000 to \$55,000.

Because the county assessors had significant work to do in preparing the final certifications of assessed valuation using the new residential assessment rate and residential property exempt amount, following the passage of SB001, the deadlines for completing the 2024 budget process were changed. For the 2024 budget year only:

- The deadline for the Assessor to provide final certifications of values was extended from December 10, 2023 to January 3, 2024;
- The deadline for special districts to certify their mill levies was extended from December 15, 2023 to January 10, 2024; and
- The deadline for special districts to adopt their budget was extended from December 31, 2023 to January 10, 2024.

Finally, like Senate Bill 22-238, SB001 also adds an additional backfill formula to compensate some local governments for the additional tax revenue losses caused by SB001. The backfill formula entails:

- Tax revenue losses are calculated based on 2022 general operating mill levy rates;
- For Jefferson County, a county with more than 300,000 in population:
 - There is a 100% backfill for library districts, sanitation districts, water districts, and municipalities if Jefferson County has less than a 10% AV increase;
 - There is a 90% backfill for library districts, sanitation districts, water districts, and municipalities if Jefferson County has a 10-15% AV increase;
 - There is a 65% backfill for all other local governments if Jefferson County has less than a 15% AV increase, except for the already provided-for districts/municipalities above and fire districts, ambulance districts, and health districts; and
 - There is a 100% backfill for all fire districts, ambulance districts, and health districts, as well as all other governmental entities that provide fire protection services.
- The total amount of backfill that the state will pay is capped at \$54 million. Accordingly, if the total amount of backfill claims exceeds \$54 million, then backfills are paid in this order:
 - First, the 100% backfills of fire districts, ambulance districts, health districts, and other fire-providing governmental entities;
 - Second, the backfill amounts of governmental entities in counties that had no AV increase; and
 - Third, proportionately to other eligible governmental entities of any amount of the \$54 million that is remaining.
- It is important to note that the backfill formulas described above do not include special districts that provide parks and recreation services. **Throughout the 2023 regular legislative session and the special legislative session, providers of parks and recreation services were never included in conversations or consideration of backfill opportunities.** As a critical component of all communities, it has become imperative that providers engage with lawmakers and partners to elevate the importance of parks and recreation as a component of healthy communities.

On November 29, 2023, all property tax administrators, including the District, received a letter from the Governor urging property tax administrators to provide a voluntary, temporary mill levy reduction for collection in 2024 to go beyond property tax relief already provided in SB001. SB23-108 revised 39-1-111.5 C.R.S. clarifying that a local government can use a temporary mill levy reduction/temporary property tax credit to provide temporary property tax relief and later eliminate the credits if needed. This request has been rigorously scrutinized by staff, and staff does not recommend a voluntary mill levy reduction for several reasons. As called out in the letter, the Governor's focus for reduction was on property owners that experienced more than a 20% increase in property valuation. The average increase in Ken-Caryl Ranch based on preliminary valuation was estimated at 27% before the special legislative session and is now estimated at 17% due to the additional impacts of SB001. The next reason staff does

not recommend a reduction is due to the uncertainty that surrounded the 2023 legislative session, the November election, and the special legislative session. That uncertainty continues into 2024 as there are already two ballot initiatives on the November 2024 ballot to reduce and/or limit property taxes, a newly formed Commission on Property Tax will be developing options for long-term property tax changes for the legislature's consideration, and the Governor may also propose a separate issue. The last reason staff does not recommend a reduction is due to the community's desire for the District to maintain and improve its infrastructure. In order to accomplish the community's desire, the District must maintain and sustain funding in the Capital Reserve Fund. A reduction in the District's mill levy will directly impact that ability.

Budget Highlights

Budget Philosophy

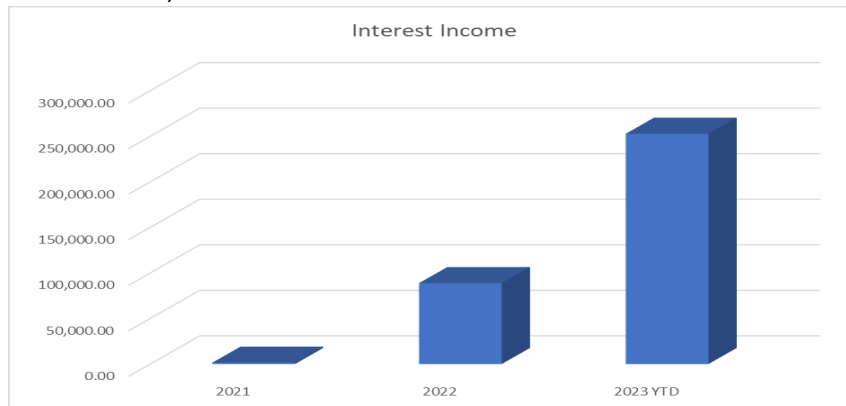
The general philosophy for the 2024 budget is to tie the District's operations to the Strategic Plan while continuing to improve levels of service via:

- An aggressive approach to making aesthetic improvements for all public spaces.
 - Continuation of discussions regarding a potential bond mill levy. Board discussions occurred throughout the winter and spring of 2023. The Board determined it would delay further conversations until 2024.
 - A \$100,000 increase to Parks Department contract services to assist with tree removal, tree maintenance, and parks maintenance. The Master Association is providing a \$50,000 contribution for related urban forestry projects.
 - Addition of a full-time Facilities Technician creating capacity for higher level staff to complete ongoing and regularly scheduled inspections, project management, and administrative functions. Position will also assume responsibilities previously filled by two variable part-time employees.
- Creating new recreation programming to fill programming gaps.
 - Expanded programming opportunities in senior programming, early childhood, and all-age contract programs.
 - Continuation of contracted swim lessons to provide higher quality program options during the summer.
 - Expansion of existing and new special events.
 - Expansion of early childhood enrichment programming.
 - The continuation of Sunday hours at the Community Center, which started October 1, 2023. These hours were eliminated during COVID.
 - Continued analysis of existing school-age programming to align with school start/end times as well as current and anticipated participation.
- Completing necessary capital improvement projects.
 - Approximately \$1.3 million in capital improvement projects.
- Creating and sustaining highly competitive total rewards for staff.
 - Salary range adjustment of 3.6% to match Front Range organizations. An increase of the hourly minimum pay grade from \$14.04 to \$16.01. A 4% cost of living adjustment along with a 0-3% merit increase for 2024.
 - Creation of total rewards, which are the tools available to the employer that may be used to attract, retain, and motivate employees.

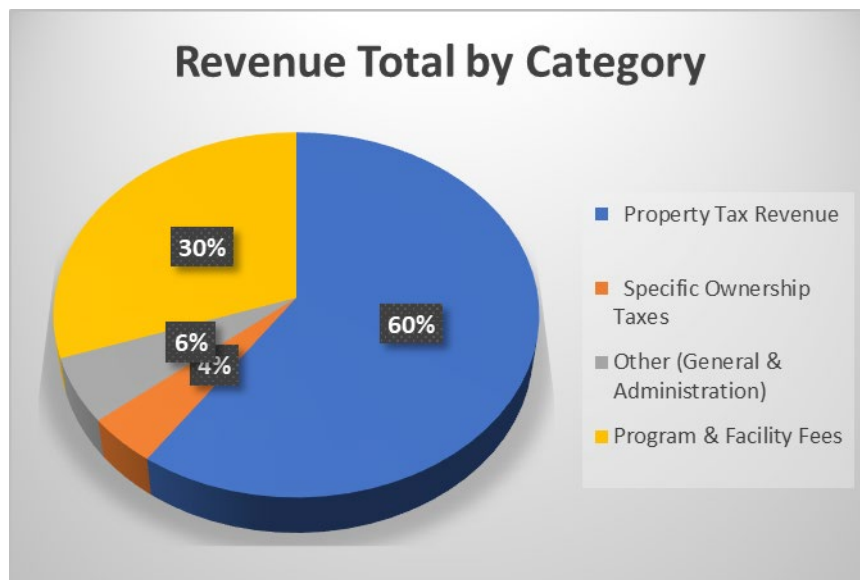
General Fund Revenues

The State of Colorado budgetary law requires that the budget be balanced with all available revenue sources equal to or exceeding planned expenditures. Property tax revenues are higher than 2023 levels and include a 27% increase in assessed value for Jefferson County homeowners based on the preliminary certification of valuation notice received at the end of August. Based on the outcome of the special legislative session, that increase drops to 17%. Currently, the 2024 operating mill levy for the District is 15.209 mills. The final 2024 assessed valuation provided by the Jefferson County Assessor's Office is due to the District by January 3, 2024. The following depicts notable changes for 2024:

- Interest income continues to increase from the nearly negligible amounts in 2021 due to the rising interest rates. The District is currently investing at an average monthly yield rate of 5.5601% on November 30, 2023.



- Grant revenues are anticipated to increase in the Capital Reserve Fund with potential funds awarded from the Colorado Water Conservation Board, Jeffco Open Space, and Colorado Parks and Wildlife. Other smaller grants may impact the General Fund.
- In order to meet the cost recovery philosophy, program revenue is anticipated to increase for youth programs and early childhood programs to account for the rising cost of staffing.



Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

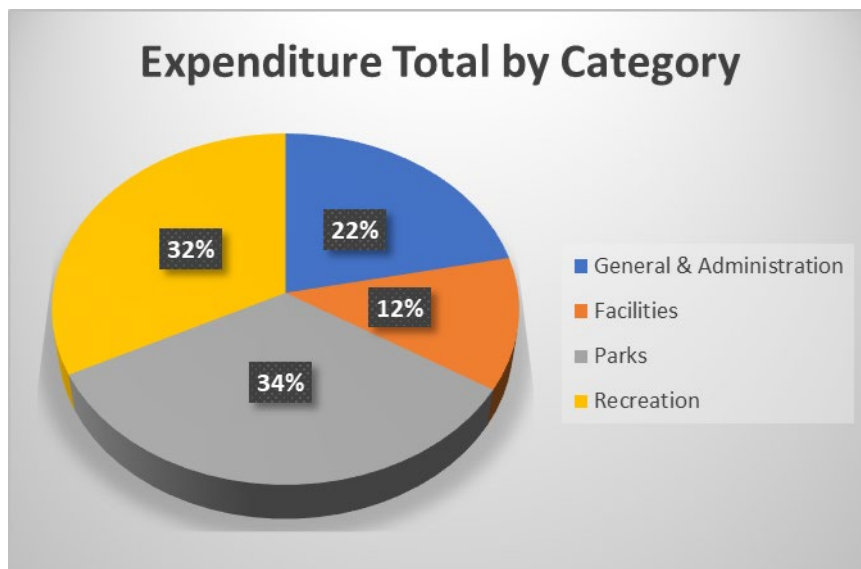
Property Tax Trends

Special Districts in Colorado continue to be impacted by legislative actions that affect property tax collections. The District has experienced varied property tax collections over the last two decades.

Year End December 31,	Prior Year Assessed Valuation for Current Year Property Tax Levy	Total Property Taxes Collected - Operating	% Year Over Year Increase in Collections	Dollar Year Over Year Increase in Collections
1994	97,678,070	\$1,458,485	-	\$ -
1995	99,959,430	\$1,489,631	2.14%	\$ 31,146
1996	105,177,210	\$1,562,599	4.90%	\$ 72,968
1997	107,624,860	\$1,597,157	2.21%	\$ 34,558
1998	112,701,760	\$1,655,886	3.68%	\$ 58,729
1999	111,458,530	\$1,663,473	0.46%	\$ 7,587
2000	121,478,580	\$1,811,055	8.87%	\$ 147,582
2001	121,881,950	\$1,759,045	-2.87%	\$ (52,010)
2002	148,012,010	\$2,179,870	23.92%	\$ 420,825
2003	147,078,030	\$2,153,742	-1.20%	\$ (26,128)
2004	147,806,287	\$1,972,930	-8.40%	\$ (180,812)
2005	146,490,300	\$2,105,363	6.71%	\$ 132,433
2006	154,445,800	\$2,220,206	5.45%	\$ 114,843
2007	155,245,130	\$2,210,448	-0.44%	\$ (9,758)
2008	186,432,440	\$2,351,652	6.39%	\$ 141,204
2009	181,810,400	\$2,785,023	18.43%	\$ 433,371
2010	182,926,380	\$2,784,186	-0.03%	\$ (837)
2011	189,705,940	\$2,887,763	3.72%	\$ 103,577
2012	174,144,901	\$2,650,780	-8.21%	\$ (236,983)
2013	159,481,779	\$2,431,992	-8.25%	\$ (218,788)
2014	157,215,944	\$2,394,032	-1.56%	\$ (37,960)
2015	157,047,445	\$2,391,136	-0.12%	\$ (2,896)
2016	178,471,735	\$2,713,161	13.47%	\$ 322,025
2017	177,947,187	\$2,710,843	-0.09%	\$ (2,318)
2018	191,319,473	\$2,901,068	7.02%	\$ 190,226
2019	193,370,882	\$2,955,173	1.86%	\$ 54,104
2020	213,211,049	\$3,241,419	9.69%	\$ 286,247
2021	215,656,617	\$3,247,977	0.20%	\$ 6,558
2022	234,190,989	\$3,594,942	10.68%	\$ 346,966
2023	230,856,600	\$3,511,829	-2.31%	\$ (83,113)
2024	TBD	TBD	TBD	TBD
Average % Increase Over Life of Mill			3.32%	
Projected at December 12, 2023				
TBD based on final assessment due January 3, 2024				

General Fund Expenditures

As a service provider, it is expected that employee and employee-related expenses make up the largest part of expenditures for the District. Expenditures have incurred steady growth since 2022 as salary adjustments continue to be a critical component given the tight labor market. Other costs, including the general costs of carrying out District business, have increased steadily as well.



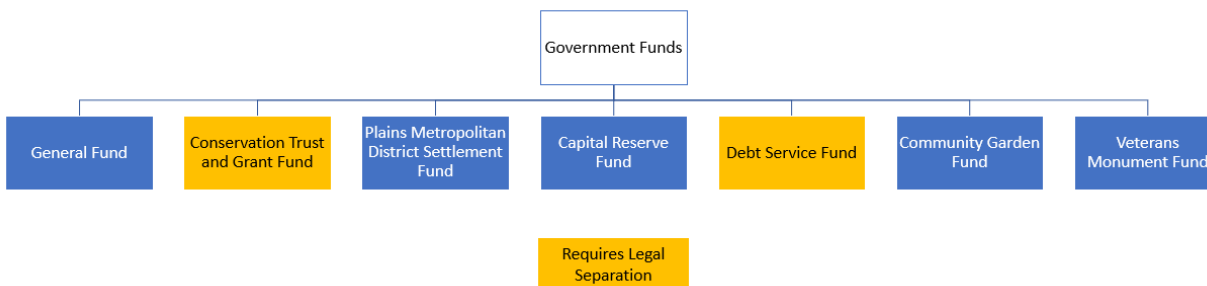
Annual capital expenditures are required to maintain the quality and condition of the District's assets and to promote a safe, enjoyable, and positive experience for all participants and community members. A long-term capital improvement plan was first developed as part of the 2022 budget process and will be updated annually. The plan includes 10 years of capital projects for District owned or leased properties and equipment. Although the plan includes 10 years of projects, the Board only approves the 2024 projects as part of the budget adoption process. Using current forecasting models, the available resources are not sufficient to meet the 10-year capital and infrastructure needs. The District will need to prioritize future projects while working with the community to establish priorities for spending and creative revenue sources.

2024 Capital Project Descriptions

Location 1	Location 2	Project	2024	2024 CRF	2024 CTF	2024 PMD	PROJECT DESCRIPTION AND NOTES
Open Space	South Valley Road	Hard-Surface Trail Replacement	666,412	666,412			Data was collected in a three-week period in the summer of 2022, and average daily use of the path is 60 users per day. Possible 50% cost share with Jefferson County and possible 25% cost share with CPW.
Z Project		Vehicles	248,000	248,000			Two transit vans and two trucks.
Community Park	Park	Design Development and Construction Docs	250,000	260,000			Further iterations of the design process need to occur prior to implementation of improvements from the Community Park Master Plan.
Ranch House	Park	Baseball Field Renovation	50,000			50,000	Complete renovation of the infield with some fencing and spectator improvements.
Open Space	South Hogback	Resource Management Plan - SHOS	43,000	43,000			Based on feedback from the South Hogback Task Force and Board direction, a resource management plan is necessary for South Hogback Open Space.
Ranch House	Pool	Pool Feature	40,000		40,000		Inclusion of a climbing wall. Currently negotiating with possible sponsors.
Z Project		Equipment	36,000	36,000			Trailer, UTV, and truck bed insert.
Community Center	Building	Exterior Paint	20,000	20,000			Repair, scrape, prime, caulk and repaint the entire exterior of the building. Building was last painted in 2016. Project will also include trim and underhang of tennis building.
Community Center	Building	HVAC Replacement in Rainbow Room	20,000	20,000			Heat exchanger cracked, motherboard needs to be replaced and 24 volt transformer needs replacement. Unit is 20 years old.
Community Center	Rainbow Room	Flooring replacement	14,000	14,000			Replacement of tile with more durable material for program use.
Community Center	Outdoor Tennis Courts	Lighting Replacements	13,500	13,500			Light replacement would be rated for 150,000 hours (about 5,000 a year) and would last approximately 15 years. Project includes fixture replacements of 1, 2, 5 and 6. Estimate includes lift rental.
Community Center	Building	Yoga Room Patio Enclosure Planning	10,000	10,000			Project includes enclosure of the north side patio off of the yoga room. Current area is not used or usable as any type of public or programming space. Enclosure would increase usable space by 400 square feet.
TOTALS		Totals	1,410,912	1,330,912	40,000	50,000	

Special Revenue Funds

The Ken-Caryl Ranch Metropolitan District maintains six Special Revenue Funds that are used to account for its special or non-routine operations. Each of the Special Revenue Funds is designated for specific purposes and each maintains their own separate fund balance.



Conservation Trust and Grant Fund

The Conservation Trust and Grant Fund is used to account for revenues and expenditures related to the State of Colorado Conservation Trust (lottery) funds, local government grant or partnership awards (Great Outdoors Colorado and Jefferson County), and joint venture grants. Lottery funds are dispersed on a per capita, quarterly basis. This fund requires separation from the General Fund.

Plains Metropolitan District Settlement Fund

The Plains Metropolitan District Settlement Capital Projects Fund was created in 2017 to account for proceeds from the Stipulated Supplemental Judgment stemming from the District's litigation with the Plains Metropolitan District. Pursuant to the Stipulated Supplemental Judgement, the funds are restricted to the "design and construction of one or more new, refurbished, or renovated swimming pools, tennis courts, or ball fields."

	2024 budget process		Future budget processes	
	12/31/2024	12/31/2025	12/31/2026	
Beginning Fund Balance	\$ 473,743	\$ 737,681	\$ 1,048,134	
Legal Settlement Proceeds	\$ 300,000	\$ 300,000	\$ 52,000	
Interest Income	\$ 13,938	\$ 10,453	\$ 5,227	
Capital Outlay	\$ (50,000)			
Ending Fund Balance	\$ 737,681	\$ 1,048,134	\$ 1,105,361	

Capital Reserve Fund

The Capital Reserve Fund was created to account for capital project activity. The fund had not been utilized for several years due to lack of funding; however, the Board requested utilization for the 2023 Budget process to provide better segregation from the General Fund and transparency for project tracking. The District will transfer \$2.25 million from the General Fund existing fund balance, which includes positive projected end-of-year excess revenue over expenditures. The recommended transfer would include \$1.4 million of projected 2024 capital projects leaving a balance of approximately \$1 million in the Capital Reserve Fund for future capital projects. The fund balance will be positively impacted by any potential grant revenues received. The Capital Reserve Fund is financed by the General Fund and grant revenues.

Debt Service Fund

The Debt Service Fund was created in 2014 to account for activity associated with the May 6, 2014 voter approved \$7.9 million in tax-free municipal bonds to fund improvements to the facilities and infrastructure of the community. On September 30, 2014, the District completed the sale of \$7.9 million in tax-free municipal bonds with a ten-year repayment schedule. The bonds are exempt from both federal and State of Colorado income tax and have been used for improvements to the Ranch House, the Community Center, Dakota Lodge, entrance signage, park, landscaping, and irrigation improvements. This voter-approved debt authorization is the first long-term debt the District has had since its inception in 1988. This fund accounts for the annual principal and interest payments on the bonds as well as the expenditures for the capital improvements funded from the bond issuance. The 2024 proposed mill levy for debt service is based on final assessed valuation due January 3, 2024. The debt service fund will expire in December, so the District will certify a mill levy that will result in a small negative fund balance to be paid off with funds from the general fund.

Bond Payment Schedule

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Maturity Date</u>
2023*	860,000.00	52,500.00	912,500.00	12/15/2023
2024	890,000.00	26,700.00	916,700.00	12/15/2024
	<u>1,750,000.00</u>	<u>79,200.00</u>	<u>1,829,200.00</u>	

*Semiannual bond payment: Interest (\$26,250) paid May 2023.

*Semiannual bond payment: Principal (\$860,000) and Interest (\$26,250) paid November 2023.

Community Garden Fund

The Community Garden Fund was created in 2011 to account for activity for the community garden project at the Community Center. This fund continues to account for donations, user fees, and annual operating costs of the Community Garden. Within the Community Garden Fund, there is a \$13,000 reserve balance meant to restore the premises to the original condition if the Community Garden Fund were to cease to exist.

Veterans Monument Fund

The Veterans Monument Fund was created in 2013 and is used to account for monies collected and planned expenditures for a monument on Ken-Caryl Ranch to honor United States military veterans. Construction of the Veterans Monument was completed in 2017. The Veterans Monument Fund is not a legally separate fund; however, it was approved via board resolution. There are currently no bricks available for purchase, so there are no future revenues forecasted. Because of the lack of revenues, staff anticipates expending the fund balance in the next two years and retiring the fund at that point. All maintenance activities will then move into the Parks Department maintenance fund.

Fund Balance Forecasting

The District's fund balance grew between 2018 - 2022. The District's positive fund balance was utilized in 2023 for the completion of capital projects. Staff recommends utilizing positive fund balance to further capital project completion in 2024. 2023 General Fund ending fund balance is projected at

approximately \$3.5 million. The 2024 General Fund ending fund balance would be \$1.6 million after a transfer to the Capital Reserve Fund, which would provide financial security for 2024 operations.

Following the voter defeat of Proposition HH at the November 7, 2023 election, Governor Polis recalled the state legislature for a special session that started on November 17 and ended on November 20. The state legislature approved Senate Bill 23B-001. Forecasts based on this information follows.

Assumptions: General Fund Property Tax Revenue increase 2% assessed year, 0% otherwise General Fund Other Revenue (excludes Property Tax) increase 3% annually General Fund Other Expenses increase 3% annually Capital average \$1M per year									
Estimated Financial Forecast	2023	2024	2025	2026	2027	2028	2029	2030	2031
Beginning of Year Fund Balance	4,019,665	3,573,321	1,611,967	785,641	(76,685)	(1,041,047)	(1,965,166)	(3,028,135)	(4,139,579)
General Fund Property Tax Revenue	3,511,829	4,121,048	4,121,048	4,203,469	4,203,469	4,287,538	4,287,538	4,373,289	4,373,289
General Fund Other Revenue (excludes Property Tax)	3,050,476	2,788,109	2,871,752	2,957,905	3,046,642	3,138,041	3,232,182	3,329,148	3,429,022
Land Development Revenue	-	-	288,185	296,831	325,675	416,652	416,652	425,442	425,442
General Fund Other Expenses	(5,855,299)	(6,620,511)	(6,819,126)	(7,023,700)	(7,234,411)	(7,451,443)	(7,674,987)	(7,905,236)	(8,142,393)
Capital Transfers	(1,153,350)	(2,250,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Land Development Expense	-	-	(288,185)	(296,831)	(305,736)	(314,908)	(324,355)	(334,086)	(344,108)
Excess Revenues Over Expenditures	(446,344)	(1,961,354)	(826,326)	(862,326)	(964,361)	(924,120)	(1,062,969)	(1,111,443)	(1,258,749)
End of Year Fund Balance (projected)	3,573,321	1,611,967	785,641	(76,685)	(1,041,047)	(1,965,166)	(3,028,135)	(4,139,579)	(5,398,327)
Other Funding Sources:									
Conservation Trust Fund	approximately \$70K annual								
Plains Metropolitan District	approximately \$1.1M by the end of 2026								
Grants	TBD								

Staffing

Staff engaged Employers Council, an employer's association focused on human resources, training, and employment law, to complete this process of creating a high-quality, audited, and specialized pay structure in 2022. The objectives of the analysis were to determine competitiveness with the labor market, ensure financial prudence and flexibility, align the District's reward system with mission and values, and establish a consistent approach to pay decisions. The District achieved a credible, consistent, and data-driven methodology for employee compensation that is sustainable from year to year while aiding in attracting and retaining employees. The District plans to conduct that same analysis in 2024 for financial impacts included in the 2025 Budget. This would be a task completed every other year to ensure the District's pay plan is still meeting its objectives. The following are tasks completed in 2023 and those tasks to be completed in 2024:

Development and/or Review of Salary Grades and Ranges

Due to the ongoing challenges of hiring entry level positions and to remain competitive in the market, the District made mid-season adjustments to several seasonal positions. This exacerbated the problems with the already compressed lower wage grades, so salary grades 10 – 30 were reviewed for market competitiveness with all the range spreads reducing from 35% to 25% or 20% to create a higher minimum for recruitment advantages. This also resulted in lower maximum; however, typical tenure in these entry positions is less than three years, which does not impact the maximum rates. In addition, Employers Council surveyed Denver/Boulder organizations and determined the average salary range adjustment was 3.6%, so the District's ranges were adjusted accordingly. Staff recommends increasing the hourly minimum for Grade 10 to \$16.01 from \$14.04 beginning January 1, 2024.

Performance Evaluations and Merit-Based Pay Development

Staff continues to improve the newly implemented merit-based pay structure along with a formal review process. The process was implemented with a new computerized process through the District's payroll provider. Enhancement of the online program and tools for employee development will continue into 2024. Staff has included a 4% cost of living adjustment along with a 0-3% merit increase for 2024.

Total Compensation Versus Total Rewards

As the need for critical skills continues, along with the tight labor market, the District is searching for ways to achieve competitive advantage. Pay structure and other reward programs will help create an environment, culture, and practices that will engage and retain great employees. Total rewards can be thought of as all the tools available to the employer that may be used to attract, retain, and motivate employees. The following examples are ways the District will make additional strides in addressing a total rewards strategy for employee compensation as part of the 2024 Budget:

- Ongoing refinement of the work by the Employee Appreciation Team (EAT) who is committed to creating a workplace culture where core values are recognized, and staff feels empowered to celebrate each other's successes through meaningful and intentional practices. EAT created a Recognition Program that was rolled out in the 4th quarter of 2023. That program will include tiers of recognition including Employee of the Month, Employee of the Quarter, and Employee of the Year.
- A salary range adjustment of 3.6% to match other Front Range organizations. An increase of the hourly minimum pay grade from \$14.04 to \$16.01. A 4% cost of living adjustment along with a 0-3% merit increase for 2024.
- Creation of separate general leader accounts for recognition and teambuilding so that each department and workgroup have the necessary funding to reward behaviors that demonstrate the District's core values and contribute to the District's mission as well as facilitate necessary teambuilding activities that enhance collaboration.
- Annual hosting of the District's Benefits Palooza in coordination with open enrollment. This fall 2023 event was the first in District history. The event will showcase the plethora of benefit programs, educate employees on how to take full advantage of the programs, and improve communication between benefit providers and employees.
- Development of a District-wide wellness program, empowering individuals to make positive lifestyle choices. Program will include optional biometric screening for benefit-eligible employees to provide critical proactive steps to improve employee health. The tests provide personalized health feedback and recommendations based on screening results and provide a baseline for tracking health progress over time.
- Ongoing District-wide training programs through third-party consulting and coaching based on position.
- Continuation of Leadership 101 program for those employees transitioning from individual contributor to leader or those in front-line leadership positions. The program will expand in 2024 to continue efforts to prepare those employees who want to be leaders or improve skills for those that are currently supervising.
- Educational efforts to promote, encourage, and incentivize programs included in the District's current benefits structure that are at no direct cost to the District and the employee (e.g., Surgery Plus, Healthcare BlueBook, Triad EAP, Omada, etc.).

- Seasonal employee scholarship program for three employees that exemplify the values of the District while employed during the summer of 2024. Staff anticipates Board assistance in selection of winners. Scholarship awards are for higher education or technical schooling and are \$500 each.

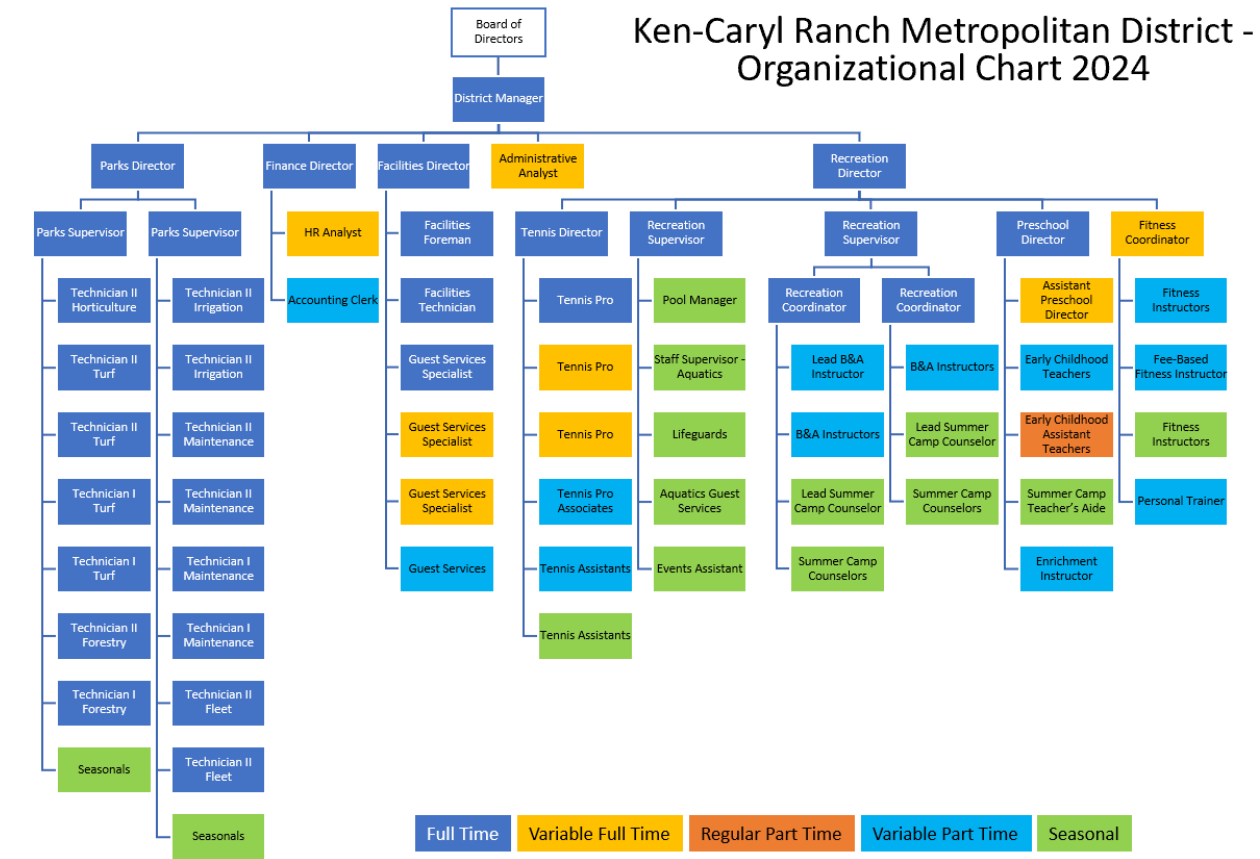
Classification and Compensation Chart

	FSLA		Range Minimum	Range Midpoint	Range Maximum
Salary Grade 10					
Base		Grade	\$33,300	\$37,489	\$41,600
Rental Facilities Representative	Non-Exempt	10	\$16.01	\$18.02	\$20.00
Seasonal Aquatics Guest Services	Non-Exempt	10	\$16.01	\$18.02	\$20.00
Salary Grade 20					
Base		Grade	\$35,000	\$39,368	\$43,800
Before and After School Program Aide	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Community Center Representative	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Early Childhood Program Aide	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Seasonal Program Aide	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Seasonal Aquatics Lifeguard	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Seasonal Parks Maintenance	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Tennis Assistant	Non-Exempt	20	\$16.83	\$18.93	\$21.06
Salary Grade 25					
Base		Grade	\$37,600	\$41,336	\$45,100
Before & After School Instructor	Non-Exempt	25	\$18.08	\$19.87	\$21.68
Early Childhood Assistant Teacher	Non-Exempt	25	\$18.08	\$19.87	\$21.68
Seasonal Aquatics Lead Lifeguard	Non-Exempt	25	\$18.08	\$19.87	\$21.68
Seasonal Summer Camp Counselor	Non-Exempt	25	\$18.08	\$19.87	\$21.68
Salary Grade 30					
Base			\$39,700	\$46,620	\$53,600
Events Assistant	Non-Exempt	30	\$19.09	\$22.41	\$25.77
Lead Before and After School Instructor	Non-Exempt	30	\$19.09	\$22.41	\$25.77
Seasonal Aquatics Pool Manager	Non-Exempt	30	\$19.09	\$22.41	\$25.77
Seasonal Lead Summer Camp Counselor	Non-Exempt	30	\$19.09	\$22.41	\$25.77
Seasonal Recreation Lead Instructor - Teens	Non-Exempt	30	\$19.09	\$22.41	\$25.77
Salary Grade 35					
Base			\$42,000	\$50,350	\$58,800
Early Childhood Teacher	Non-Exempt	35	\$20.19	\$24.21	\$28.27
Salary Grade 40					
Base			\$43,200	\$51,800	\$60,500
Accounting Clerk I	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Assistant Preschool Director	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Fitness Instructor	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Guest Services Specialist	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Seasonal Fitness Instructor - Water	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Staff Supervisor - Aquatics	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Technician - Parks	Non-Exempt	40	\$20.77	\$24.90	\$29.09
Tennis Pro Associate	Non-Exempt	40	\$20.77	\$24.90	\$29.09

Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Salary Grade 50			\$47,500	\$56,980	\$66,500
Base			\$22.84	\$27.39	\$31.97
Accounting Clerk II	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Event Coordinator	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Fitness Coordinator	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Personal Trainer	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Recreation Coordinator	Exempt	50	\$22.84	\$27.39	\$31.97
Technician II - Fleet	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Technician II - Forestry	Non-Exempt	50	\$22.84	\$27.39	\$31.97
Salary Grade 60			\$51,200	\$62,678	\$74,200
Base			\$24.62	\$30.13	\$35.67
Administrative Analyst	Non-Exempt	60	\$24.62	\$30.13	\$35.67
Parks Foreman	Non-Exempt	60	\$24.62	\$30.13	\$35.67
Facilities Foreman	Non-Exempt	60	\$24.62	\$30.13	\$35.67
HR Analyst	Non-Exempt	60	\$24.62	\$30.13	\$35.67
Preschool Director	Exempt	60	\$24.62	\$30.13	\$35.67
Salary Grade 70			\$59,200	\$72,520	\$85,800
Base			\$28.46	\$34.87	\$41.25
Recreation Supervisor	Exempt	70	\$28.46	\$34.87	\$41.25
Salary Grade 80			\$67,700	\$82,880	\$98,200
Base			\$32.55	\$39.85	\$47.21
Parks Supervisor	Exempt	80	\$32.55	\$39.85	\$47.21
Tennis Pro	Exempt	80	\$32.55	\$39.85	\$47.21
Salary Grade 90			\$78,700	\$98,420	\$118,100
Base			\$37.84	\$47.32	\$56.78
Grade Placeholder		90	\$37.84	\$47.32	\$56.78
Salary Grade 100			\$95,300	\$119,140	\$143,000
Base			\$45.82	\$57.28	\$68.75
Finance Director	Exempt	100	\$45.82	\$57.28	\$68.75
Facilities Director	Exempt	100	\$45.82	\$57.28	\$68.75
Parks Director	Exempt	100	\$45.82	\$57.28	\$68.75
Recreation Director	Exempt	100	\$45.82	\$57.28	\$68.75
Salary Grade 200			\$120,200	\$150,220	\$180,300
Base			\$57.79	\$72.22	\$86.68
District Manager	Exempt	200	\$57.79	\$72.22	\$86.68

Organizational Chart



Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

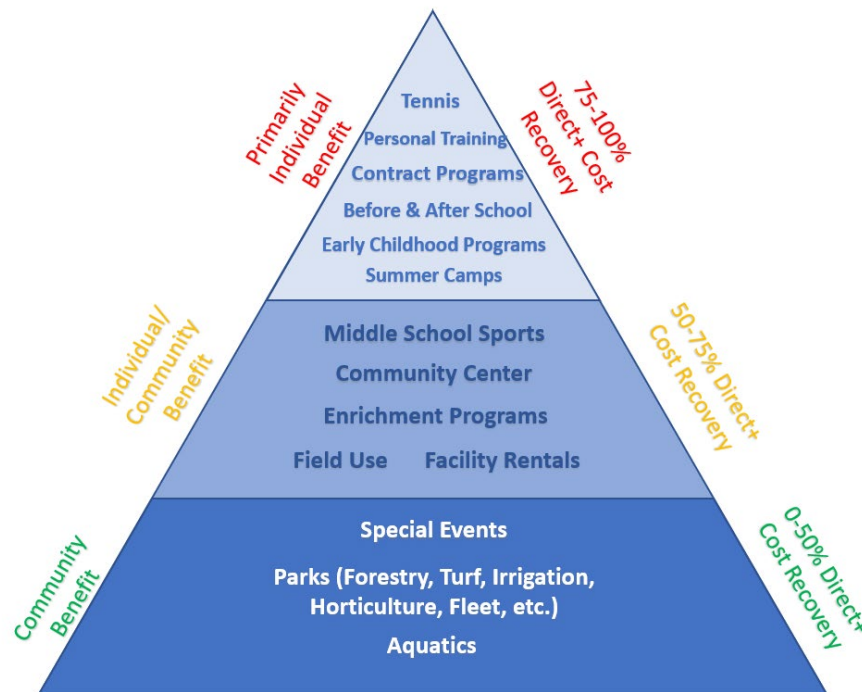
Development of Fees and Fee Schedule

Cost Recovery Philosophy

The Board discussed and supported the use of a cost recovery philosophy to aid in the development of a fee structure for the District's programs and facilities. Cost recovery represents the District's decision to generate revenues by charging fees for some, or all, of its programs and services to offset the expenses of providing those programs or services. A cost recovery philosophy does not equate to an exact figure for all programs because there are significant uncontrollable factors that impact actual program performance. Instead, a cost recovery philosophy is a guiding objective that directs program development and fee structures. Several factors need to be considered and evaluated concurrently to determine cost recovery:

- Number of Participants: Program participation ranges from those that provide greater community benefit or those that provide specialized programming for greater benefit to individuals.
- Direct+ Costs: All direct costs of offering the program should be included in the computation, which includes staff leading the program, supplies/materials that are used only for that program, rentals, contract labor, etc. Indirect costs, such as administration, facility overhead, marketing, etc., should be included in the cost recovery calculation as costing allows. Those indirect costs that can be identified, tracked, and assigned with relative administrative ease should be included.
- Market: Comparison of similar programs and providers is critical to developing the fee structure due to the proximity of the District to neighboring districts. Underpricing and overpricing are considerations.

Several minor changes were made to the philosophy below including reordering programs/areas from highest to lowest within classifications and renaming of several program areas to account for the expansion of programming.



Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Fee Schedule

As part of the annual budget process, the District adopts a resolution to approve the schedule of fees and charges for some of its services, programs, and facility access, with the purpose of generating sufficient revenue to recover some or all the District's direct costs in providing the services, programs, and facilities. Below is a summary of significant comments and/or changes.

- The 2024 fee structure continues to reflect a priority of resident access to facilities and programs and includes a range of non-resident fee differentials between 20-30%, depending on program, which was Board direction from discussions in 2023.
- The bottom three grades of the District's pay structure continue to be heavily impacted by market competition. In order to recruit employees to work in youth programs, fees will be adjusted accordingly to maintain cost recovery and stay current with market pricing.
- Staff recommends a spring re-evaluation of rates for the before and after school programming and break camps as these programs are heavily dependent upon participation between now and the 2024/2025 school year start in August of 2024. Staff will plan to bring a mid-year recommendation to the Board for discussion.

2024 Fee Schedule

					Change from 2023		Re-evaluate in Spring		
Aquatics	2023 District Rate	2023 Non District Rate	Differential	Per	2024 District Rate	2024 Non District Rate	Differential	Per	
Summer Pass	0	N/A	NA	person	0	N/A	NA	person	
Summer Pass Household	N/A	N/A	N/A	person	N/A	N/A	N/A	person	
Additional Family Member	N/A	N/A	N/A	person	N/A	N/A	N/A	person	
Daily Fee w/out Summer Pass	5	10	50%	day	10	10	0%	day	
Nanny Pass	N/A	25	N/A	person	N/A	25	N/A	person	
Grandchild Pass	N/A	25	N/A	person	N/A	25	N/A	person	
Swim Lessons	66	79	20%	session	*Varies	*Varies	*Varies	session	
Ranch House Deck Rentals	77	100	30%	4 hour	77	100	30%	4 hour	
Pool Rental-RH	368	479	30%	2 hour	368	479	30%	2 hour	
Pool Rental-CC	342	444	30%	2 hour	342	444	30%	2 hour	
Pool Rental-BRD	289	375	30%	2 hour	289	375	30%	2 hour	

*Fees range based on contractor; final rate includes a cut of gross revenue

					23/24 School Year District Rate		23/24 School Year Non District Rate		24/25 School Year District Rate		24/25 School Year Non District Rate	
Before & After Care PRE-REGISTERED:			Per	Differential								
Before School Only (Bradford)	21	27	Day	30%	21		27		21		27	
After School (Bradford)	21	27	Day	30%	21		27		21		27	
After School (Shaffer)	24	31	Day	30%	24		31		24		31	
Both Before & After (Bradford)	34	44	Day	30%	34		44		34		44	
Full Day/Break Camp	55	72	Day	30%	55		72		55		72	
Enrollment Fee - single	85	111	Child	30%	85		111		85		111	
Enrollment Fee - additional children	15	20	Child	30%	15		20		15		20	

					23/24 School Year District Rate		23/24 School Year Non District Rate		24/25 School Year District Rate		24/25 School Year Non District Rate	
Before & After Care DROP IN:			Per	Differential								
Before School Only (Bradford)	24	30	Drop In Day	25%	24		30		24		30	
After School (Bradford)	24	30	Drop In Day	25%	24		30		24		30	
After School (Shaffer)	27	34	Drop In Day	25%	27		34		27		34	
Both Before & After (Bradford)	37	46	Drop In Day	25%	37		46		37		46	
Full Day/Break Camp	58	73	Drop In Day	25%	58		73		58		73	

					23/24 School Year District Rate		23/24 School Year Non District Rate		24/25 School Year District Rate		24/25 School Year Non District Rate	
Preschool Care Options			Per	Differential								
Enrichment Program	See Note	See Note	See Note	Child	See Note		See Note		See Note		See Note	
Enrollment Fee - single	125	156	25%	Child	125		156		125		156	
Enrollment Fee - additional children	55	69	25%	Child	55		69		55		69	
Rainbow Room M-F	753	941	25%	Month	700		875		700		875	
Rainbow Room M, W, F	496	620	25%	Month	450		563		450		563	
Rainbow Room T, TH	331	414	25%	Month	300		375		300		375	
Ranch House M-F	510	638	25%	Month	546		683		546		683	
Ranch House M, W, F	328	410	25%	Month	351		439		351		439	
Ranch House T, TH	218	273	25%	Month	234		293		234		293	
Before Care <u>or</u> After Care	N/A	N/A	N/A	Day	N/A		N/A		N/A		N/A	
Before Care <u>or</u> After Care - Drop In	N/A	N/A	N/A	Day	N/A		N/A		N/A		N/A	
Before Care <u>and</u> After Care	N/A	N/A	N/A	Day	N/A		N/A		N/A		N/A	
Before Care <u>and</u> After Care - Drop In	N/A	N/A	N/A	Day	N/A		N/A		N/A		N/A	

					2023 District Rate		2023 Non District Rate		24/25 School Year District Rate		24/25 School Year Non District Rate	
Summer Camps			Per	Differential								
Teen Camp	Fees range from \$150 - \$500 per camp and are based on content											
School Aged Contracted Camp	Fees range based on contractor; final rate includes 30% cut of gross revenue											
RH, DL: M-F	240	312	30%	week	290		377		290		377	
Preschool: M-F	240	312	30%	week	200		260		200		260	

Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Enrichment & Contracted Programs	2023 District Rate	2023 Non District Rate	Differential	Per	2024 District Rate	2024 Non District Rate	Differential	Per
Contracted Programs	Fees range based on contractor; final rate includes 20-30% cut of gross revenue							
MS Sports	Fees range from \$115 - \$200 and are based on sport							
Nature Enrichment	Fees range based program duration and whether it is a single program or session based							

Facility and Park Rentals	2023 District Rate	2023 Non District Rate	Differential	Per	2024 District Rate	2024 Non District Rate	Differential	Per
RH Shaffer Room: M-TH	110	143	30%	hour	110	143	30%	hour
RH Shaffer Room: F-Sun	140	182	30%	hour	140	182	30%	hour
RH Bradford Room: M-TH	70	91	30%	hour	70	91	30%	hour
RH Bradford Room: F-Sun	95	124	30%	hour	95	124	30%	hour
Dakota Lodge: M-TH	90	117	30%	hour	95	117	30%	hour
Dakota Lodge: F-Sun	115	150	30%	hour	115	150	30%	hour
RH Colorow Room	40	52	30%	hour	40	52	30%	hour
CC Mastodon Room	40	52	30%	hour	40	52	30%	hour
Dakota Lodge: Conference Room	30	39	30%	hour	30	39	30%	hour
Sunshine Room (Monday - Thursday)	40	52	hour	hour	40	52	hour	hour
Sunshine Room (Friday - Sunday)	60	78	hour	hour	60	78	hour	hour
Sunshine Room Patio	50	65	hour	2 hour block	50	65	hour	2 hour block
Ranch House Picnic Area	55	69	25%	5 hr block	55	69	25%	5 hr block
Bradford Fire Pit	65	N/A	N/A	24 hr block	65	N/A	N/A	24 hr block
Community Park Picnic Area	55	69	25%	5 hr block	55	69	25%	5 hr block
Baseball Field	65	65	N/A	day	65	65	N/A	day
Soccer Field	45	45	N/A	day	45	45	N/A	day
Flag Football	45	45	N/A	day	45	45	N/A	day
Facility Rental Deposit	200	200	N/A	deposit	200	200	N/A	deposit
Facility Rental Deposit (with alcohol)	200	200	N/A	deposit	500	500	N/A	deposit

Tennis	2023 District Rate	2023 Non District Rate	Differential	Per	2024 District Rate	2024 Non District Rate	Differential	Per
Junior Interclub	250	325	30%	season	250	325	30%	season
In-house Leagues	17	22	30%	each play	17	22	30%	each play
USTA Leagues	350 - 450	See Note	N/A	team	350 - 450	Vary by league; exploring changes to non-resident fee approach	N/A	team
Outdoor Court Fees	0	7	N/A	hour	0	8	N/A	hour
Indoor Court Fees	34	44	30%	hour	34	44	30%	hour
Permanent Court Time	30	39	30%	hour	30	39	30%	hour
Class/Group Tennis Lesson-1 hour-6 people	18	23	30%	hour	18	23	30%	hour
Class/Group Tennis Lesson-1 hour-5 people	21	27	30%	hour	21	27	30%	hour
Class/Group Tennis Lesson-1 hour-4 people	27	35	30%	hour	27	35	30%	hour
Class/Group Tennis Lesson-1 hour-3 people	36	47	30%	hour	36	47	30%	hour
Private Tennis Lesson-1 hour-1 person	68	88	30%	hour	68	88	30%	hour
Class/Group Tennis Lesson-75 Min-6 people	22	29	30%	75 min	22	29	30%	75 min
Class/Group Tennis Lesson-75 Min-5 people	26	34	30%	75 min	26	34	30%	75 min
Class/Group Tennis Lesson-75 Min-4 people	32	42	30%	75 min	32	42	30%	75 min
Class/Group Tennis Lesson-90 min-6 people	26	34	30%	90 min	26	34	30%	90 min
Class/Group Tennis Lesson-90 min-5 people	31	40	30%	90 min	31	40	30%	90 min
Class/Group Tennis Lesson-90 min-4 people	38	49	30%	90 min	38	49	30%	90 min
Private Tennis Lesson-45 min-1 person	53	69	30%	45 min	53	69	30%	45 min
Private Tennis Lesson-30 min-1 person	38	49	30%	30 min	38	49	30%	30 min
Private Tennis Lesson-(semi-private) 1 hour	38	49	30%	hour	38	49	30%	hour
Cardio Tennis (public)	14	18	30%	hour	14	18	30%	hour
Cardio Tennis (private)	18	23	30%	90 min	18	23	30%	90 min
High School Court Rental	500	500	N/A	season	500	500	N/A	season
Ball Machine Rental	15	20	30%	usage	15	20	30%	usage

Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Community Center and Fitness	2023 District Rate	2023 Non District Rate	Differential	Per	2024 District Rate	2024 Non District Rate	Differential	Per
Daily gym usage	7	9	20%	day	7	9	20%	day
Daily class usage	15	18	20%	day	15	18	20%	day
Monthly gym only usage - Adult	44	53	20%	month	44	53	20%	month
Monthly gym only - Junior (17 & under) & Senior	39	47	20%	month	39	47	20%	month
Monthly gym & class usage - Adult	61	73	20%	month	61	73	20%	month
Monthly gym & class-Junior (17 & under) & Sr	55	66	20%	month	55	66	20%	month
Adult Pass - gym only	315	378	20%	year	315	378	20%	year
Junior (17 & under) & Senior Pass - gym only	252	302	20%	year	252	302	20%	year
Adult Pass - premier	441	529	20%	year	441	529	20%	year
Junior (17 & under) & Senior Pass - premier	353	424	20%	year	353	424	20%	year
Weight certification - Junior (16 & under)	21	25	20%	class	21	25	20%	class
Specialty Classes	Fees range based on contractor, final rate includes 20-30% of gross revenues							
Single Session - 1 person	53	64	20%	45 min	53	64	20%	45 min
Single Session - 2 people	70	70	20%	45 min	NA	NA	20%	45 min
Four Sessions - 1 person	190	228	20%	45 min	190	228	20%	45 min
Four Sessions - 2 people	255	306	20%	45 min	NA	NA	20%	45 min
Eight Sessions - 1 person	335	402	20%	45 min	335	402	20%	45 min
Eight Sessions - 2 people	467	560	20%	45 min	NA	NA	20%	45 min
Single Session - 1 person	66	79	20%	60 min	66	79	20%	60 min
Single Session - 2 people	86	103	20%	60 min	NA	NA	20%	60 min
Four Sessions - 1 person	242	290	20%	60 min	242	290	20%	60 min
Four Sessions - 2 people	322	386	20%	60 min	NA	NA	20%	60 min
Eight Sessions - 1 person	440	528	20%	60 min	440	528	20%	60 min
Eight Sessions - 2 people	599	719	20%	60 min	NA	NA	20%	60 min

Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Reciprocal Employee Benefits with Master Association

The District and Master Association require formalization of the reciprocal benefits each organization offers on behalf of the other organization. Staff proposes this policy be included in the annual budget process so it can be approved for the following calendar year once it has been formally recognized and approved, which will be at the January 8, 2024 meeting.

Community Group Facility Rental Policy

In 2018, the Board approved a community group rental policy to assist in providing spaces for community organizations to be able to use Ken-Caryl Ranch facilities at a free or discounted rate. The Board subsequently approved an update to that policy in September of 2020 with changes to improve implementation. A community group is defined as a social or networking group whose members are majority (51%) Ken-Caryl Residents and whose purpose or mission is to support and benefit the Ken-Caryl Ranch community. Community Groups receive:

- Free use of space during regular business hours at the Ranch House with a three-hour maximum per day and three days maximum per month.
- Discounted rates of \$30 per hour during non-business hours, Monday-Thursday. Use is limited to three hours maximum per room, per day, and three days maximum per month at the Ranch House and Dakota Lodge.

Sub Association and Ken-Caryl Ranch Business Facility Rental Policy

The facility rental policy related to sub associations, Ken-Caryl Ranch Committees, and Ken-Caryl Ranch Businesses was previously included in the Community Group Facility Rental Policy; however, since these organizations do not meet the definition of a community group and receive a different category of discounts, this fee structure should be approved independently. These groups receive:

- Sub associations receive one free meeting per month with a three-hour maximum. A \$30 cancellation fee will apply for any cancellation made without 48 hours' notice.
- Ken-Caryl Ranch businesses receive two free meetings per year during regular business hours at the Ranch House with a three-hour maximum. A \$30 cancellation fee will apply for any cancellation made without 48 hours' notice.

Acknowledgement

The preparation and development of the District budget has become a mode of operation throughout the year. Staff actively reviews revenues, expenditures, and cost recoveries with the Finance Team to stay engaged at all points during the year. This creates an environment where the District is proactive in responding to issues, giving us the ability to react quickly, if necessary. Staff at all levels of the organization continue to be involved in the preparation, analysis, and implementation of the budget. The fiduciary duties that go along with the care of resident tax dollars are taken extremely seriously, down to the dollar. Leading this charge is Finance Director, Lauren Feeney. Her continuous improvement to the processes, the systems, the forecasting, and her empowerment of staff at all levels to engage with the Budget as a guiding document is worthy of significant praise. I am proud to be a part of this process, and I look forward to continuously improving what we do each year to assist the Board in planning for the future.

Respectfully submitted,

Traci Wieland, MPA
District Manager

2024 Budget and Budget by Fund

Mission Statement: To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Ken-Caryl Ranch Metropolitan District Annual Budget

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
Property Tax Revenue				
Property Tax Revenue	3,594,942	3,515,253	3,511,829	4,121,048
Property Tax Revenue	3,594,942	3,515,253	3,511,829	4,121,048
Specific Ownership Taxes				
Special Owner Tax	310,789	300,000	310,000	300,000
Specific Ownership Taxes	310,789	300,000	310,000	300,000
General & Administration				
Interest Income	85,412	125,000	255,000	180,000
Grants	0	0	15,000	0
Utility Refunds	3,762	3,200	4,000	3,000
Miscellaneous	36,012	36,013	62,528	32,213
KCRMA Overhead & Contributions	146,555	151,397	174,890	159,600
Retiree	30,477	25,785	24,961	22,350
Facility Use Fees	765	0	433	0
Facility Rental - Miscellaneous	400	0	0	0
General & Administration	303,383	341,395	536,812	397,163
Facilities - RH				
Facility Rental - Ranch House	50,799	52,000	46,375	50,000
Facilities - RH	50,799	52,000	46,375	50,000
Facilities - DL				
Facility Rental - Dakota Lodge	34,842	34,000	21,637	20,825
Facilities - DL	34,842	34,000	21,637	20,825
Facilities - CC				
Facility Rental - Community Center	0	0	2,114	2,000
Facilities - CC	0	0	2,114	2,000
Parks				
Miscellaneous	0	0	3,863	0
Snow Removal Reimbursement	3,281	4,710	1,817	0
Field Usage	42,780	53,370	63,840	61,880
Memorial Program	0	0	7,325	0
Facility Rental - Picnic Area	2,670	2,575	2,892	3,000
Parks	48,731	60,655	79,737	64,880
Wellness				
Facility Use Fees	7,366	7,000	8,000	8,000
Contracted Programs	0	0	10	1,500
Facility Use Reimbursement	25,187	23,823	30,000	30,000
Membership Passes	80,918	81,000	86,625	87,000
Fee Based Class Fees	7,164	6,500	8,000	9,000
Personal Training	17,366	20,735	14,269	14,000
Wellness	138,001	139,058	146,904	149,500
General Recreation Programs				
Sponsorships	0	0	0	2,500
Contracted Programs	61,765	49,900	80,603	26,840
Middle School Sports	17,882	16,070	19,015	16,250
Gift Certificates	(50)	0	0	0
Recreation Over/Short	633	4,000	250	500
General Recreation Programs	80,230	69,970	99,868	46,090
Aquatics				
Aquatic Resident Fee Daily	22,505	0	0	0
Aquatic Non-Resident Fee Daily	26,280	15,000	44,240	40,000
Aquatic Resident Swim Passes	122,073	0	3,925	3,500

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
Aquatic Swim Lessons	12,774	7,000	23,997	6,000
Aquatic Swim Team Fees	11,310	22,750	25,906	14,400
Aquatic Pool Rental	6,854	5,500	6,520	6,350
Aquatic Concession	392	475	283	300
Aquatics	202,189	50,725	104,871	70,550
Events				
KCRMA Overhead & Contributions	7,061	9,000	9,000	9,000
Special Events	5,391	6,525	5,046	4,700
Sponsorships	21,350	21,050	23,980	27,600
Events	33,802	36,575	38,027	41,300
Tennis				
Sponsorships	850	850	850	850
Tennis Classes - Adult	206,421	70,000	100,000	66,000
Tennis Tournament	15,128	14,100	12,696	11,300
Private Lessons	104,745	103,750	105,000	105,500
Private Groups	111,148	104,000	110,000	116,500
Cardio Tennis	0	0	0	37,500
USTA Leagues	60,214	64,500	67,750	66,000
Tennis Classes - Junior	0	130,000	115,498	120,000
Junior Interclub	32,908	35,000	34,480	35,000
Indoor Court Fees	47,552	46,300	51,512	48,200
Outdoor Court Fees	3,230	2,100	4,326	3,500
Block Time	110,810	104,000	128,930	120,000
Pickleball	2,916	3,000	4,000	3,300
Product Resale	135	420	250	240
Ball Machine	3,221	3,050	4,103	4,000
Tennis	699,277	681,070	739,394	737,890
School Age Youth Programs				
Grants	199,800	0	0	0
Enrichment Programs	5,758	10,050	9,713	12,048
Teen Services	12,910	12,496	20,566	17,028
Before & After School	209,539	318,290	285,425	305,472
Camps	303,501	333,920	351,575	408,210
School Age Youth Programs	731,508	674,756	667,279	742,758
Preschool				
Grants	83,387	0	16,327	0
Enrichment Programs	500	1,350	1,782	3,855
Contracted Programs	0	0	0	2,380
Camps	36,402	40,032	41,272	22,040
Preschool Fees	147,340	163,821	170,737	136,877
Preschool	267,629	205,203	230,118	165,152
Total Revenue	6,496,122	6,160,660	6,534,965	6,909,157
General & Administration				
Salaries - benefited	333,937	452,478	349,584	381,979
Salaries - non benefited	0	0	75,707	70,050
Retirement - 401a	0	0	30,114	26,584
Retirement - 457M	0	0	7,697	11,544
Retirement - 457V	0	0	210	0
Medicare	4,511	6,561	6,167	6,554
Medical	50,074	45,408	44,797	47,002
Dental	2,046	1,866	1,826	1,866
Retirement	32,050	39,673	0	0
Long Term Disability	1,246	1,397	1,353	1,329
Life Insurance	1,094	1,224	1,186	1,296

		2023	2023	2024
	2022 Actual	Annual Budget	Projected	Annual Budget
Vision	232	241	235	240
Workers Compensation	37,770	24,732	41,427	49,806
Unemployment Expense & Administration	681	1,000	445	570
Short Term Disability	1,852	2,076	2,010	0
Retiree	29,880	25,279	24,472	21,912
FAMLI	58	4,073	7,234	4,068
Training, Conferences & Education	15,425	12,500	19,121	22,062
Mileage Reimbursement	87	0	0	0
Cell Phone	2,010	2,040	2,186	2,280
Dues, Subscriptions, Publications	12,384	12,403	15,029	16,463
Employee Recognition, Meetings, Teambuilding	6,057	6,000	9,499	0
Hiring & Onboarding	41	0	0	0
Recognition	0	0	0	725
Meetings	0	0	0	3,300
Teambuilding	0	0	0	4,400
Wellness	0	0	0	3,000
Contract Services	43,429	74,080	70,046	87,769
Director Fees	4,000	5,100	3,400	4,800
Accounting & Audit	13,400	19,000	18,999	21,000
Legal	117,320	118,000	76,000	90,000
Elections	43,072	80,000	50,643	53,500
Computer Hardware	26,536	23,600	28,739	45,667
Computer Support Services	100,670	110,000	101,972	106,707
Computer Software & Licenses	18,357	37,545	21,811	23,898
Outsourced Expense	17,811	30,000	23,242	26,593
Building Compliance	32	0	0	0
Facility Furnishings	0	0	3,594	0
Rolloff Trash Service	9,058	9,330	9,420	9,892
Supplies	6,638	4,000	4,000	4,000
Postage	118	472	200	450
Miscellaneous	16,833	0	1,150	0
Capital Outlay	643,530	0	0	0
Liability/Property Insurance	90,447	98,707	101,085	113,768
Contingency	0	100,000	0	85,000
Insurance Deductible	0	20,000	20,000	25,000
Bank Service Charges	2,577	3,060	1,136	1,200
Treasurer's Fees	53,924	52,729	52,729	61,919
Chargeback	446	0	0	0
Sales Tax Clearing	(234)	300	300	300
General & Administration	1,739,398	1,424,873	1,228,766	1,438,491
Facilities - RH				
Salaries - benefited	164,530	151,660	145,514	184,098
Salaries - non benefited	0	0	12,661	13,336
Retirement - 401a	0	0	14,551	18,410
Retirement - 457M	0	0	785	827
Medicare	2,222	2,199	2,294	2,863
Medical	12,299	14,650	11,353	18,800
Dental	903	960	744	945
Retirement	16,697	14,926	0	0
Long Term Disability	602	563	563	641
Life Insurance	529	493	494	625
Vision	105	120	93	113
Short Term Disability	894	836	837	0
FAMLI	30	1,365	1,423	1,777

		2023		2024
	2022 Actual	Annual Budget	2023 Projected	Annual Budget
Training, Conferences & Education	0	0	0	2,000
Mileage Reimbursement	0	100	400	500
Cell Phone	840	0	1,050	1,320
Recognition	0	0	0	500
Teambuilding	0	0	0	500
Telephone Service & Equipment	21,038	18,812	18,534	18,440
Facility Maintenance Contractors	21,931	23,500	23,500	24,000
Facility Operations	18,218	21,000	21,000	24,000
Building Compliance	1,345	2,750	2,750	3,000
Safety	(134)	400	764	800
Janitorial Contractors	22,286	23,982	23,982	28,800
Gas	15,367	16,542	12,886	13,530
Electricity	22,108	22,160	22,026	23,128
Printing/Copying	9,759	7,564	8,323	5,438
Facilities - RH	331,569	324,581	326,527	388,391
Facilities - DL				
Salaries - benefited	6,506	13,344	0	0
Salaries - non benefited	0	0	2,470	0
Retirement - 457M	0	0	153	0
Medicare	95	193	36	0
Retirement	403	828	0	0
FAMLI	1	120	22	0
Telephone Service & Equipment	1,869	1,925	2,201	1,931
Facility Maintenance Contractors	2,803	5,350	5,350	6,000
Facility Operations	4,003	6,000	6,000	8,000
Building Compliance	1,287	1,750	1,467	1,950
Janitorial Contractors	10,582	12,075	12,075	14,520
Gas	2,670	2,279	3,030	3,182
Electricity	2,444	2,857	2,400	2,520
Printing/Copying	444	1,107	1,006	1,056
Facilities - DL	33,107	47,828	36,210	39,158
Facilities - CC				
Salaries - benefited	86,814	100,606	80,695	51,346
Salaries - non benefited	0	0	20,805	76,019
Retirement - 401a	0	0	0	0
Retirement - 457M	0	0	6,293	7,897
Medicare	1,310	1,459	1,471	1,847
Medical	0	7,325	6,593	16,665
Dental	0	442	912	923
Retirement	5,448	6,238	0	0
Long Term Disability	0	295	312	329
Life Insurance	0	260	274	320
Vision	0	180	114	104
Short Term Disability	0	439	464	0
FAMLI	16	906	913	1,146
Cell Phone	404	0	630	720
Telephone Service & Equipment	9,711	10,084	10,065	8,971
Facility Maintenance Contractors	22,866	26,650	26,650	26,700
Facility Operations	15,634	17,000	17,000	23,000
Building Compliance	3,678	5,400	5,400	5,600
Safety	41	0	0	0
Janitorial Contractors	34,177	37,108	37,000	46,224
Gas	42,629	39,000	40,875	42,918
Electricity	59,690	64,996	60,366	63,385

		2023		2024
	2022 Actual	Annual Budget	2023 Projected	Annual Budget
Printing/Copying	3,293	3,111	2,738	2,875
Facilities - CC	285,711	321,499	319,569	376,989
Parks				
Salaries - benefited	885,376	1,129,841	928,682	1,061,849
Salaries - non benefited	0	0	58,112	85,680
Retirement - 401a	0	0	92,868	106,185
Retirement - 457M	0	0	3,603	5,312
Medicare	11,225	16,383	14,308	16,639
Medical	172,007	180,506	168,779	228,106
Dental	6,520	6,100	5,606	6,242
Retirement	87,472	110,288	0	0
Long Term Disability	3,310	4,097	3,593	3,695
Life Insurance	2,825	3,593	3,151	3,603
Vision	649	717	718	687
Short Term Disability	4,918	6,088	5,340	0
FAMLI	140	10,168	8,880	10,328
Training, Conferences & Education	2,190	7,500	2,050	7,500
Mileage Reimbursement	0	500	150	250
Cell Phone	6,270	6,576	6,796	6,840
Dues, Subscriptions, Publications	667	7,200	8,940	7,800
Employee Recognition, Meetings, Teambuilding	53	100	779	0
Recognition	0	0	0	2,650
Meetings	0	0	0	500
Teambuilding	0	0	0	1,500
Contract Services	8,866	108,500	111,362	208,500
Licensing & Inspections	1,432	1,900	1,700	1,900
Compliance	0	0	0	400
Telephone Service & Equipment	3,524	3,633	3,236	1,871
Staff Uniforms	3,567	4,500	4,809	4,725
Fuel & Lubricants	61,069	61,425	54,000	65,110
Chemicals	20,675	27,817	23,731	29,119
Trees & Shrubs	0	15,000	12,000	15,000
Flowers	3,746	4,000	4,732	4,000
Memorial Program	0	0	6,637	0
Facility Maintenance Contractors	2,802	3,675	3,675	3,860
Facility Operations	776	1,000	641	1,030
Building Compliance	2,178	1,656	1,557	1,368
Safety	9,131	4,000	3,421	4,500
Lighting Supplies	3,170	2,000	1,790	2,000
Facility Furnishings	3,116	1,417	3,213	2,000
Weed Control	27,670	29,550	29,887	30,266
Turf	3,337	3,000	3,096	4,000
Fencing	250	2,800	2,800	5,600
Signage	912	500	520	500
Drainage	4,525	3,200	1,600	3,200
Concrete	4,000	5,000	5,500	5,000
Playground Repair & Maintenance	7,876	12,000	10,500	10,000
Portable Restrooms	5,434	5,380	6,331	7,216
Water	120,398	137,975	117,749	123,636
Gas	4,584	3,710	4,564	4,793
Electricity	16,118	15,327	16,033	16,834
Vehicle Repair	21,781	21,000	16,999	22,999
Vehicle Maintenance	4,475	4,200	6,585	4,400
Equipment Repairs & Maintenance	12,151	8,000	23,000	11,000

		2023		2024
	2022 Actual	Annual Budget	2023 Projected	Annual Budget
Supplies	31,734	31,090	31,873	33,233
Printing/Copying	1,297	974	756	794
Mowing Supplies	14,269	10,500	10,500	10,815
Trash Supplies	7,422	8,715	8,500	9,150
Snow Supplies	4,629	6,300	6,300	6,615
Small Equipment	13,107	15,000	15,000	15,500
Equipment Rent & Lease	1,775	3,000	2,300	3,000
Parks	1,615,418	2,057,399	1,869,254	2,229,299
Recreation Management				
Salaries - benefited	93,671	105,312	105,428	112,808
Salaries - non benefited	0	0	0	0
Retirement - 401a	0	0	10,543	11,281
Retirement - 457M	0	0	0	0
Medicare	1,117	1,527	1,528	1,635
Medical	14,858	0	0	0
Dental	549	453	453	453
Retirement	9,589	10,531	0	0
Long Term Disability	354	407	408	393
Life Insurance	324	358	358	382
Vision	61	59	59	60
Short Term Disability	547	606	606	0
FAMLI	15	948	949	1,015
Training, Conferences & Education	3,276	6,400	150	7,500
Mileage Reimbursement	1,262	1,500	1,000	1,200
Cell Phone	3,685	3,720	3,644	3,720
Dues, Subscriptions, Publications	100	100	0	110
Employee Recognition, Meetings, Teambuilding	1,125	1,500	1,300	0
Hiring & Onboarding	0	150	0	300
Recognition	0	0	0	400
Meetings	0	0	0	450
Teambuilding	0	0	0	200
Staff Uniforms	289	150	100	300
Supplies	2,946	3,600	4,500	2,100
Credit Card Fees	88,236	90,000	95,000	98,253
Recreation Management	222,004	227,320	226,026	242,560
Wellness				
Salaries - benefited	66,533	76,337	50,253	53,174
Salaries - non benefited	0	0	21,634	23,667
Retirement - 457M	0	0	4,457	4,764
Medicare	980	1,106	1,042	1,114
Medical	7,010	7,325	7,325	7,584
Dental	516	480	480	480
Retirement	4,284	4,733	0	0
Long Term Disability	177	206	194	185
Life Insurance	146	181	171	180
Vision	60	60	60	60
Short Term Disability	244	307	289	0
FAMLI	10	687	647	691
Training, Conferences & Education	299	400	399	400
Employee Recognition, Meetings, Teambuilding	25	0	0	0
Recognition	0	0	0	400
Meetings	0	0	0	120
Teambuilding	0	0	0	625
Contract Services	83	0	630	700

		2023		2024
	2022 Actual	Annual Budget	2023 Projected	Annual Budget
Equipment Repairs & Maintenance	4,084	6,000	4,000	5,500
Supplies	2,333	4,000	4,000	7,000
Wellness	86,784	101,822	95,580	106,645
General Recreation Programs				
Salaries - benefited	4,905	6,290	6,297	6,737
Retirement - 401a	0	0	630	674
Medicare	62	91	91	98
Medical	701	733	733	758
Dental	51	48	48	48
Retirement	487	629	0	0
Long Term Disability	20	24	24	23
Life Insurance	18	21	22	23
Vision	6	6	6	6
Short Term Disability	30	36	36	0
FAMLI	1	57	57	61
Hiring & Onboarding	74	203	203	414
Stipend	0	0	0	2,500
Contract Services	32,870	28,990	43,359	10,638
Supplies	2,343	1,910	3,106	2,850
General Recreation Programs	41,567	39,038	54,612	24,830
Aquatics				
Salaries - benefited	223,081	289,225	143,685	68,637
Salaries - non benefited	0	0	185,910	235,236
Retirement - 401a	0	0	13,976	6,864
Retirement - 457M	0	0	11,769	14,584
Medicare	3,177	4,194	4,779	4,406
Medical	4,206	3,296	7,325	9,780
Dental	310	216	480	496
Retirement	15,084	20,559	0	0
Long Term Disability	122	282	556	239
Life Insurance	108	248	488	233
Vision	36	27	60	60
Short Term Disability	182	419	826	0
FAMLI	9	2,603	2,966	2,734
Training, Conferences & Education	325	900	0	900
Employee Recognition, Meetings, Teambuilding	953	1,600	1,333	0
Hiring & Onboarding	136	150	131	200
Recognition	0	0	0	2,000
Meetings	0	0	0	350
Teambuilding	0	0	0	2,000
Contract Services	9,643	9,573	27,914	7,100
Staff Uniforms	1,721	2,000	1,533	2,000
Aquatic Maintenance & Supplies	33,959	30,000	30,000	36,000
Aquatic Chemicals	26,357	32,000	30,740	37,000
Water	2,893	3,038	0	0
Supplies	2,014	2,675	7,969	1,680
Aquatics	324,315	403,005	472,439	432,499
Events				
Salaries - benefited	14,899	28,304	28,336	30,320
Salaries - non benefited	0	0	4,300	6,250
Retirement - 401a	0	0	2,834	3,032
Retirement - 457M	0	0	266	387
Medicare	188	411	474	530
Medical	2,103	3,296	3,296	3,413

		2023		2024
	2022 Actual	Annual Budget	2023 Projected	Annual Budget
Dental	155	216	216	216
Retirement	1,470	2,830	0	0
Long Term Disability	62	110	110	105
Life Insurance	53	96	96	103
Vision	18	27	27	27
Short Term Disability	91	163	163	0
FAMLI	1	254	293	329
Recognition	0	0	0	75
Teambuilding	0	0	0	75
Contract Services	30,122	17,583	16,680	25,450
Supplies	8,750	8,190	13,700	10,965
Events	57,912	61,480	70,791	81,278
Tennis				
Salaries - benefited	300,098	339,995	311,645	274,548
Salaries - non benefited	0	0	26,716	59,784
Retirement - 401a	0	0	18,001	20,249
Retirement - 457M	0	0	9,817	8,174
Medicare	4,151	4,929	4,906	4,848
Medical	45,128	47,146	47,146	47,888
Dental	2,074	1,866	1,866	1,564
Retirement	25,257	28,238	0	0
Long Term Disability	1,153	1,215	1,206	955
Life Insurance	1,015	1,065	1,058	932
Vision	238	239	239	176
Short Term Disability	1,715	1,805	1,792	0
FAMLI	49	3,060	3,045	3,009
Training, Conferences & Education	1,259	1,500	1,600	1,800
Employee Recognition, Meetings, Teambuilding	278	400	450	0
Recognition	0	0	0	450
Meetings	0	0	0	300
Teambuilding	0	0	0	575
Equipment Repairs & Maintenance	5,483	5,500	4,900	10,000
Supplies	13,949	17,500	18,100	18,700
Tennis	401,846	454,458	452,487	453,952
School Age Youth Programs				
Salaries - benefited	315,191	364,413	181,965	194,702
Salaries - non benefited	0	0	182,490	254,121
Retirement - 401a	0	0	18,197	19,470
Retirement - 457M	0	0	11,314	15,756
Medicare	4,384	5,284	5,284	6,507
Medical	16,227	31,747	31,747	32,871
Dental	1,032	1,403	1,403	1,402
Retirement	20,958	29,190	0	0
Long Term Disability	609	671	704	678
Life Insurance	536	590	618	661
Vision	181	180	180	164
Short Term Disability	904	998	1,047	0
FAMLI	32	3,280	3,279	4,039
Cell Phone	537	500	522	500
Dues, Subscriptions, Publications	5,339	5,655	6,379	5,905
Employee Recognition, Meetings, Teambuilding	0	0	44	0
Hiring & Onboarding	3,357	7,000	3,659	6,200
Recognition	0	0	0	1,725
Meetings	0	0	0	1,005

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
Teambuilding	0	0	0	1,875
Contract Services	20,829	29,065	28,593	36,036
Staff Uniforms	1,644	1,529	1,544	1,573
Supplies	13,039	9,660	10,581	11,536
School Bus Rental Fees	3,251	3,250	3,052	3,500
School Age Youth Programs	408,050	494,414	492,603	600,225
Preschool				
Salaries - benefited	143,670	166,424	98,104	111,042
Salaries - non benefited	0	0	55,362	51,964
Retirement - 401a	0	0	5,686	6,085
Retirement - 457M	0	0	5,989	6,334
Medicare	2,038	2,413	2,225	2,363
Medical	8,935	10,625	10,625	10,884
Dental	817	960	960	960
Retirement	10,976	12,487	0	0
Long Term Disability	283	381	379	386
Life Insurance	251	334	333	377
Vision	95	120	120	120
Short Term Disability	421	566	564	0
FAMLI	19	1,498	1,381	1,467
Training, Conferences & Education	5,052	2,600	120	500
Cell Phone	51	60	0	0
Dues, Subscriptions, Publications	3,121	3,670	3,971	4,126
Employee Recognition, Meetings, Teambuilding	186	0	0	0
Hiring & Onboarding	872	1,095	894	900
Recognition	0	0	0	250
Meetings	0	0	0	220
Teambuilding	0	0	0	275
Contract Services	716	1,800	708	2,866
Staff Uniforms	486	500	368	500
Facility Operations	0	0	0	0
Supplies	18,075	5,450	22,646	4,575
Preschool	196,064	210,983	210,435	206,194
Total Expenditures	5,743,745	6,168,700	5,855,299	6,620,511
Excess of Revenues Over Expenditures	752,377	(8,040)	679,666	288,646
Other Financing Sources (Uses)	7,350	0	(1,126,010)	(2,250,000)
Net Change in Fund Balance	759,727	(8,040)	(446,344)	(1,961,354)
Fund Balance - Beginning of Year	3,259,938	-	4,019,665	3,573,321
Fund Balance - End of Period	4,019,665	-	3,573,321	1,611,967

Conservation Trust & Grant Fund

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
General & Administration				
Conservation Trust Fund Proceeds	72,466	71,000	70,754	70,754
General & Administration	72,466	71,000	70,754	70,754
Total Revenue	72,466	71,000	70,754	70,754
General & Administration				
Capital Outlay	39,806	87,500	89,489	40,000
General & Administration	39,806	87,500	89,489	40,000
Total Expenditures	39,806	87,500	89,489	40,000
Excess of Revenues Over Expenditures	32,660	(16,500)	(18,735)	30,754
Fund Balance - Beginning of Year	144,855	-	177,515	158,780
Fund Balance - End of Period	177,515	-	158,780	189,534

Debt Service Fund

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
Property Tax Revenue				
Property Tax Revenue	928,452	919,733	918,000	928,042
Property Tax Revenue	928,452	919,733	918,000	928,042
Total Revenue	928,452	919,733	918,000	928,042
General & Administration				
Bank Service Charges	363	365	363	365
Treasurer's Fees	13,927	13,796	13,770	13,921
Bond Interest Expense	77,550	52,500	52,500	26,700
Bond Principal Payments	835,000	860,000	860,000	890,000
General & Administration	926,840	926,661	926,633	930,986
Total Expenditures	926,840	926,661	926,633	930,986
Excess of Revenues Over Expenditures	1,612	(6,928)	(8,633)	(2,944)
Fund Balance - Beginning of Year	6,934	-	8,546	(87)
Use of Fund Balance			(8,633)	(2,944)
Fund Balance - End of Period	8,546	-	(87)	(3,031)

Plains Metropolitan Dist Settlement Fund

	2022 Actual	2023 Annual Budget	2023 Projected	2024 Annual Budget
General & Administration				
Interest Income	3,399	4,000	13,938	13,938
Legal Settlements	300,000	300,000	300,000	300,000
General & Administration	303,399	304,000	313,938	313,938
Total Revenue	303,399	304,000	313,938	313,938
General & Administration				
Capital Outlay	-	-	-	50,000
Cooperative Agreement Expense	172,956	-	-	-
General & Administration	172,956	-	-	50,000
Total Expenditures	172,956	-	-	50,000
Excess of Revenues Over Expenditures	130,443	304,000	313,938	263,938

Fund Balance - Beginning of Year

29,362 - 159,805 473,743

Fund Balance - End of Period

159,805 - 473,743 737,681

Community Garden Fund

General & Administration

Garden Plot Fees

3,225 3,322 3,305 3,305

General & Administration

3,225 3,322 3,305 3,305

Total Revenue

3,225 3,322 3,305 3,305

General & Administration

Supplies

248 500 514 650

General & Administration

248 500 514 650

Total Expenditures

248 500 514 650

Excess of Revenues Over Expenditures

2,977 2,822 2,791 2,655

Fund Balance - Beginning of Year

31,092 - 34,069 36,860

Fund Balance - End of Period

34,069 - 36,860 39,515

Veterans Monument Fund

General & Administration

Supplies

2,040 2,225 1,834 1,850

General & Administration

2,040 2,225 1,834 1,850

Total Expenditures

2,040 2,225 1,834 1,850

Excess of Revenues Over Expenditures

(2,040) (2,225) (1,834) (1,850)

Fund Balance - Beginning of Year

9,399 - 7,359 5,525

Use of Fund Balance

(1,834) (1,850)

Fund Balance - End of Period

7,359 - 5,525 3,675

Capital Reserve Fund

General & Administration

Capital Outlay

- 1,153,350 963,392 1,397,458

General & Administration

- 1,153,350 963,392 1,397,458

Total Expenditures

- 1,153,350 963,392 1,397,458

Excess of Revenues Over Expenditures

- (1,153,350) (963,392) (1,397,458)

Fund Balance - Beginning of Year

- - - 189,958

Transfer from General Fund

1,153,350 1,153,350 2,250,000

Fund Balance - End of Period

- - 189,958 1,042,500

Ken-Caryl Ranch Metropolitan District
Agenda Item Executive Summary

Agenda Item: Lease for Copier Services

Meeting Date: December 12, 2023

Executive Summary:

A Request for Proposal (RFP) process was conducted in August of 2022 for five copy machines with leases set to expire in October of 2022. Those machines were installed in January of 2023. The Ranch House has one final machine with a lease that expired in October of 2023. Staff recommends entering into a 48-month lease through PDS for a total lease cost of \$236.20 per month plus printing so that this final machine will coincide with the other five machines that were 60-month leases last January. The newest machine will have the same printing rate as the existing five machines. Usage is only charged based on what is used and there are no overage charges. The leases include Xerox machines with all supplies and service included in the lease payments, and this machine is a 50/50 cost share with the Master Association.

Staff requests Board approval during the action items portion of the agenda for staff to negotiate a mutually acceptable lease agreement with PDS as approved by Staff and legal counsel for a cost not to exceed \$236.20 per month for 48 months for one machine. This results in a multi-year fiscal agreement which requires Board approval.

Ken-Caryl Ranch Metropolitan District
Regular Board Meeting Agenda Item Executive Summary

Agenda Item: Audit Engagement Letter with Haynie & Company, Inc.

Meeting Date: December 12, 2023

Executive Summary:

Staff recommends utilization of the services of Haynie & Company, Inc. for the 2023 District audit. An approved letter of engagement is necessary before the end of the 2023 fiscal year. The proposed letter of engagement is attached and details the components of the audit process, which are the same as previous years. The fee for the 2023 audit will be \$21,000, and the fee for the 2022 audit was \$19,000. This fee has been included in the 2024 budget.

Staff met with Treasurer Miro to review the performance of Haynie & Company, Inc. and he recommends utilization of their services in 2024 for the 2023 District audit.

November 8, 2023

Board of Directors
Ken-Caryl Ranch Metropolitan District
7676 S. Continental Divide Rd.
Littleton, CO 80127

To the Members of the Board:

Haynie & Company (“Company”) is pleased to confirm the Company’s understanding of the services we are to provide to Ken-Caryl Ranch Metropolitan District (“District”) for the year ended December 31, 2023. The Company and District are referred to collectively in this Agreement as the “Parties” and individually as a “Party”.

Audit Scope and Objectives

The Company will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Ken-Caryl Ranch Metropolitan District as of and for the year ended December 31, 2023.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the District’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, the Company will apply certain limited procedures the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge the Company obtained during our audit of the basic financial statements. the Company will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis.

The Company has also been engaged to report on supplementary information other than RSI that accompanies Ken-Caryl Ranch Metropolitan District's financial statements. The Company will subject the following supplementary information to the auditing procedures applied in the Company's audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted accounting standards (GAAS), and the Company will provide an opinion on it in relation to the financial statements as a whole in a report combined with the Company's auditor's report on the financial statements:

- 1) Schedule of Revenues, Expenditures and Changes in Fund Balance—Budget and Actual—Debt Service Fund
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance—Budget and Actual—PMD Settlement Capital Projects Fund

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Summary of Assessed Valuation, Mill Levy & Property Taxes Collected
- 2) Top Taxpayers Within the District
- 3) Assessed Valuation of Classes of Property in the District

The objectives of the Company's audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes the Company's opinion about whether the District's financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

The Company will conduct the audit in accordance with GAAS and will include tests of the District's accounting records and other procedures the Company considers necessary to enable the Company to express such opinions. As part of an audit in accordance with GAAS, the Company exercises professional judgment and maintain professional skepticism throughout the audit.

The Company will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. The Company will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. The Company will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because the Company will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, the Company will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. The Company will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. The Company's responsibility as auditors is limited to the period covered by the audit and does not extend to any later periods for which the Company is not engaged as auditors.

The Company will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

The Company's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. The Company will also request written representations from the District's attorneys as part of the engagement.

The Company's audit of the financial statements does not relieve the District of its financial responsibilities.

Audit Procedures—Internal Control

The Company will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for the Company's opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, the Company will express no such opinion. However, during the audit, the Company will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

The Company has identified the following significant risks of material misstatement as part of its audit planning:

- Improper revenue recognition due to fraud
- Management override of controls

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of the Company's audit will not be to provide an opinion on overall compliance and the Company will not express such an opinion.

The Company's audit will be in conformity with the Colorado Local Government Audit Law (C.R.S. 29-1-601, et seq.). The scope of the audit will include the books and records of all the funds of the District.

Other Services

The Company will also prepare the financial statements of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by the District.

The Company will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. The Company, in its sole professional judgment, reserves the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

The District agrees to (i) assume all management responsibilities for the financial statement preparation services and any other nonattest services the Company provides; (ii) oversees the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; and (iii) evaluate the adequacy and results of the services; and accept responsibility for that designee.

Responsibilities of Management for the Financial Statements

The Company's audit will be conducted on the basis that the District acknowledges and understands its responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to the Company and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). The District is also responsible for providing the Company with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that the Company may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom the Company determines it necessary to obtain audit evidence. At the conclusion of the audit, the Company will require certain written representations from the District about the financial statements and related matters.

The District's responsibilities include adjusting the financial statements to correct material misstatements and confirming to the Company in the management representation letter that the effects of any uncorrected misstatements aggregated by the Company during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

The District is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the Company about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. The District's responsibilities include informing the Company of the District's knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, the District is responsible for identifying and ensuring that the government complies with applicable laws and regulations.

The District is responsible for the preparation of the supplementary information in conformity with (GAAP). The District agrees to include the Company's report on the supplementary information in any document that contains, and indicates that the Company has reported on, the supplementary information. The District also agrees to include the audited financial statements with any presentation of the supplementary information that includes the Company's report thereon. The District's responsibilities include acknowledging to the Company in the representation letter that (1) the District is responsible for presentation of the supplementary information in accordance with GAAP; (2) the District believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior; and (4) the District has disclosed to the Company any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

The Company understands that its employees will prepare all cash or other confirmations the Company requests and will locate any documents selected by the Company for testing.

The audit documentation for this engagement is the property of Haynie & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Colorado or its designee. The Company will notify the District of any such request. If requested, access to such audit documentation will be provided under the supervision of Haynie & Company personnel. Furthermore, upon request, the Company may provide copies of selected audit documentation to the State of Colorado or its designee. The State of Colorado or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Notwithstanding the forgoing, any audit documentation or other documentation provided by the Company to the District may be subject to disclosure by the District pursuant to the Colorado Open Records Act, Colorado Revised Statute § 24-72-201, et seq. ("CORA"). Any audit documentation or other documentation provided by the Company to the District that the Company deems proprietary or trade secret must be clearly marked as such. The District will only protect from disclosure under CORA expressly marked proprietary or trade secret information to the extent permitted by law.

The Company's fees for these services will be \$21,000 (\$18,000 for the financial statement audit and \$3,000 for financial statement preparation). The fee is based on anticipated cooperation from District personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, the Company will discuss it with the District and arrive at a new fee estimate before the Company incurs the additional costs. The Company's invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if the District's account becomes 60 days or more overdue and will not be resumed until the District's account is paid in full. Accounts in excess of 30 days will accrue finance charges at 1.5% per month. If the Company elects to terminate its services for nonpayment, the Company's engagement will be deemed to have been completed upon written notification of termination, even if the Company has not completed its report. The District will be obligated to compensate the Company for all time expended and to reimburse the Company for all out-of-pocket expenditures through the date of termination.

Christine McLeod is the engagement partner and is responsible for supervising the engagement and signing the report. The Company expects to begin its audit in March-April 2024 and to issue its report in May-June 2024.

Reporting

The Company will issue a written report upon completion of its audit of Ken-Caryl Ranch Metropolitan District's financial statements. The Company's report will be addressed to the Board of Directors of Ken-Caryl Ranch Metropolitan District. Circumstances may arise in which the Company's report may differ from its expected form and content based on the results of the Company's audit. Depending on the nature of these circumstances, it may be necessary for the Company's to modify the Company's opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to the Company's auditor's report, or if necessary, withdraw from this engagement. If the Company's opinions are other than unmodified, the Company will discuss the reasons with the District in advance. If, for any reason, the Company is unable to complete the audit or is unable to form or has not formed opinions, the Company may decline to express opinions or withdraw from this engagement.

General Terms

It is understood and agreed between the Parties that the status of Company shall be that of an independent contractor retained on a contractual basis to perform the services provided herein, and it is not intended, nor shall it be construed, that Company, or any of its employees, agents or representatives, is an employee of the District for any other purpose whatsoever. Without limiting the foregoing, the Parties hereby specifically acknowledge that COMPANY AND ITS EMPLOYEES AND AGENTS ARE NOT ENTITLED TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE COMPANY OR SOME OTHER ENTITY BESIDES THE DISTRICT, THAT THE COMPANY AND ITS EMPLOYEES AND AGENTS ARE NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS FROM THE DISTRICT, AND THAT THE COMPANY IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT.

This Agreement is not intended to waive, and shall not be construed as a waiver of, the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the District and its current and former Directors, officers, employees and volunteers under federal or state constitutional, statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq.

The Company agrees to indemnify, hold harmless and defend the District, and its current and former Directors, officers, agents, employees, volunteers and representatives from and against any and all liabilities, losses, damages, claims, lawsuits, causes of action, and expenses, including reasonable attorneys' fees, costs and expenses, caused or asserted to have been caused, directly or indirectly, by or as a result of the negligent acts or omissions of the Company; provided, however, that the Company shall not be held liable for any act or omission by the Company that is based upon the Company's good faith reliance upon information provided by the District or its Directors, officers, employees, volunteers, agents or representatives. The District shall have the sole right to select legal counsel to represent it in connection with any claim, action or proceeding coming within this provision, notwithstanding the Company's obligation to pay for the fees and costs incurred by such legal counsel.

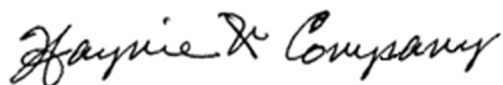
Upon reasonable notice, authorized Directors, officers, employees, volunteers, representatives, and agents of the District shall have access to all records generated, received and/or maintained by the Company in the performance of this Agreement during normal business hours.

All direct and indirect financial obligations of the District under this Agreement are subject to appropriation, budgeting, and availability of funds to discharge such obligations. If the District's governing body fails to appropriate funds for the District's obligations under this Agreement, this Agreement shall terminate on January 1 of the year for which the non-appropriation occurred, and neither Party shall have any further obligation to the other Party under this Agreement beyond the financial obligations for which it previously appropriated funds.

Colorado law governs this Agreement. Jurisdiction and venue of any dispute arising under this Agreement shall be in Jefferson County District Court. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not assignable by the Company or the District without the prior written consent of the other Party. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. In any dispute arising from or relating to this Agreement, the prevailing Party shall be awarded its reasonable attorneys' fees, costs and expenses, including any attorneys' fees, costs and expenses incurred in collecting upon any judgment, order or award. This Agreement may be executed in several counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

The Company appreciates the opportunity to be of service to the District and believes this letter accurately summarizes the significant terms of the engagement. If you have any questions, please let us know. If you agree with the Company's terms of engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Accepted and agreed to:

Ken-Caryl Ranch Metropolitan District

Management signature

Title

Date

Governance signature

Title

Date

Ken-Caryl Ranch Metropolitan District
Agenda Item Executive Summary

Agenda Item: 2024 Employee Handbook

Meeting Date: December 12, 2023

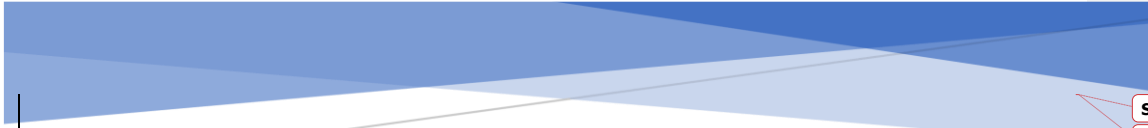
Executive Summary:

The District approved the 2021 Employee Handbook on December 1, 2020, and it has been amended by resolution several times since then. The 2023 legislative session implemented several new laws that require revision to the Handbook in addition to several federal laws, which led to an opportunity for a full review of the document. Employees were provided an opportunity to review the document and the revisions as well as listen to a video by the District Manager highlighting several revisions. The red-lined version and final version are included for the Board's review as well as an explanation of several of the more important changes below. Please note the page numbers listed below correspond to the red-lined version.

- Page 14 - Senate Bill 23-172 redefines workplace “harassment,” using a reduced standard and rejecting the past “severe and pervasive” standard that was previously required. Actionable categories include:
 - Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual’s employment;
 - Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or
 - The conduct or communication has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.The District also included annual training as part of a prevention program.
- Page 17 - Accommodations of Religious Beliefs which is a new federal law that pertains to religious beliefs and how the employee and the District would participate in an interactive process to determine what reasonable accommodations will be allowed.
- Page 32 and 33 – New MVR Process and Driver Training Programs were described outlining information about how the District’s program aligns with the insurance provider’s rating scale and how the District will be implementing driver proactive and incident-based training.
- Page 33 – New insurance company personal auto insurance requirements were updated.
- Page 43 and 44 – Outlines the District’s new Content Generating AI Software use policy.
- Page 47 – Use of paid and unpaid leave section was updated to reflect how accrual will not occur while an employee is on unpaid leave and is responsible for paying the District their benefit deductions, including healthcare premiums.
- Page 49 – Workers’ Compensation Insurance section was updated to be more comprehensive and include language regarding wage payments.
- Page 50 – A negative PTO policy was created. The policy will create options for those employees, likely new employees, who have previously scheduled time off and do not have adequate PTO.
- Page 50 and 51 - Senate Bill 23-017 provides amendments to the Colorado Paid Leave Requirements. SB 23-017 expands upon those reasons for which HFWA paid sick leave may be used, to include:

- Where the employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
 - The employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; and
 - The employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
- Page 57 – Outlines the changes to the District's leave program from short-term disability to the State-run FAMLI program.

The Board will be asked to approve the Handbook as part of the action items section of the agenda and will go into effect January 1, 2024.



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[Photo to be added](#)

2024 EMPLOYEE HANDBOOK

Ken-Caryl Ranch Metropolitan District

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Table of Contents

IMPORTANT NOTICE	6
From the District Manager	7
1.0 Definitions and General Statements.....	8
1.1 History and Purpose of District	8
1.2 Employee Communication	8
1.3 Personnel Files.....	8
1.4 Release of Information.....	9
1.5 Private Health Information.....	9
1.6 General Definitions	9
1.7 Emergency Suspension of a District Rule.....	12
1.8 Amendments	12
1.9 No Contractual Rights - At Will Employment	12
1.10 The Board's Reservation of Power and Authority	12
1.11 Severability.....	12
2.0 Employee Status and Classifications	13
2.1 Employee Exempt and Non-Exempt Status	13
2.2 Administrative Classifications.....	13
3.0 Employment Policies.....	14
3.1 Equal Employment Opportunities.....	14
3.2 Harassment and Discrimination Prohibited	14
3.3 Sexual Harassment.....	14
3.4 No Apparent Authority.....	15
3.5 Procedure for Reporting Illegal Harassment or Discrimination.....	15
3.6 No Sexual Activity on District Premises.....	16
3.7 Pregnancy and Related Medical Conditions	16
3.8 Non-Discrimination Against and Accommodation of Individuals with Disabilities.....	16
3.9 Workplace Anti-Violence Policy	17
3.10 Reporting of Child Abuse.....	18
3.11 Resignations and Job Separations	18
3.12 Reference Inquiries	18
3.13 Hiring and Promotion.....	19
3.14 Limitations on Hiring or Promotion of Close Relatives	19
3.15 Procedures for Employee Requests to Volunteer.....	19

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3.16 Inclement Weather Policy	20	Formatted: Default Paragraph Font
3.17 Nursing Mothers Act	20	Formatted: Default Paragraph Font
3.18 Outside or Additional Employment.....	20	Formatted: Default Paragraph Font
3.19 Youth Employment Provision and Driving Automobiles and Trucks.....	21	Formatted: Default Paragraph Font
4.0 Compensation and Work Schedules	22	Formatted: Default Paragraph Font, Font: Not Bold, Check spelling and grammar
4.1 Adjustments to Compensation	22	Formatted: Default Paragraph Font
4.2 Work Schedules	22	Formatted: Default Paragraph Font
4.3 Recording Work Hours	22	Formatted: Default Paragraph Font
4.4 Normal Pay Procedures	23	Formatted: Default Paragraph Font
4.5 Overtime and Compensatory Time	23	Formatted: Default Paragraph Font
4.6 Service Calls.....	24	Formatted: Default Paragraph Font
4.7 Temporary Upgrade Pay.....	24	Formatted: Default Paragraph Font
4.8 Pay for Required Training or Travel	24	Formatted: Default Paragraph Font
4.9 Uniforms	25	Formatted: Default Paragraph Font
4.10 Cell Phone Reimbursement	25	Formatted: Default Paragraph Font
4.11 Expense Reimbursement.....	26	Formatted: Default Paragraph Font
4.12 Mileage Reimbursement	26	Formatted: Default Paragraph Font
4.13 Windfall Elimination Provision.....	26	Formatted: Default Paragraph Font
5.0 Employee Conduct.....	28	Formatted: Default Paragraph Font, Font: Not Bold, Check spelling and grammar
5.1 Employee Responsibility to Comply with All Rules and Use Good Judgment	28	Formatted: Default Paragraph Font
5.2 Code of Ethics	28	Formatted: Default Paragraph Font
5.3 Off-Duty Conduct.....	28	Formatted: Default Paragraph Font
5.4 Employees Charged with or Convicted of Illegal Conduct.....	28	Formatted: Default Paragraph Font
5.5 Illegal Drugs/Alcohol Free Workplace and Testing Policy	29	Formatted: Default Paragraph Font
5.6 District's Right to Conduct Reasonable Searches	30	Formatted: Default Paragraph Font
5.7 Safety Policy	30	Formatted: Default Paragraph Font
5.8 Vehicles.....	31	Formatted: Default Paragraph Font
5.9 Property	33	Formatted: Default Paragraph Font
5.10 Confidentiality and Conflicts of Interest.....	33	Formatted: Default Paragraph Font
5.11 Personal Gain Prohibited.....	33	Formatted: Default Paragraph Font
5.12 Attendance and Punctuality	34	Formatted: Default Paragraph Font
5.13 Ability to Perform Duties After Illness, Injury or Leave of Absence	34	Formatted: Default Paragraph Font
5.14 Dress Code and Hygiene	34	Formatted: Default Paragraph Font
5.15 Smoking and Tobacco Use	35	Formatted: Default Paragraph Font

5.16 Duty to Read Posted Items and Review Voice Mail.....	35	Formatted: Default Paragraph Font
5.17 Communication	35	Formatted: Default Paragraph Font
5.18 Use of Cell Phones and Other Audio/Video Devices.....	36	Formatted: Default Paragraph Font
5.19 Solicitations	37	Formatted: Default Paragraph Font
5.20 Online Publishing/Discussion, Letters to the Editor and Other Public Expressions of Opinion	37	Formatted: Default Paragraph Font
5.21 Board Contact	37	Formatted: Default Paragraph Font
5.22 Social Media Policy	38	Formatted: Default Paragraph Font
5.23 Media Inquiries.....	39	Formatted: Default Paragraph Font
5.24 District Purchasing Card Use	39	Formatted: Default Paragraph Font
5.25 District Business Accounts	39	Formatted: Default Paragraph Font
5.26 Personal Use of Equipment and Supplies Prohibited	39	Formatted: Default Paragraph Font
5.27 Background Checks	40	Formatted: Default Paragraph Font
5.28 Public Health Emergency Whistleblower (PHEW) Policy	41	Formatted: Default Paragraph Font
6.0 Leave	42	Formatted: Default Paragraph Font, Font: Not Bold, Check spelling and grammar
6.1 Funeral Leave	42	Formatted: Default Paragraph Font
6.2 Jury Duty and Witness Leave	42	Formatted: Default Paragraph Font
6.3 Voting Leave	43	Formatted: Default Paragraph Font
6.4 Administrative Leave	43	Formatted: Default Paragraph Font
6.5 Military Leave	43	Formatted: Default Paragraph Font
6.6 Family and Medical Leave Act of 1993 ("FMLA")	43	Formatted: Default Paragraph Font
6.7 Workers' Compensation Insurance	45	Formatted: Default Paragraph Font
6.8 Paid Time Off (PTO).....	46	Formatted: Default Paragraph Font
6.9 Sick Leave	47	Formatted: Default Paragraph Font
6.10 Supplemental Sick Leave During a Public Health Emergency	48	Formatted: Default Paragraph Font
6.11 Unpaid Leave	49	Formatted: Default Paragraph Font
6.12 Holiday Pay.....	49	Formatted: Default Paragraph Font
7.0 Employee Benefits	50	Formatted: Default Paragraph Font, Font: Not Bold, Check spelling and grammar
7.1 Benefits	50	Formatted: Default Paragraph Font
7.2 Benefits Continuation (COBRA)	51	Formatted: Default Paragraph Font
7.3 Flexible Spending Accounts	51	Formatted: Default Paragraph Font, Not Expanded by / Condensed by
7.4 Life Insurance and Accidental Death & Dismemberment	51	Formatted: Default Paragraph Font
7.5 Short Term Disability (STD).....	52	Formatted: Default Paragraph Font
7.6 Long Term Disability.....	52	Formatted: Default Paragraph Font
7.7 Employee Recreational Benefits	52	Formatted: Default Paragraph Font
		Formatted: Default Paragraph Font

7.8 Paid Family and Medical leave Insurance (FAMLI) Program	53
8.0 Corrective Action and Discipline	54
8.1 Corrective Action	54
8.2 Discipline	54
8.3 Discipline Procedure	55
9.0 Dispute Resolution.....	58
9.1 Dispute Resolution.....	58
Appendix.....	59
Benefit Table	60
FMLA Required Posting.....	61
Healthy Families and Workplaces Act Required Posting	62
Wage Deduction Required Agreement	63
Employee Acknowledgement.....	64

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IMPORTANT NOTICE

This handbook sets forth the policies, procedures, and benefits for the Ken-Caryl Ranch Metropolitan District. The District Board of Directors has the right to change this handbook at any time without notice. The policies, procedures, and benefits contained in this handbook are current as of January 1, 2023 and supersede all prior district policies, procedures, and benefits dealing with similar subject matter.

EACH DISTRICT EMPLOYEE IS AN “AT WILL” EMPLOYEE

This handbook applies to all employees. Employees of the District are “at-will,” meaning the District can terminate employment at any time and for no reason. Similarly, employees may separate from employment at any time and for no reason. This handbook does not continue an express or implied contract of employment. Notwithstanding any statement to the contrary in this handbook, any representations contained in any District document (whether in paper or electronic form), or any statement made by any District Board member, employee, agent, or representative, any employee may be terminated at any time for any or no reason in the District’s sole discretion, subject only to the requirements of applicable law.

From the District Manager

Welcome to Ken-Caryl Ranch Metropolitan District! On behalf of our Board of Directors and the existing team members, I would like to welcome you to an amazing group of creative, ~~effective~~, resilient, ~~humble~~, and remarkable professionals. Our District is as unique as the skill sets of its team members. Our services, programs, and facilities serve a community of approximately 14,000. We ~~have own nearly almost~~ 900 acres of open space, maintain over 100 acres of parkland, and operate three outdoor swimming pools, multiple tennis facilities, a community center, hundreds of recreation programs, and much more! District employees are keenly aware of their impact in the community and take their roles as ~~teachers~~ leaders, stewards, and service providers very seriously. We strive to protect precious resources, deliver efficient services, and adapt to the community's changing needs.

Our culture ~~at the District~~ is built upon ~~by~~ a phrase I use routinely and one that guides my work as a public servant: continuous improvement. Continuous improvement is the act of always striving to make things better, which guides us in our work every day. Continually improving how and what we do motivates us to progress, learn, and evolve. It also makes the quality of life of 14,000 community members better. No matter how small the improvement may be, our pursuit of excellence is an important objective in our service to the community. The District is also guided by the 2023 – 2027 Strategic Plan. I encourage you to familiarize yourself with its contents as it is your guiding document.

As you navigate your first few days and weeks with the District, please take time to ask questions of other employees and myself. You will find that your workgroup is willing to share and are always available to assist. Your success is our success!

Thank you for choosing to be part of Ken-Caryl Ranch Metropolitan District. We are confident that you will be an amazing asset to our team. Welcome aboard!

Sincerely,
Traci Wieland, MPA
District Manager

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Mission Statement

To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

1.0 Definitions and General Statements

1.1 History and Purpose of District

Ken-Caryl Ranch Metropolitan District, established in May 1988, is a quasi-municipal corporation and political subdivision organized pursuant to the Colorado Special District Act to provide park and recreation services. The District levies a tax on the assessed value ~~on~~^{of} all property within its boundaries. Ken-Caryl Ranch Metropolitan District is governed by a five-member Board of Directors elected by its citizens and serves approximately 14,000 residents within the boundaries of the District. The District works very closely with the Ken-Caryl Ranch Master Association to serve the community in a unified and collaborative way.

Since the incorporation of the District, Ken-Caryl Ranch Metropolitan District has offered a wide range of park recreation activities and facilities including Bradford Park, Community Park, Heirloom Park, North Ranch Park, Ranch House Park, Saddlewood Park, Settlement Pond Park, Territory Park, the Community Center, three tennis facilities, three outdoor aquatic facilities, 120 acres of greenbelts, and 19 miles of trails. The District also conducts a broad program of recreation activities and special events for children and adults of all ages including school age youth programming, wellness, preschool, and tennis.

1.2 Employee Communication

The District periodically communicates with employees on matters of common interest. These communications may include, but are not limited to: letters mailed to the employee, bulletin board notices, email newsletters, emails, surveys, GroupMe messages, meetings, electronic meetings, etc. Leadership strives to keep employees informed of activities within their respective departments so that employees can perform their jobs with an understanding of their relationship and importance to effective District-wide operations.

The District believes in an “open-door” policy that allows for communication and collaboration at all levels of the organization. Employees are encouraged to discuss important matters with their supervisors first with problems and inquiries concerning work being referred to the Department Director. The District Manager also welcomes and encourages employee inquiries. If an employee is not satisfied after consulting the appropriate staff in his/her own department and District Manager, they may utilize the dispute resolution procedure.

1.3 Personnel Files

A personnel file and a separate confidential file are maintained for each employee. Personnel files and confidential files are kept in a locked, secure place and are kept as electronic documents as much as possible to which only the District Manager and other authorized personnel have access for job-related purposes. Unauthorized personnel are prohibited from reviewing the personnel files and confidential files. Employees may review their own employee personnel file or confidential file in the presence of the District Manager or his/her designee at a time established by the District Manager or his/her designee. No material may be removed from a personnel file or the confidential file; provided, however, that authorized personnel may organize and transfer records between the personnel file and the confidential file in the performance of their duties and where appropriate. This rule shall not prohibit the disclosure of information in the employee's personnel file or confidential file when legally required to do so.

In order to keep personnel records current, the Finance Department must be notified of any change in an employee's address, phone number, marital status, military status, any birth or death in any employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance or retirement plan beneficiary, or any other information needed to maintain accurate records. Each employee is responsible for providing the District with records concerning any licenses or certificates

required for the performance of his or her job, proof of insurance if receiving mileage reimbursement, proof of cell phone coverage if receiving reimbursement, as well as any documents showing that education or training relevant to employment has been completed.

1.4 Release of Information

The Colorado Open Records Act governs public access to District records, including personnel records. The home address and telephone number, financial information and other information of a District employee maintained because of the District-employee relationship may not be provided to the public without the consent of the employee. Generally speaking, applications of past and current employees, employment agreements, performance ratings, and wages and salaries of District employees are public records and are subject to public review, subject to certain requirements of applicable law.

Employees may examine their own personnel records by contacting the Finance Department. Employees may authorize the release of specified personnel records by executing a written request designating the record(s) to be released and the person or entity to which they may be released. No personal information on former or current District employees shall be provided via telephone inquiries except to confirm or deny past or present employment status and dates of employment. A copy of any written information sent to a third party concerning a former or current employee may also be provided to that employee upon the employee's written request. The District may charge the employee for the cost of such records subject to applicable law.

1.5 Private Health Information

Information regarding the health of any District employee is generally personal to that employee unless the employee voluntarily makes this information available to management or other staff members or such information is readily observable.

Under some circumstances provided by law or applicable regulation, the District will receive individual health information. When received by the District all private health information will be kept confidential ~~and access and~~ access to such information will be provided to only those persons who have a legitimate need to know.

Any employee requesting sick leave, disability leave, or FMLA leave may be required to provide some ~~health information~~ health information requested on the respective leave form. The District Manager, at the District's option and subject to applicable law, may request the employee to provide an appropriate certification from the employees' medical health care provider.

1.6 General Definitions

Action Plan. The stages that may be followed when discipline is deemed ~~necessary~~ necessary, or performance requires improvement.

Applicable Law. A Federal, State, or local constitution, charter, law, rule, ordinance, code, or regulation that applies directly or indirectly to the District and/or its directors, officers, employees, agents, or representatives.

At-Will Employment. This handbook applies to all employees. This handbook does not continue an express or implied contract of employment. Notwithstanding any statement to the contrary in this handbook, any representations contained in any district document (whether in paper or electronic form), or any statement made by any district Board member, employee, agent or presentative, any employee may be terminated at any time for any or no reason in the District's sole discretion, subject only to the requirements of applicable law.

Board. The District's Board of Directors, which is made up of five elected officials, ~~and which,~~ serves as the District's governing body.

Business Day. Monday ~~through~~ Friday of every calendar week, not including holidays for which the District's operations are closed.

Communications Systems. The District's computer, telephone, internet and messaging systems, including but not limited to, personal desktop and laptop computers, electronic media, servers, telephones, copy machines, facsimiles, cell phones, radios, hand-held electronic devices, electronic storage devices, and the local area network.

Comp Time. Under certain prescribed conditions and with Supervisor approval, employees may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay, in accordance with the policies outlined in this Handbook.

Corrective Action. Corrective action is intended to notify employee of conduct that is not in conformance with the District's rules or otherwise is inappropriate or deficient, so the employee can promptly take appropriate action to ensure the conduct does not occur again. Corrective Actions are not discipline, although it can form the basis for a disciplinary action.

Designee. An employee or other person to whom the Board or the District Manager has delegated or assigned a specific duty, responsibility, or activity.

District. The legal entity known as the Ken-Caryl Ranch Metropolitan District, a political subdivision of the State of Colorado.

District Manager. The District's District Manager, hired by, serving at the pleasure of, and acting under the direction of, the Board.

District Premises. All buildings, offices, recreation facilities or areas, real property, parks, parking lots, places, District vehicles, and equipment that the District owns, leases, manages or controls.

District Vehicle. All vehicles or other motorized machinery capable of movement that the District owns, leases or controls.

Electronic Transmissions. All forms of electronic transmissions, including communications, that are created, stored, received or sent on the District's communications systems (whether imbedded in software or otherwise), including but not limited to, e-mail, text messages, instant messages, voicemails, access to internet websites, and any other internet or electronic transmissions.

Employee(s). An individual hired by the District on a regular full-time, variable full-time, regular part-time, variable part-time, seasonal, or variable temporary basis. The term "employee" does not include Board of Directors, independent contractors, volunteers, or consultants.

Exempt Employee(s). An employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. These exemptions include administrative, executive/supervisor, and professional. Administrative employees regularly exercise independent judgement and discretion in matters of significance and their primary duty is non-manual in nature and directly related to management policies or general business operations. Supervisory employees supervise the work of employees and have the authority to hire and fire, or effectively recommend such action. Professional employees have knowledge of an advanced type in a field or science customarily acquired by a prolonged course of specialized intellectual instruction and study. Exempt employees are expected to work the hours necessary to satisfactorily complete the job duties and to be in the office and available to employees and the public during normal business hours.

Family Member. An employee's immediate family member including any person related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee with the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

FLSA. The federal Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.*, and the federal regulations interpreting and implementing the FLSA, 29 C.F.R., Part 500, *et seq.*

FMLA (Family Medical Leave Act). FMLA entitles eligible employees to take unpaid, job-protected leave in a ~~defined~~[defined](#) 12-month period for specified family and medical reasons. Under the FMLA, eligible employees are entitled up to 480 hours of family medical leave.

Illegal Drug(s). Any substance that is illegal in the United States under any applicable law, or any substance defined as a controlled substance in C.R.S. § 18-18-101, *et seq.* and/or the Controlled Substances Act, 21 U.S.C. § 801, *et*

seq., and the federal regulations interpreting and implementing the Controlled Substances Act, which is being possessed, sold or used illegally. Marijuana, whether used for medical or recreational purposes, and psilocybin is a controlled substance under Federal law and constitutes an illegal drug.

May. Optional; not required.

Must. Mandatory; required.

Non-Exempt Employee(s). Employees whose job positions do not meet FLSA or applicable regulations, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay or Comp Time for hours worked more than 40 hours in a given workweek, or as otherwise required by applicable law.

Paid Time Off (PTO). The amount of PTO that was earned by the employee in a previous year and carried over by the employee to the current year pursuant to the District's PTO carry-over allowance.

Posts. Messages sent through or placed on Social Media websites by users, whether in the form of emails, "status updates", "wall" messages, tweets, diary entries, instant messages, blog entries, photographs, videos, etc.

Public Health Emergency. An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infections agent for which an emergency is declared by a federal, state, or local public health agency; a disaster emergency is declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Regular Full-Time Employee. An employee scheduled to work between 37 and 40 hours per week on an annual basis. Employee is eligible to receive full health care benefits and full benefits package.

Regular Part-Time Employee. An employee scheduled to work between 20 and 29 hours per week on an annual basis. Regular Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Rule. A written or oral District rule, policy, practice, or procedure, whether or not physically incorporated into this Handbook.

Safety Sensitive Position A position whose duties or use of dangerous or heavy equipment may require additional considerations as outlined in this [HandbookHandbook](#).

Seasonal Employee. An employee hired for a specific operational season, such as summer. There are no minimum or maximum hours per week the employee may or shall work during the season. Seasonal employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Shall. Mandatory. Same as must. Contrast with "may".

Social Media. Websites hosted by individuals or entities on which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, Snapchat, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, Instagram, GroupMe, Twitter, Vine, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise the future.

Variable Full-Time Employee. An employee scheduled to work between 30 and 36 hours per week on an annual basis. Variable Full-Time Employees are eligible to receive full health care benefits and a prorated benefits package.

Variable Part-Time Employee. An employee scheduled to work 19 or less hours per week on an annual basis. Variable Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Variable Temporary Employee: An employee hired to work on an as-needed basis with no regular or reoccurring work. Variable Temporary Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Workweek. A period of seven consecutive days established by the Board for the purpose of calculating and paying overtime to non-exempt employees in accordance with the FLSA. The District's workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight.

1.7 Emergency Suspension of a District Rule

The Board, the District Manager or a Designee may suspend or modify any District rule, including any provision of this Handbook, to meet the demands of an emergency, subject only to the requirements of applicable law.

1.8 Amendments

The Board may amend this Handbook any time in its sole discretion. Regardless whether an amendment is physically incorporated into this Handbook, it is effective immediately upon adoption, unless the Board indicates otherwise.

1.9 No Contractual Rights - At Will Employment

This Handbook does not constitute an express or implied employment contract with any employee. Notwithstanding any statement to the contrary in this Handbook, any representations contained in any District document (whether in paper or electronic form), or any statements made by any District Board member, employee, representative or agent, any employee may be terminated at any time, with or without cause, subject only to the requirements of applicable law.

1.10 The Board's Reservation of Power and Authority

Nothing in this Handbook shall constitute an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by law. The Board may at any time take any action required or permitted by this Handbook, including but not limited to hiring, terminating, and imposing disciplinary action against the District Manager or any other employee.

1.11 Severability

If any part of this Handbook is held by judicial review to be invalid, every other part of this Handbook not specifically held to be invalid shall continue in full force and effect.

2.0 Employee Status and Classifications

2.1 Employee Exempt and Non-Exempt Status

Employees of the District are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the District's group health plan. Eligibility for participation in the District's group health plan is governed by the terms of the plan documents as well as applicable law. The following classifications are used throughout this Handbook.

Exempt and Non-Exempt Status

- A. **Exempt Employees.** An employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. These exemptions include administrative, executive/supervisor, and professional. Administrative employees regularly exercise independent judgement and discretion in matters of significance and their primary duty is non-manual in nature and directly related to management policies or general business operations. Supervisory employees supervise the work of employees and have the authority to hire and fire, or effectively recommend such action. Professional employees have knowledge of an advanced type in a field or science customarily acquired by a prolonged course of specialized intellectual instruction and study. Exempt employees are expected to work the hours necessary to satisfactorily complete the job duties and to be in the office and available to employees and the public during normal business hours.
- B. **Non-Exempt Employees.** Employees whose job positions do not meet FLSA or applicable regulations, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay or Comp Time for hours worked more than 40 hours in a given workweek, or as otherwise required by applicable law.

2.2 Administrative Classifications

Employee Administrative Classifications

- A. **Regular Full-Time Employee.** An employee scheduled to work 40 hours per week on an annual basis. Employee is eligible to receive full health care benefits and full benefits package.
- B. **Variable Full-Time Employee.** An employee scheduled to work between 30 and 36 hours per week on an annual basis. Variable Full-Time Employees are eligible to receive full health care benefits and a prorated benefits package.
- C. **Regular Part-Time Employee.** An employee scheduled to work between 20 and 29 hours per week on an annual basis. Regular Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- D. **Variable Part-Time Employee.** An employee scheduled to work 19 or less hours per week on an annual basis. Variable Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- E. **Seasonal Employee.** An employee hired for a specific operational season, such as summer. There are no minimum or maximum hours per week the employee may or shall work during the season. Seasonal employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- F. **Variable Temporary Employee.** An employee hired to work on an as-needed basis with no regular or reoccurring work. Variable Temporary Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

3.0 Employment Policies

3.1 Equal Employment Opportunities

The District provides equal employment opportunities to all employees without regard to race, hair texture, hair type, protective hairstyles, color, religion, creed, national origin, ancestry, sex, gender, marital status, military status, veteran status, age, physical or mental disability, pregnancy, sexual preference or orientation, gender identity or expression, transgender status, genetic information, membership or non-membership in a labor organization or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring/appointment, transfer, promotion, demotion, termination, benefits, lay-off, compensation and training. Employees are responsible for supporting these objectives and implementing this policy. Employee must assist in promoting a workplace environment free of illegal harassment or discrimination. No employee shall be coerced, intimidated, harassed or retaliated against for reporting a violation of the policies stated in this section.

3.2 Harassment and Discrimination Prohibited

The District expressly prohibits any form of harassment or discrimination of an employee based on race, hair texture, hair type, protective hairstyles, color, religion, creed, national origin, ancestry, sex, gender, sexual preference or orientation, gender identity or expression, transgender status, genetic information, age, physical or mental disability, pregnancy, military status, veteran status, marital status, or membership or non-membership in a labor organization or status in any other group protected by applicable law. The District's directors, officers, supervisors, managers, and employees are prohibited from engaging in unlawful harassment or discrimination while performing their duties or engaging in any District-related activity, including District-related activities occurring off the District Premises. Harassment includes, but is not limited to, unwelcome conduct such as:

- Verbal, physical, or written abuse or threats.
- Offensive comments, slurs, jokes, or epithets.
- Displaying offensive materials, pictures, or objects.
- Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Bullying or cyberbullying.

3.3 Harassment and Discrimination Prevention Program

The District has established a comprehensive program designed to prevent harassment, discrimination, retaliation and other unfair employment practices; deter future harassers; and protect employees from harassment. The program's objectives include:

- Preventing Harassment and Discrimination: The District is committed to creating a workplace free from harassment and discrimination, fostering a culture of respect and inclusion.
- Deterrence of Harassment: The program aims to deter future harassers by setting clear expectations and consequences for inappropriate behavior.
- Protection of Employees: The District prioritizes the protection of employees from harassment and discrimination, ensuring their physical and emotional well-being.
- Annual Training: As part of this program, all Supervisors and Staff are required to undergo annual harassment awareness and prevention training to raise awareness, promote understanding, and emphasize the importance of preventing harassment and discrimination.

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3.3 Sexual Harassment

The District prohibits sexual harassment. No one at the District, including directors, officers, managers, supervisors, employees, customers, independent contractors, vendors or any other person, may make sexual advances or requests for sexual favors, or engage in any other verbal/physical conduct of a sexual or gender-based nature, or based upon an individual's sexual orientation or transgender status where:

- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment; or
- It is obvious or implied that tolerating or submitting to the conduct is a condition of employment, or will be used for the basis of any employment decision, including but not limited to, hiring, firing, performance appraisals, salary, benefits, position, job transfers, promotions or any other decision affecting any term or condition of employment with the District (all such conduct is defined in this policy as "sexual harassment").

An employee shall not be subjected to sexual requests or insulting behavior or language based on gender or sexual orientation. An employee shall not be led to believe any employment opportunity or benefit will in any way depend on his/her cooperation with sexual demands or that he/she must tolerate a sexually offensive environment.

Employees must always conduct themselves in a professional and business-like manner and must refrain from inappropriate sexual conduct that could lead to a claim of sexual harassment. Such conduct includes, but is not limited to:

- Sexually implicit or explicit communications whether in written form (such as cartoons, posters, calendars, magazines, publications, notes, letters, email, words or designs on clothing) or oral form (such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates); and,
- Physical gestures and other non-verbal behavior (such as unwelcome touching, grabbing, fondling, kissing, massaging, or brushing up against another's body).

Even "innocent" conduct may constitute sexual harassment. Regardless of an employee's intent, conduct that a reasonable person would find offensive may constitute sexual harassment and is prohibited.

3.4 No Apparent Authority

Regardless of title or position, no District employee, including but not limited to managers and supervisors, and no District director has the authority (express, actual, apparent or implied) to harass or discriminate against an employee or any other person. This policy applies while on the job or during any District-related activity.

3.5 Procedure for Reporting Illegal Harassment or Discrimination

Required Reporting. Employees must immediately report any unlawful harassment or discrimination to which they are subjected, which they observe, or of which they are aware. Employees must report any unlawful harassment or discrimination directly to supervisor, manager, Human Resources, or any trusted member of management. If the supervisor is the subject of the complaint, employees should report the incident to the next level of management. District Manager, except that: (a) if the report involves the District Manager or Board member other than the Board President, employees must report the harassment or discrimination to the Board President; and (b) if the report involves the Board President, employees must report the harassment or

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discrimination to another Board member. If the report concerns sexual harassment, employee may request that a person of the same gender be provided to receive employee report.

Confidentiality. Information concerning a complaint of illegal harassment or discrimination will be treated as confidentially as possible under the specific circumstances.

Investigation. Once a report of harassment or discrimination is made, the District Manager or his/her Designee, will promptly investigate it in a manner the District Manager or Designee deems appropriate. If the report involves the District Manager, the investigation will be conducted by a Board member committee, an outside human resources consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside human resources consultant or in such other manner as the Board deems appropriate in its sole discretion.

Resolution. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken against those involved in the inappropriate conduct.

No Retaliation. An employee shall not be harassed, intimidated, or subjected to retaliation for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. Employees must report retaliation in the same manner as a complaint of illegal harassment or discrimination.

3.6 No Sexual Activity on District Premises

Sexual activity on District Premises or while performing any District duty or activity is prohibited, regardless whether the sexual activity is consensual.

3.7 Pregnancy and Related Medical Conditions

The District treats pregnant employees the same as all other employees. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions. As with any other employee, a pregnant employee will be permitted to work if she can perform the essential functions of the job. If a pregnant employee's physician determines she is unable to perform the essential functions of the job, the District will treat the employee in the same manner as it treats other temporarily disabled employees.

In order to ensure that a pregnant employee in a safety sensitive position is capable of performing the essential functions of the job, and does not pose a risk to herself, the public or a co-worker in the performance of her duties, the District will require a pregnant employee in a safety sensitive position to provide medical certification from her physician, on a regular basis but no less than every 30 days (and may require it more frequently during the later stages of pregnancy, to the extent permitted by applicable law), that the employee is capable of fully performing the essential functions of the safety sensitive position. If at any time the pregnant employee's physician advises the District that she is not capable of fully performing the essential functions of the job, the District will treat the employee in the same manner as it treats other temporarily disabled employees. Further, if at any time the District has an objective basis to believe the employee is not capable of fully performing the essential functions of the safety sensitive position, the District may require the employee to submit to a fitness for duty examination by the District's medical advisor. The employee may be required to submit a physician's statement that she is fit for duty before returning to her safety sensitive position.

Upon request of a pregnant employee following the procedures outlined in Section 3.8 below, the District will make all reasonable accommodations for health conditions related to pregnancy or physical recovery from childbirth unless such accommodations would impose an undue burden on the District.

3.8 Non-Discrimination Against and Accommodation of Individuals with Disabilities

Generally. In accordance with applicable law, the District will provide reasonable accommodation to a qualified individual with a disability. If an employee believes they have been discriminated against or that the District has failed to provide reasonable accommodation, that employee must file a complaint in accordance with Section 3.5, above.

Procedure to Request Accommodation. If an employee believes they are a qualified individual with a disability, the employee may make a written request for reasonable accommodation to the District Manager. If necessary, and in accordance with the ADA, the District may also request information from the employee's physician, or its own provider, relating to the request for accommodation and limitations. The District Manager or his/her designee will meet with the employee to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation the District might make to help overcome those limitation(s). The District Manager or a Designee (and, if necessary, other District representatives identified as having a need to know) will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on District operations, including its impact on other employees to perform their duties and the District's ability to conduct its business and fulfill its purpose.

Retaliation Prohibited. An employee shall not be retaliated against as a result of reporting or cooperating in the investigation of an alleged violation of any District rule or applicable law, including but not limited to the FLSA, Title VII of the Civil Rights Act, the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act (PDA), the Colorado Anti-Discrimination Act (CADA), the Healthy Families and Workplaces Act (HFWA), and the Public Health Emergency Whistleblower Act (PHEW). If employee believes he/she employee havehas been retaliated against, employee must file a complaint of retaliation in accordance with the procedures set forth in Section 3.5, above.

3.9 Accommodations of Religious Beliefs

The District will provide reasonable accommodations for those with sincerely held religious beliefs, observances, or practices. In order to request religious accommodations, please contact your immediate supervisor [or another supervisory employee]. The District is not required to provide the employee's preferred accommodation, and both parties must participate in the interactive process to determine what reasonable accommodations will allow the employee to perform the essential functions of their position without undue burden on the District.

3.9.10 Workplace Anti-Violence Policy

The District's goal is to maintain a workplace free from intimidation, threats, and violence. This includes, but is not limited to physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act that in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically, or emotionally threatening, intimidating or violent manner is prohibited. All employees are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District

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duty or activity, except for the following individuals: Law enforcement officials; and an individual authorized under Colorado law to carry a concealed weapon in a public place. Under current Colorado law, the District cannot prohibit an employee who possesses a valid concealed carry permit from carrying a concealed weapon in the public portions of the District Premises; however, as an employer, the District can and does prohibit employees from carrying or storing a concealed weapon in any non-public portion of the District Premises. Further, employees are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of employment. As such, if employees carry, store, or use a concealed weapon while performing a District duty or activity, employees do so without District authority and will be individually responsible for such actions. If employees intend to store or carry a concealed weapon in a public portion of the District Premises, employees must provide the District Manager or a Designee with a copy of a valid state permit before taking such action.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury, or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that employees routinely carry to assist them in performing their duties, unless such a knife is brought onto the District Premises with the intent to cause psychological or emotional harm, bodily injury, or death.

If an employee feels he or she has been subjected to workplace violence, has witnessed workplace violence, or knows an individual who has engaged in workplace violence, that employee must immediately report it in accordance with the reporting procedure set forth in Section 3.5. If there is an immediate threat to an employee's health/safety or the health/safety any other individual, or to District property, employees must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. Any employee who engages in workplace violence may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency. Retaliation against an employee for making or participating in the investigation of a complaint of workplace violence is prohibited.

3.101 Reporting of Child Abuse

An employee who, in the course of performing his/her duties to the District, observes a child being subjected to circumstances that reasonably indicate child abuse or neglect, or who otherwise has reasonable cause to believe that a child has been subjected to abuse or neglect, shall immediately report the suspected child abuse or neglect to their supervisor.

NOTHING IN THIS SECTION RELIEVES ANY EMPLOYEE WHO MAY BE A MANDATORY REPORTER BY VIRTUE OF THEIR EMPLOYMENT OR POSITION OF HIS/HER OBLIGATION TO REPORT THE SUSPECTED CHILD ABUSE OR NEGLECT DIRECTLY TO THE COUNTY DEPARTMENT OF SOCIAL SERVICES OR LOCAL LAW ENFORCEMENT. AN EMPLOYEE WHO IS BE A MANDATORY REPORTER BY VIRTUE OF OTHER EMPLOYMENT OR POSITION IS EXPECTED TO COMPLY WITH HIS/HER MANDATORY REPORTING OBLIGATIONS.

An employee shall not be retaliated against for reporting suspected child abuse pursuant to this Section.

3.121 Resignations and Job Separations

Generally. When possible, employees are requested to provide advance written notice to their supervisor of an employee's intent to resign. The supervisor is responsible for immediately forwarding the original letter of resignation to the Finance Department. If necessary or appropriate in the District Manager's discretion, the employee may use any available PTO during the notice period.

Return of District Property - Failure to Return Reduces Final Paycheck. Employees must return all District property, including keys, uniform items, logo apparel, purchasing card, computers, and District identification materials, on or before their last day of work. By a separate written agreement, employees and volunteers who do not return District property must reimburse the District in the amount necessary to replace the property. The District may take all appropriate action to recover any District property not returned on or before an employee's last day of work (or the value of such property), and all associated costs, including but not limited to deducting the cost of such property from the employee's final pay, subject to applicable law.

Final Pay. Final pay will be processed in accordance with the District's normal payroll procedures. Upon separation, employees will be paid out for one half of their accrued and unused PTO. Banked sick leave, if any, will be forfeited when an employee resigns or is terminated. The District may withhold the amount of outstanding obligations (i.e. negative PTO~~unearned but used PTO~~, medical/dental coverage, education reimbursement, etc.) of the employee from his or her paycheck, when appropriate and as permitted by law, unless the employee has made other arrangements with the Finance Department.

Exit Procedures. An employee who has resigned, been terminated, or is retiring will be required to meet with the District Manager, Department Director, or Designee to discuss various items relating to the separation of employment, including but not limited to final pay and available PTO payout, provide the employee's current address for mailing final pay and tax information, return all District property, and make arrangements for the continuation of health benefits, if applicable.

3.132 ~~Reference~~ **Inquiries**

The District does not furnish open letters of recommendation or provide letters of reference addressed to "Whom it May Concern". In response to inquiries from prospective employers, the District will give only dates of employment and verify the position(s) worked. The District will not answer any specific questions, nor will it give references, with respect to former employees. If employees receive a call inquiring about a former employee, they must refer it to the District Manager or Finance Department. The only exception to this policy are official letters of experience required by the State of Colorado for childcare certification purposes.

3.143 ~~Hiring~~ **and Promotion**

The District hires and promotes individuals based upon their skills, experience, qualifications, attitude, and aptitude for the position to be filled, regardless of whether they are District employees or outside candidates. All qualified employees are potential candidates for hire or promotion to a new or vacant position. The District will make reasonable efforts to announce, post, or otherwise make known all opportunities for promotion to all current employees on the same day as external postings. Such announcements or postings must be made prior to making a promotional decision. Postings shall include the hourly or salary compensation, or a range of the hourly or salary compensation, for the position and a general description of all the benefits and other compensation that will be offered to the person hired for the position. If an employee is hired or promoted to a position but is unable to satisfactorily perform the duties of the position, the employee is not guaranteed an alternative position or continued employment with the District. State law prohibits a District Director from also being a District employee. Accordingly, employees must resign from their employment upon being elected to a District Director position. In addition, a Director is not eligible for employment with the District, unless the Director resigns from his/her elected position.

The Board has sole discretion in determining how to fill a vacancy in the District Manager position, including whether to promote from within or solicit applicants from within and outside the District, and all rules with respect to the promotion or hiring process, in accordance with applicable law.

3.154 Limitations on Hiring or Promotion of Close Relatives

The District may decline to hire or promote, or may limit the hiring or promotion of, an individual or employee if it would result in close relatives serving in supervisor/subordinate positions, and:

- A. One would directly or indirectly exercise supervisory, appointment, dismissal, or disciplinary authority over the other;
- B. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment; or
- C. One would have access to the other's confidential information, including payroll and personnel records.

When employees become close relatives and their working relationship falls within this policy, one employee may be required to transfer to another available position or to resign. If neither employee voluntarily transfers or resigns, the District Manager may terminate or transfer one of the two employees, in his/her discretion. For purposes of this section, "close relative" means (i) natural or step-family relationships equal to or closer than first cousin, including all descendants of the individual's grandparents; and (ii) an individual's spouse or partner in a civil union, and anyone descended from that spouse's or partner's grandparents.

3.165 Procedures for Employee Requests to Volunteer

The procedures for employee requests to volunteer are intended to accommodate those employees who desire to volunteer as District athletic coaches, at District events, or otherwise to fill volunteer positions available at the District. An employee may voluntarily, and of his/her own free will and discretion, request to volunteer for the District pursuant to these procedures. Employees are not required to request to volunteer, and the District does not take any position with respect to whether an employee requests to volunteer. Rather, employees who request to volunteer do so voluntarily, at their own discretion, and for their own benefit.

Pursuant to the federal Fair Labor Standards Act, employees will be considered for volunteer service only if the duties of the volunteer service are different than the duties of the employee's paid position. Employee requests to volunteer will be denied if the volunteer service involves the same types of duties as the employee's paid position.

Employees who wish to request to volunteer must have the volunteer work approved the District Manager in advance of the volunteer work. Volunteer requests will be reviewed on a case-by-case basis to determine: (a) the actual duties and responsibilities performed by the employee in his/her paid position; (b) the actual duties and responsibilities that would be performed as part of the requested volunteer service; and (c) whether the paid and volunteer duties are the same or different type. District Manager or director will notify the requesting employee whether the request to volunteer is approved or denied.

3.176 Inclement Weather Policy

The District is committed to a year-round operating schedule in pursuit of its mission to provide exceptional services to our community. It is the intent of the District to remain open and adhere to full operations, when possible. However, the District does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather. Employees should exercise their best judgment regarding road conditions and other safety concerns.

Under exceptional circumstances when the District officially closes or has modified work hours, the District will excuse employees from work for all or a portion of the day. The District Manager will determine whether such time off is paid, unpaid and/or employees may need to use available PTO for such time where the employee is not required to work. If the District remains open, it is expected that staff work or utilize PTO to cover hours of the program closing. Supervisors may approve work hours if the employee can work from home. It is anticipated that the need to excuse

any employee from work will be rare and that snowfall, other inclement weather, or emergencies will not normally be cause for an employee's absence. If the supervisor does excuse an employee, then pay for the time taken will come from the employee's available PTO.

The designated contact(s) will inform the appropriate pre-determined website, email, social media, and phone system contacts so that information regarding District facilities may be disseminated quickly to all concerned patrons. Youth programs and preschool will follow the Jefferson County Public School Snow Day Policy. Employees are not paid for inclement weather cancellations; however, eligible employees can use available PTO for hours not worked.

3.187 Nursing Mothers Act

The District will provide reasonable unpaid break time or allow an employee to use break time, meal time or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where an employee may express breast milk in privacy. An employee who desires time in which to express milk is asked to make her request to her supervisor at least one week in advance of her anticipated need. This notice period will allow adequate time to identify an appropriate space. Upon receipt of the request, the supervisor must contact and coordinate with facilities.

3.198 Outside or Additional Employment

Employees may be employed by other entities or run a personal business outside of their employment with the District. However, the District requires that an employee's activities away from the job must not compromise the District's interest or adversely affect the employee's job performance and ability to fulfill their responsibilities. Employees are cautioned to carefully consider the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the employee may be asked to terminate the outside employment if he/she wishes to remain with the District.

Any use of District property for outside employment is prohibited. Conducting business for outside employment or an employee's own personal business during their scheduled work hours is prohibited. This includes, but is not limited to, use of District equipment such as cell phones, District vehicles, or purchasing any items under District accounts with outside vendors.

3.2019 Youth Employment Provision and Driving Automobiles and Trucks

DRIVING - Under 17-Years of Age. No employee under 17 years of age may drive a motor vehicle on public roads as part of his or her job.

DRIVING - 17 Years of Age. Seventeen-year-olds may drive on public roadways as part of their employment, but ONLY if all of the following requirements are met:

1. The driving is limited to daylight hours;
2. The 17-year-old holds a state license valid for the type of driving involved in the job performed;
3. The 17-year-old has successfully completed a state approved driver education course and has no record of any moving violations at the time of hire;
4. The driving does not involve towing of vehicles, route deliveries or route sales, transportation for hire of property, goods, or passengers, urgent, time-sensitive deliveries, or the transporting at any one time of more than three passengers, including the employees of the employer;

5. The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor's employer to a customer (except urgent, time-sensitive deliveries which are completely banned);
6. The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of transporting passengers (other than the employees of the employer);
7. The driving takes place within a thirty (30) mile radius of the place of employment;
8. The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
9. The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle; and
10. The driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of his or her workday and no more than 20 percent of his or her work time in any workweek driving.

All employees must comply with applicable traffic and driving laws, including by wearing a seatbelt and complying with posted speed limits, while driving in the course of performance of their duties for the District. An employee's failure to comply with such traffic and driving laws, or engaging in reckless or intentional misbehavior, while driving may preclude an employee's ability to obtain workers' compensation or other disability benefits if the employee is involved in an accident while performing their duties for the District.

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4.0 Compensation and Work Schedules

4.1 Adjustments to Compensation

The District evaluates employee compensation as part of its annual budgeting process. Upon development of a pay plan structure, each position will be assigned to an occupation group or job family based on similarity of work functions. Also, each position is assigned a pay range that defines minimum and maximum rates of pay.

Pay ranges may be adjusted for various reasons, including but not limited to changes in market conditions, minimum wage, or internal value of a position. Market value of a position is determined through survey(s) that compare the District pay range(s) for selected positions to those of other employers in the market defined by the District. Internal value is measured through a job evaluation process, which assesses the value of a position relative to other District positions.

4.2 Work Schedules

Employees will work the schedules and hours established by their supervisor, manager, or the District Manager. The District may change work schedules from time to time in its sole discretion to meet its business needs. The District is not subject to the Colorado Wage Claims Act ("CWCA") and has no legal obligation to provide breaks or meal periods to any employee. Each department may decide, based upon its business needs, whether to provide breaks and/or a bona fide meal period for employees. If provided, the meal period is unpaid for non-exempt employees, unless the employee is required to remain "on duty" on the premises during the lunch period.

4.3 Recording Work Hours

General Policy. Non-exempt employees are responsible for submitting the employee's time sheet to a supervisor through the electronic timekeeping system on a biweekly basis for approval and submittal to payroll. Full-time, non-exempt employee hours are rounded to the nearest quarter of an hour. If an employee is unable to clock in or out because of a computer issue, accidental oversight, or the employee is at an off-site location, it is the employee's responsibility to notify his/her supervisor who will manually correct the issue. Non-exempt employees are generally prohibited from performing work-related duties outside of their normal work schedule. Non-exempt employees should limit performing work-related duties outside their normal work schedules to emergency situations and should notify their immediate supervisor if the work causes them to go into overtime. Work-related duties include checking and responding to emails, text messages and phone calls during off hours.

Discrepancies in Time Records. If employee believes there is a discrepancy between his/her personal records and the electronic timekeeping system, he/she must immediately report this information to his/her supervisor. Reports of discrepancies will be promptly investigated. If it is determined that an employee's time sheet incorrectly reflects the employee's time worked, the employee's pay will be promptly adjusted accordingly.

Falsification of Time Sheets or Other District Documents or Records Prohibited. Actual hours worked, and PTO or other time off taken, must be recorded accurately by each non-exempt employee, and reported to each employee's supervisor or manager. Managers must verify all hours reported. Employees must not complete the time sheet of any other employee. Falsification of any District document or record, including time sheets, is prohibited, and may result in disciplinary action, up to and including termination.

Arrival and Departure Time. Employees should report to work no more than five minutes prior to their scheduled starting time and stay no more than five minutes after their scheduled stopping time, without express, prior authorization from his or her supervisor.

4.4 Normal Pay Procedures

Pay Day. Employees will be paid every other Thursday for work performed in the prior work period. If the regular pay day falls on a holiday, employee will be paid on the last day that the bank office is open for business before the holiday.

Payroll Deductions. The District is required by law to make certain deductions from employee pay, including deductions for Federal, State, and District taxes, Medicare, and ICMA contributions. In accordance with Section 7, the District also will deduct the employee's portion of the cost of health, dental and vision insurance premiums from the paychecks of those employees who choose to participate in the District's health benefit program. Other deductions can only be made upon an employee's specific request and agreement. Payroll deductions also may be made from an employee's paycheck for court-ordered garnishments, or upon termination of an employee's employment pursuant to a separate written agreement with the District for certain items, including but not limited to the failure to return District property or the repayment of unearned PTO that such employee used before that employee earned it, in accordance with Section 6.

Direct Deposit. As a political subdivision of the State, the District is exempt from the requirement in the CWCA of obtaining an employee's voluntary authorization for direct deposit. As a result, the District requires all employees to participate in direct deposit as a condition of employment.

4.5 Overtime and Compensatory Time

Employees are expected to work scheduled and unscheduled hours as necessary to meet the District's services needs and to maintain the District's efficient and effective administration and operation. Exempt employees are required to work all hours necessary to satisfactorily perform their job; they are not entitled to, and do not receive, overtime compensation, regardless of how many hours in a workday, or days or hours in a workweek, they work.

The fact that a non-exempt employee is asked or required to work additional hours does not mean such hours are automatically overtime or comp time. Whether actual hours worked are overtime is determined by the detailed regulations interpreting and implementing the FLSA. All non-exempt employees are prohibited from working unscheduled hours, unless:

- A. a supervisor or manager orders or asks employee to work the unscheduled hours; or,
- B. an employee asks and receives prior approval from their supervisor or manager to work the unscheduled hours.

Non-Exempt Employees. In general, a non-exempt employee will be paid overtime at 1½ times his/her regular hourly rate of pay for all hours actually worked in excess of 40 hours in a workweek. Mandatory employee attendance at lectures, meetings, and training is counted as time actually worked for purposes of calculating whether overtime wages are due. Meal periods, if provided, holidays, PTO, personal time, and any leave of absence are not counted as time actually worked for purposes of calculating overtime. Overtime will be computed on actual minutes worked, rounded to the smallest increment capable of being recorded by the District's electronic timekeeping system. Overtime will normally be paid in the pay period in which it is earned. All overtime must be pre-approved by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline. The District may, in its sole discretion, provide for compensatory time off ("Comp Time") for non-exempt employees in lieu of overtime payment. For a non-exempt employee, one hour of overtime is converted to 1½ hours of Comp Time. (For example, an employee who works two hours of overtime would receive three hours of Comp Time). The maximum amount of Comp Time that any employee may accrue is 60 hours for a regular full-time employee, 45 hours for a variable full-time employee, and 30 hours for a regular part-time employee. Anything in excess of these maximums will be paid out as overtime on the next pay period.

Exempt Employees. Exempt employees are not required to fill out time sheets for days and hours worked and do not receive overtime compensation. Exempt employees are responsible for working the days and hours necessary to satisfactorily perform their duties and responsibilities. While the District supports flexible work schedules and locations, all exempt employees are expected to work primarily at the District's office during normal business hours to be readily available to constituents, customers, supervisors, and other employees.

Non-Exempt to Exempt. Non-exempt employees who are reclassified or promoted to an exempt position will be paid for all unused compensatory time. Payment for the compensatory time will be at the regular rate earned by the employee in their non-exempt position.

Upon Separation. Compensatory time earned but not used by non-exempt employees will be paid at the employee's regular hourly rate of pay upon separation.

Two Payrates. In the situation of an employee who works two different jobs at two different rates of pay, the method of computing the regular rate of overtime will be the overtime rate for the job hours that resulted in the employee earning overtime. Holidays and PTO are computed at the employee's default department rate of pay.

4.6 Service Calls

The service call fees will be paid in a manner approved by the District.

4.7 Temporary Upgrade Pay

In situations where the Department Director has determined that a vacant or temporary position must be filled in order to maintain operation of the department, and that the employee to be assigned will be temporarily performing duties which require a higher level of skill than that required of the employee's regular classification, the Department Director may request, in writing, that the employee receive temporary upgrade pay.

Temporary upgrade pay is intended for upgrades lasting a minimum of two consecutive weeks. In cases where an upgrade is ongoing, the Department Director will follow procedures to request a reclassification or a position addition. Temporary upgrade to a vacant position will be limited to six (6) months, unless otherwise approved in writing by the District Manager.

A request for temporary upgrade pay will be recommended by the supervisor, approved by the appropriate Department Director, and reviewed by the District Manager.

Employees who are temporarily upgraded for at least one full pay period or 80 consecutive hours will be compensated within the pay range of the higher level job class at the greater of the entry rate or their base rate plus five- to ten percent (5-10%) unless another rate is recommended by the Department Director and approved by the District Manager due to extraordinary circumstances or performance of the upgraded employee. A supervisor may recommend a rate less than five percent (5%) above the employee's base rate, but not less than the entry rate of the range. The hiring supervisor's recommendation will require approval by the appropriate Department Director and review by the District Manager.

4.8 Pay for Required Training or Travel

Training. A non-exempt employee who is required to attend training will be compensated for time in attendance if the following are met: 1) the required training occurs during the employee's regular working hours; 2) the

training is initiated and mandated by the employee's supervisor or Department Director; and 3) the training is directly related to the employee's job.

Time spent by non-exempt employees in voluntary training will not be considered hours worked. All of the following must be met for the training to be considered voluntary: 1) attendance must occur outside the employee's regular working hours; 2) the employee is not required to attend as a condition of their employment; 3) the employee does not perform any productive work while attending; and 4) the training is not directly related to the employee's job or does not aid the employee in handling their present job. With the approval of the supervisor and Department Director, voluntary training may occur during work hours or may be considered hours worked.

If the training or continuing education is not directly job related, attendance at such training will not be considered working time.

Travel Time. All time in travel by non-exempt employees as a passenger or driver to attend required training will be considered work time regardless of when it occurs. Such travel time will include all time in travel to and from training, but not time spent in traveling from home to ground transportation or the plane terminal or time spent eating while traveling.

4.9 Uniforms

Required Uniforms. Designated employees are required to wear designated uniforms. Uniforms are not allowed to be worn outside of work hours and are collected at the end of a season or upon separation.

Uniform Allowance. All designated personnel will be furnished with uniforms, clothing, clothing allowance, or equipment in accordance with the regulations established by the District. All uniforms, clothing and equipment are the property of the District and must be returned upon separation from employment. All designated Parks and Facilities regular full-time, variable full-time, and regular part-time employees will receive a \$200 allowance to purchase boots. Allowance occurs upon hire and annually thereafter. All other classifications including seasonal employees will receive a \$50 allowance to purchase boots. Allowance occurs upon hire and annually thereafter. Seasonal allowance occurs on or after August 1. Boots must be appropriate safety-related boots for job duties, as determined by Supervisor. Options for boot purchase include:

- Employee personal credit card from a vendor of employee choice. Payroll reimbursement policies apply. Employee is not reimbursed for taxes.
- Employee utilizes District purchasing card from a vendor of employee choice. Purchasing card policies apply. Purchase must be tax exempt. Any amount over the maximum allowance will result in a payroll deduction.

4.10 Cell Phone Reimbursement

Designated personnel will be paid reimbursement to cover the cost of the use of those employees' personal cell phones and service for District business. The reimbursement will be determined by the employee's job duties in relation to the need to access/communicate with the employee for work related reasons. The employee's Department Director will determine the amount of the reimbursement based on one of three categories of usage. The reimbursement is intended to reimburse for a portion of the cost of equipment, accessories, and service. The District will periodically review the reimbursement amounts considering the prevailing prices of voice and data plans.

Because the employee's cell phone does not belong to the District and the District is not paying for the entire cost of the service, personal use is expected. The reimbursement is not taxed as income or considered earnings. The

employee is not required to track business usage; however, the employee will be required to provide a copy of their cell phone bill on an annual basis for purposes of verifying that the reimbursement does not exceed the total cost of the employee's cell phone service.

Employees receiving a reimbursement must maintain active cell phone service and agree to carry his/her cell phone, keep it charged and operational as required by his/her department. Significant (non-de minimis) time spent by FLSA non-exempt employees using electronic devices, including cell phones, for District businesses outside of their regular work hours is considered compensable time worked and must be reported to and approved by the employee's supervisor.

An employee receiving a cell phone reimbursement agrees to use his/her cell phone in a safe and lawful manner. Misuse of a cell phone will result in the revocation of the cell phone reimbursement and may subject an employee to discipline.

Employees who are reimbursed for the business use of their personal cell phones have no reasonable expectation of privacy in information or data related to the District or District business created, stored, sent, or received on the cell phone pursuant to C.R.S. § 24-72-203. The District has the right to and may monitor the District Cell Phone Information at any time, including without limitation voicemail, text messages, email, photographs, etc.

Access to District Data and/or Storage Systems. When personal cell phones are used to access District data and/or systems, regardless of whether or not an employee is receiving a cell phone reimbursement, all data transmitted from or to, or stored on the employee's cell phone, is not privileged and may be subject to discovery under the Colorado Open Records Act. Employees using personal cell phones for District business should ensure that the phone is password or PIN protected and protect their phone from being lost or stolen.

4.11 Expense Reimbursement

Generally, District expenses should be paid for using a District issued purchasing card. In the rare event a purchasing card cannot be utilized, expenses will be reimbursed by the District. These include those pre-approved as reasonable and necessary to properly conduct District business. Employees request reimbursement by filing an Expense Report with supporting receipts. Expense reports should be turned in within one week from the time the expense is incurred.

4.12 Mileage Reimbursement

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable. Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses. Employees request reimbursement by filing a mileage reimbursement form on a monthly basis.

4.13 Windfall Elimination Provision

Employee earnings from this job are not covered under Social Security. The Windfall Elimination Provision (WEP) is a provision in United States law that changes the way employee U.S. Social Security benefits are calculated. WEP can reduce employees' U.S. retirement or disability benefits if such employees receive a pension based on work and did not pay U.S. Social Security taxes on those earnings. An employee's noncovered pension may affect the employee's benefits as spouse or widow/widower.

If an employee receives a pension from a government job in which the employee did not pay Social Security taxes, some or all of the employee's Social Security spouse's, widow's, or widower's benefit may be offset due to receipt of that pension.

4.14 Holiday Observance

The District's Administrative operations observe the following holidays:

- New Year's Day (January 1st)
- Martin Luther King Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

Some program areas or critical operations will occur on holidays. If a holiday falls on a Saturday or Sunday, it will be observed either the Friday before or the Monday after.

4.15 Incentive/Bonus Pay

In support of the District's mission to provide superior service to the community, the District may utilize incentive pay programs to aid in recruitment and retention efforts. Eligibility is based on department and its specific needs. To adopt an incentive pay policy, an employee's direct supervisor must initiate an incentive policy request which is approved by the Department Director and processed by Human Resources. The amount and form of incentive pay will be determined by department on a case-by-case basis. Incentive awards will be subject to taxation in accordance with federal and state regulations. This program may be modified or terminated at any time. Incentive pay policies are adopted entirely at the discretion of the District Manager, and the program is not intended to be a binding contract between employees and the District. Questions about incentive pay should be directed to the employee's supervisor or to human resources.

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5.0 Employee Conduct

5.1 Employee Responsibility to Comply with All Rules and Use Good Judgment

Employees are responsible for knowing and complying with this Handbook and demonstrating good judgment at all times. If an employee has a question about a rule, the employee must ask their supervisor for clarification before taking any action that could violate the rule.

If a rule applies, it must be followed. If there is no rule, an employee must ask their supervisor how to proceed, if time permits. If time does not permit asking a supervisor, employees must use good judgment (*i.e.*, "do what is right and do it the right way."). A rule must not be applied to a situation in a manner that causes another District rule or applicable law to be ignored or violated.

5.2 Code of Ethics

Ethics is defined as "standards of conduct and moral judgment in dealing with duties and obligations to the community." The following standards are in addition to, and not in derogation of, any standards of conduct or code of ethics imposed by applicable law. Employees must:

- A. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude so as to warrant public confidence and trust and serve in such a way as to not realize undue personal gain from the performance of District duties.
- B. Exercise whatever discretionary authority to promote the public good. Act always to serve the public interest and show responsibility and restraint in the generation and use of power.
- C. Manage and protect the District's property and assets.
- D. Avoid any personal interest or activity that conflicts with their performance of District duties.
- E. Serve customers, both internal and external, with respect, courtesy, honesty, and responsiveness, recognizing that service to internal and external customers is beyond service to oneself.
- F. Strive for excellence and competence, encouraging the professional development of co-workers.
- G. Respect and protect the privileged information to which employees have access while performing District duties.
- H. Accept the responsibility to keep abreast of emerging issues and administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.
- I. Demonstrate equality to all members of the public in dealing with the District business and issues.

5.3 Off-Duty Conduct

The District has the right to take appropriate action, including termination, in response to an employee's off-duty conduct that:

- A. relates to a *bona fide* occupational requirement or is rationally related to the employee's employment/service activities and responsibilities; or
- B. is necessary to avoid a conflict of interest or the appearance of a conflict of interest; or
- C. is damaging to the District.

5.4 Employees Charged with or Convicted of Illegal Conduct

Because of the employees' close and daily contact with members of the public, any employee who is charged with or convicted of criminal conduct must report the charges to the District Manager prior to his/her next scheduled shift, regardless of whether the conduct giving rise to the charges occurred while employee were on the job or engaged in District business, or occurred off the job on personal time. The District will not take employment action against an employee because the employee has been charged with or convicted of criminal conduct. Rather, the District will consider the nature and seriousness of the offense, the relationship of the offense to the employee's

job duties, the amount of time that has elapsed since the offense, and any other factors relevant to an internal investigation the District may conduct into the charges or conviction to determine whether any employment action is necessary.

5.5 Illegal Drugs/Alcohol Free Workplace and Testing Policy

Prohibited Illegal Drug/Alcohol Use and Restricted Prescription Drug Use. While performing any District duty or activity, while on the District Premises, or while engaged in District business or activities off the District Premises, employees are prohibited from:

- Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, using or being under the influence of illegal drugs;
- Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, or using illegal drug paraphernalia;
- Buying, selling, possessing, using or being under the influence of any amount or type of alcohol (including medications or over-the-counter remedies containing alcohol).
- The foregoing illegal drugs/alcohol related conduct also is prohibited during non-working hours to the extent that, in the District's opinion, it impairs the employee's ability to perform the essential functions of the employee's job.
- A prescription drug must only be brought on the District Premises by the person for whom it is prescribed. Prescription drugs must be used only in the manner, combination and quantity prescribed. Employees are prohibited from using or being under the influence of a legal drug whose use can adversely affect the employee's ability to perform the essential functions of employee job. If, for medical reasons, employees are required to take prescription or over-the-counter drugs that could affect the employee's ability to perform the employee's duties, the employee must notify their supervisor immediately.
- Marijuana, whether used for medical or recreational purposes, [and psilocybin](#) is a controlled substance and illegal under federal law. Medical or recreational marijuana will be treated the same as an illegal drug under this policy.

Upon Hire/Promotion. The District has the right to perform pre-employment tests on all employees prior to commencing work with the District.

Random Testing. The District has the right to perform random drug/alcohol tests on all employees in safety positions.

Reasonable Suspicion Testing. Employees must submit to an illegal drugs and/or alcohol test when the District has reasonable suspicion to believe an employee has used illegal drugs or alcohol in violation of the District's illegal drug and alcohol policy. Reasonable suspicion exists when an employee's appearance, behavior, speech, odors (of breath), or other physical or mental symptoms indicate illegal drug or alcohol use.

All diagnostic drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of the District Manager or a Designee. If an employee is notified of reasonable suspicion to be tested, the employee must be transported immediately to the District's designated illegal drugs/alcohol testing and screening service provider.

If an employee fails or refuses to submit to an illegal drugs/alcohol test based upon reasonable suspicion, the employee may be subject to discipline, up to and including termination. The employee will not be permitted to transport themselves home or elsewhere. The District will allow the employee to call a friend or relative to pick the employee up, or if no such friend or relative is available, the District will offer to have a District staff member

transport the employee home. If the employee refuse these options and nonetheless attempt to transport themselves, the District may contact law enforcement.

Positive Drug or Alcohol Test. A positive, confirmed drug or alcohol test or failure or refusal to submit to a test may result in immediate termination even for a first offense.

Illegal Drugs or Alcohol Related Convictions - Duty to Notify District. As a condition of continued employment, an employee must within 24 hours notify the District if the employee is convicted, or plead guilty or no-contest, to an illegal drug or alcohol related charge. If an employee fails to so notify the District, the employee may be subject to termination, up to and including immediate termination.

5.6 District's Right to Conduct Reasonable Searches

Employees are required, without further notice and upon the District's request, to submit to a search of any District Vehicle or District Premises, such as a desk, locker or other container provided by the District. All spaces on the District Premises or under the District's control remain subject to search even though employees use such spaces or consider the space to be private. The District's communication systems and all information and data, including electronic transmissions, on the District's communications systems, always remain District property. Employees have no right to privacy to any information and data, including electronic transmissions, received, sent, generated, or stored on the District's communications systems.

Employee refusal to submit to a search may result in disciplinary action, up to and including termination, or may be considered by the District as a voluntary resignation. The District may contact appropriate law enforcement authorities if it has reasonable suspicion to believe an employee may have illegal drugs or other illegal items on the District Premises.

5.7 Safety Policy

It is the District's policy that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of the District's business, the District strives to prevent accidents from occurring. The District requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed department specific safety plans.

The District Manager is the designated safety coordinator for the District and is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment and must immediately bring to the attention of their supervisor or manager any unsafe conditions or practices. Supervisors will communicate these concerns to the District Manager or a Designee. The District will strive to respond to these concerns within 24 hours.

Managers will be actively involved with employees in establishing and maintaining an effective safety program. The District's safety coordinator, the District Manager, and other members of the District's leadership team will participate with ongoing safety and health program activities.

In addition to the other safety responsibilities identified in this section, the District is responsible for:

- Promoting a safe workplace;
- Providing safety and health education and training; and
- Annually reviewing and updating workplace safety rules.

In addition to the other safety responsibilities identified in this section, employees are responsible for:

- Reporting all unsafe conditions;
- Immediately reporting all work-related injuries;
- Wearing the required personal protective equipment; and

- Following the District's safety rules.

5.8 Vehicles

If employees operate a District Vehicle or their own personal vehicles to conduct District business, they must obey the following rules:

- A. **Used Only for District Business.** District Vehicles may only be used for District business. Only authorized employees or registered recreation program participants shall ride in a District Vehicle, or a personal vehicle used to conduct District business, unless approved in advance by the District Manager or a Designee.
- B. **Use of a Personal Vehicle.** Any use of a personal vehicle to conduct District business also must be preapproved by the District Manager.
- C. **Valid Driver's License.** A valid Colorado driver's license, unrestricted except for corrected vision or other restriction(s) that can reasonably be accommodated, is a condition of employment and continued employment with the District for those employees whose job descriptions require use of a District vehicle or use of a personal vehicle for District business.

D. Motor Vehicle Record. Motor vehicle records will be obtained for all potential new hires whose job descriptions require use of a District vehicle or use of a personal vehicle for District business. No employee will be hired with a major violation or a poor or borderline driving history. The District participates in a program to continuously monitor all eligible employees' motor vehicle records. Annually, a motor vehicle record will be obtained for all employees whose job descriptions require use of a District vehicle or use of a personal vehicle for District business. Any existing employee with an exception or poor or borderline history will activity will be reviewed to determine if remedial training or other actions are necessary, including removal or restriction of driving responsibilities. MVRs will be made part of the employee's file. Definitions are included below, and all violations are scored for three years unless otherwise noted:

1. Exception (Red); MVR Point Threshold of 15 or more points:

- a. Any current invalid, suspended or expired license status (15 points)
- b. Any drug or alcohol offense (DUI) in the past 5 years (15 points)
- c. Any non-drug or alcohol disqualifying offense (15 points)
- d. Three or more violations of any type (violations groupings scored from 4-12 points in weight)
- e. Two or more accidents
- f. Two or more non-drug or alcohol severe violations (scored at 8 or 12 points; i.e.: reckless driving, distracted driving)

2. Activity (Yellow); MVR Point Threshold of 1-14 points:

- a. Current valid license status
- b. Accidents (scored at 8 points)
- a. Non-drug or alcohol low and medium severity violations (speeding, non-moving violations, and standard moving violations like failure to yield)
- b. Non-drug or alcohol severe violations (i.e.: reckless driving scored at 8 points)

3. Clear (Green); MVR Point Threshold of 0 points:

- a. Zero violations over the past three years
- b. Zero DUIs over the past five years

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1. ~~**Borderline "MVR"** — Three minor violations; OR two at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last three years, totaling three occurrences.~~
2. ~~**Poor "MVR"** — One or more major moving-vehicle convictions in last five years; OR four or more minor violations; OR three or more at-fault accidents in the last three years; OR any combination of minor violations and at-fault accidents totaling four or more occurrences.~~
3. ~~**At-Fault Accident** — Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.~~
4. ~~**Major Violations:**~~
 - a) ~~Driving under the influence of alcohol/drugs~~
 - b) ~~Failure to stop/report an accident~~
 - c) ~~Reckless driving/speeding contest~~
 - d) ~~Driving while impaired~~
 - e) ~~Making a false accident report~~
 - f) ~~Homicide, manslaughter, or assault arising out of the use of a vehicle~~
 - g) ~~Driving while license is suspended/revoked~~
 - h) ~~Careless driving~~
 - i) ~~Attempting to elude a peace officer~~
5. ~~**Minor Violations** — Any moving violation other than a major except:~~
 - a) ~~Motor vehicle equipment, load, or size requirement~~
 - b) ~~Improper/failure to display license plates (if they exist)~~
 - c) ~~Failure to sign or display registration~~
 - d) ~~Failure to have driver's license in possession (if valid license exists)~~

~~**E. Driver Training and Intervention Programs.** All employees benefit from frequent driver training. The constant review of important defensive driving skills and best practices ensures that District employees keep safe driving top of mind every time they get behind the wheel. The District supports this proactive approach to reduce crashes and violations. If an employee operating a District Vehicle or their own personal vehicles to conduct District business receives a violation, the employee will be assigned targeted training. This corrective training will be incident-based. Certain infractions may result in action such as disqualification of driving abilities or other actions based on the position.~~

~~**E.F. Insurance.** Names of employees driving District vehicles or personal vehicles for District business will be sent to the District's insurance carrier quarterly.~~ In order to drive a personal vehicle for District business, employees must maintain insurance as required by District's insurance carrier on the vehicle and must annually provide a copy of their insurance card to the Finance Department upon hire or annually. Personal auto insurance minimums are as follows: \$100,000 in liability coverage per person for bodily injury, including death caused to others; \$300,000 in total liability coverage for bodily injury per accident; and property damage up to \$100,000.

~~**F.G. Vehicle Inspections.** Prior to and after operating a District vehicle or a personal vehicle to conduct District business, employees must complete a pre- and post-damage checklist for both the interior and exterior of the vehicle. Failure to complete a pre- and/or post-damage checklist may result in disciplinary action, up to and including termination.~~

~~**G.H. Obeying All Traffic Laws – Violations.** All traffic laws must be strictly observed, including wearing seatbelts and never driving a vehicle at a rate of speed greater than can be maintained with safety. All citations for moving violations and any driver's license revocation, confiscation, or suspension must be reported to the District Manager or a Designee immediately, regardless of when or where the citation~~

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occurred. Failure to comply with this reporting requirement or being convicted or pleading no contest to a citation, may result in discipline up to and including termination.

H-I. Cell Phones and Other Distractions. Employees shall not engage in distracting activities while operating a District Vehicle or a personal vehicle to conduct District business, including but not limited to:

- a) Using a cell phone to send or receive calls, text message, or engage in similar forms of data entry or transmission;
- b) Using a tablet, computer, or other electronic device;
- c) Eating or drinking beverages; and,
- d) Searching for objects out of sight, such as dropped items, coins, CDs, etc.

If it is necessary for an employee to engage in an activity that would otherwise distract the employee from driving, the employee must safely stop, obeying all traffic laws, and complete the activity. After the activity is completed, the employee may resume driving the vehicle.

H-J. Accidents. All accidents involving a District vehicle, or a personal vehicle used to conduct District business, no matter how minor, must be reported immediately to the District Manager or a Designee. If the accident occurred in a personal vehicle used to conduct District business, the employee is responsible for reporting the accident to the employee's personal insurance provider. If an employee is involved in a moving accident with a District vehicle, or a personal vehicle used to conduct District business, and an employee is cited in the accident or the District reasonably believes or suspects, in the determination of the District Manager or a Designee, that the employee's conduct may have contributed to the accident, the employee must submit to an illegal drugs/alcohol test. Employees must be transported immediately to the District's designated illegal drugs/alcohol testing and screening service provider. If an employee fails or refuses to submit to a test, the employee may be subject to discipline, up to and including termination.

H-K. No Unauthorized Passengers. Only authorized employees shall ride in a District Vehicle, unless approved in advance by the District Manager or a Designee.

K-L. Drivers Under 18. No employee under 17 years of age may drive a motor vehicle on public roads as part of his or her job. Seventeen-year-olds may drive on public roadways as part of their employment, but ONLY if all of the following requirements are met:

- a) The driving is limited to daylight hours;
- b) The 17-year-old holds a state license valid for the type of driving involved in the job performed;
- c) The 17-year-old has successfully completed a state approved driver education course and has no record of any moving violations at the time of hire;
- d) The driving does not involve towing of vehicles, route deliveries or route sales, transportation for hire of property, goods, or passengers, urgent, time-sensitive deliveries, or the transporting at any one time of more than three passengers, including the employees of the employer;
- e) The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor's employer to a customer (except urgent, time-sensitive deliveries which are completely banned);
- f) The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of transporting passengers (other than the employees of the employer);
- g) The driving takes place within a thirty (30) mile radius of the place of employment;
- h) The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
- i) The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle; and

- j) The driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of his or her workday and no more than 20 percent of his or her work time in any workweek driving.

5.9 Property

Care and Use of District Property. Employees are responsible for the reasonable care of all District property. District property is to be used only for official District business, in an appropriate manner, and in accordance with all applicable rules and operating procedures. Employees must not remove District property or the property of any other employee without proper authorization. Any employee stealing District property or another employee's property, or who abuses, misuses, damages, or destroys District property, shall be subject to discipline, up to and including immediate termination. Employees must use District equipment, facilities, and tools only to perform District duties. District equipment, facilities, and tools must not be used or loaned for any personal purpose.

Lost or Damaged Property. Loss of or damage to District property, including District vehicles, must be reported immediately to an employee's department head. A written report must be made to the District Manager by the department head within 24 hours. Failure to comply with these reporting requirements may result in disciplinary action, up to and including termination.

Personal Property. Employees are responsible for their own personal property while at work. The District is not responsible for any loss or damage to vehicles or any other personal property of its employees.

5.10 Confidentiality and Conflicts of Interest

Employees must not disclose to any individual or entity outside the District any confidential information or use confidential information for personal benefit. Confidential information includes, without limitation: competitive bid data, personnel information, and information that would be against public interest or the interest of the District, its employees, or the citizens it serves. Confidential information does not include public records within the meaning of the Colorado Public (Open) Records Act.

Any employee engaged in outside business, employment, or other activities must not allow such activities to conflict with his/her District employment. Employees are required to meet the same job performance and scheduling expectations regardless of each employee's outside activities. Employees must not use confidential information learned through employment with the District to promote competitive outside activities. Employees must immediately disclose an outside conflict in writing to their supervisor. The District Manager, in his/her discretion, shall determine what effect, if any, the conflict of interest will have on employee relationship with the District. Upon the District Manager's order, an employee must immediately cease the outside activity(ies) that create a conflict of interest.

5.11 Personal Gain Prohibited

Employees must not request or accept pay or other reward for services rendered as a District employee. Employee must not accept any gifts or gratuity of \$53 or more unless the gift or gratuity is reported to the District Manager, who shall determine whether the employee may retain the gift or gratuity, or whether it should be turned over to the District. Even if a gift is less than \$53, employees must report it to the District Manager if the total amount the employee receives from any one individual or entity in a year is \$250. Employees must not engage in any activity with any other state or local government official or employee that would violate Amendment 41 to the Colorado Constitution.

5.12 Attendance and Punctuality

Employees must report for duty at the scheduled start time. If an employee will be absent, the employee must notify their supervisor or manager at least two hours before their scheduled start time, unless the circumstances do not permit advance notice to the supervisor or manager, in which case the employee must notify their supervisor or manager as soon as the employee can. Employees must state the reason for and probable duration of the absence. Absent satisfactory justification, if an employee fails to report for duty at the scheduled start time without first notifying their supervisor, the employee will be subject to discipline, up to and including termination.

5.13 Ability to Perform Duties After Illness, Injury or Leave of Absence

The District Manager or a Designee, at his/her discretion, may require an employee who has been on leave for four or more consecutive days as a result of illness, injury or other medical condition, to submit a doctor's statement confirming the illness, injury or medical condition, and/or releasing the employee to return to work. The District Manager or a Designee also may require the employee to complete a fitness for duty examination, at the District's expense, to determine the employee's ability to perform the essential functions of his/her position.

In addition to the above, the District has adopted separate return-to-work procedures for any employee returning to work on modified duty following leave for four or more days as the result of an illness, injury, or other medical condition. Specific information regarding the procedures for employees returning to work on modified duty are available from the District Manager. Any employee anticipating returning to work on modified duty must contact the District Manager prior to returning to work, and obtain the appropriate forms for submitting a doctor's statement confirming the illness, injury, or other medical condition, releasing the employee to return to work, and describing the proposed modified duty.

5.14 Dress Code and Hygiene

Hygiene. Employees are expected to maintain a professional, business-like appearance. A daily regimen of good grooming and hygiene is expected of everyone. While at work, employees are required to be clean, dressed appropriately, and free from offensive body odor.

Dress. Within reason, non-uniformed employees are allowed to use their own discretion with respect to their work attire; however, all work attire must be neat, clean, in good taste, and appropriate to the employee's job duties. Torn, soiled, frayed, ~~or revealing~~ or revealing clothing is not appropriate. All employees must wear footwear appropriate to the employee's job duties. Closed-toed and closed-heeled shoes are required for all employees other than lifeguards. Lifeguards may wear sandals appropriate to their duties, including Crocs and flip-flop shoes. Jewelry must not be worn that would interfere with the operation of District tools or equipment, or that would jeopardize employee safety or the safety of other District personnel.

Notwithstanding the foregoing, while engaged in District business or activities off the District Premises, employees must wear District logo apparel, an official District nametag, or other attire identifying the employee as a District employee. Employees are permitted, at their option, to wear District logo apparel while off-duty. However, wearing logo apparel while off-duty places the employee in a position of great responsibility, as such employees may be perceived as representing the District. If employees wear District logo apparel while off-duty, employees are required to exercise good judgment and to comply with this Handbook.

Employees required to wear uniforms must wear a uniform during all work hours. Uniforms may not be worn while off-duty. In addition to the above requirements, specific dress standards will be established in each department, with the prior approval of the District Manager.

5.15 Smoking and Tobacco Use

In order to provide customers and employees with a tobacco-free environment, smoking and tobacco use is prohibited in all District buildings and within 15 feet of any public entrance into a District building. This prohibition also applies to any vaping product. Employees may smoke and use tobacco in outdoor areas beyond 15 feet of a public entrance into a District building during approved breaks and meal periods, if breaks and meal periods are provided; except that employees may not smoke or use tobacco in any outdoor area in the presence of a District customer or visitor, or in any outdoor area frequented by District customers or visitors and where a District customer or visitor may reasonably be expected to appear without notice.

District employees shall use common courtesy and cleanliness when smoking or using tobacco, including proper disposal of cigarette butts and spit cups/containers.

5.16 Duty to Read Posted Items and Review Voice Mail

Employees are responsible for keeping apprised of information posted on, or sent through, the District's bulletin boards, employee mailboxes, and e-mail network. Employees are responsible for reviewing employee voice mail messages in a timely fashion.

5.17 Communication

General. Data and information, including electronic transmissions, created, stored, received, or sent on the District's communication systems are District property, and are subject to review and inspection at any time. Each department may establish, with approval of the District Manager, a policy for checking out communications systems items, such as laptops, for those employees who have a need to take such items off the District Premises. Communications systems items may be removed from the District Premises only in accordance with the applicable department policy.

Software. The District has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication, and federal copyright protection. Each employee using the District's communications systems assumes the following responsibilities:

- A. Only software authorized or purchased by the District shall be used on a District computer.
- B. Do not duplicate or reproduce District or vendor software and software manuals.
- C. District software must not be altered in any manner, including but not limited to, decompiling, disassembling, cross-compiling, reverse engineering or drafting derivative works.
- D. Computer software or documentation must not be removed from the District Premises without prior approval from the District Manager or a Designee.
- E. Upon termination of employment, all computer software and manuals must be returned to the District.
- F. Tampering with computer hardware or violating any of the preceding provisions is prohibited and may result in disciplinary action up to and including termination.

Personal Use of District's Communication Systems. In general, the District's communications systems are to be used only for District business. The District recognizes that the internet, voice mail and e-mail are commonly used for personal convenience and communication. Accordingly, brief, and occasional personal use of the District's communications systems, including e-mail and the internet, may be permitted so long as it is not excessive or inappropriate, does not violate any other District policies, and does not result in expense to the District. Use of the District's communications systems is a privilege; abuse of this privilege may result in its revocation and will be handled by appropriate disciplinary action up to and including termination. Employees may be held individually liable for claims or damages resulting from violations of this policy.

Personal use of the District's communications systems will be considered "excessive" if it interferes with the performance of job duties, appropriate interactions with the public, employee responsiveness, or the availability

of the communications systems for District business. Applicable department policies also may establish rules regarding excessive or inappropriate personal use of the District's communications systems, given the unique needs and responsibilities of each department.

Prohibited Use. Employees must not use the District's communications systems for any inappropriate or illegal activity, including but not limited to, accessing the internet through the District's computer system for the purpose of accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented, racial or other inappropriate materials or information.

No Expectation of Privacy. Employees have no reasonable expectation of privacy in any District property, including the District's communications systems and all data and information, including electronic transmissions, created, stored, sent, or received on the District's communications systems. All data and information, including electronic transmissions, created, stored, sent, or received on the District's communications systems (whether imbedded in software or otherwise) are subject to review and inspection at any time. The District has the right to, and may, monitor at any time employee use of the District's communications systems and employee electronic transmissions. Pursuant to C.R.S. § 24-72-203, employees are advised that all electronic transmissions may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

5.18 Use of Cell Phones and Other Audio/Video Devices.

Personal Use of Cell Phones And Other Audio/Video Imaging/Recording Devices for Personal Purposes Prohibited During Work Hours. As with use of internet, voicemail, and e-mail, the District recognizes that cell phones are commonly used for personal convenience as well as communication. Brief and occasional personal use of cell phones may be permitted so long as it is not excessive or inappropriate, does not violate any other District policies, and does not disturb other District employees or patrons. Use of cell phones for personal purposes while at work is a privilege; abuse of this privilege may result in its revocation and will be handled by appropriate disciplinary action up to and including termination. Employees may be held individually liable for claims or damages resulting from violations of this policy.

"Excessive" use of cell phones for personal purposes is as defined in Section 5.17 above. Applicable department policies also may establish rules regarding excessive or inappropriate personal use of cell phones, given the unique needs and responsibilities of each department. Using cell phones to access personal social media or networking sites, to engage in personal or private chat rooms or instant messaging, or to sell or solicit products or services unrelated to the District is limited to approved breaks and lunch periods, as is using cell phones to place or receive calls or access audio files, except in emergencies. Any cell phone used to connect to the internet must connect to public Wi-Fi or personal hot spot and shall not be connected to the District's secured network. Lifeguards, employees operating machinery, and other employees engaged in safety-sensitive duties, including being on-deck at the pool for any reason, are prohibited from using cell phones for any purpose whatsoever while performing the safety-sensitive duties.

Employees are prohibited from using audio/video imaging and/or recording devices for personal purposes during work hours or while engaged in any District activity, including but not limited to camera phones, digital cameras, camcorders, tape/digital recorders, or any other form of device capable of recording sound or generating an image. Employees are prohibited at any time from possessing or using any audio/video imaging and/or recording device of any kind in any locker room, restroom, changing room or any other area on the District Premises where an employee, patron or other person would have a reasonable privacy expectation.

Use of Cell Phones to Conduct District Business. When using a cell phone to conduct District business or engage in any activity on behalf of the District, employees must be considerate of other people while using the cell phone, including but not limited to:

- avoid using the cell phone in the presence of other people whenever possible;
- keep the call as short as possible;
- do not discuss confidential information during the call that could be overheard by another person;
- do not speak in a loud voice or otherwise disturb other people; and,
- use appropriate language.

Use of Audio/Video Imaging and/or Recording Devices to Conduct District Business. If employees are using audio/video imaging and/or recording devices to conduct District business or engage in any activity on behalf of the District, employees must limit such use to the District authorized duty or activity, and must comply with all rules, instructions and orders of their supervisors regarding the use of such devices.

5.19 Solicitations

Solicitations and distribution of literature for any purpose are prohibited on the District Premises or while on duty, unless approved in advance by the District Manager or a Designee. No employee shall be compelled to contribute money to any political party, club, union, or association.

5.20 Online Publishing/Discussion, Letters to the Editor and Other Public Expressions of Opinion

Whether employees choose to create or participate in any form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression of personal opinion (collectively, "public expressions of opinion") is each employee's own decision; however, employees must be careful not to violate any District rule, their duty of loyalty to the District or any other applicable law. In addition, employees may be disciplined, up to and including termination, for:

- A. Conducting activities related to public expressions of opinion during work hours or at any time using the District's communications systems;
- B. Representing any opinion or statement as the policy or view of the District, or its directors, officers, employees, or representatives (unless it is required by the employee's job description);
- C. Making defamatory comments about the District, or its directors, officers, employees, vendors, customers, or services; or,
- D. Engaging in any hate speech, inciting violence, or making statements that would be viewed as inappropriate and contrary to the employee's position with the District;
- E. Nothing in this section is intended to restrict or limit in any manner whatsoever employee constitutional or common law right to comment upon matters of public concern, to the extent protected by, and consistent with, applicable law.

5.21 Board Contact

All issues an employee wishes to bring to the Board's attention shall be processed through the chain of command. An employee shall not contact any Board member directly on any District matter relating in any manner to the employee's employment with the District. An employee may exercise his/her rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

5.22 Social Media Policy

Before reading this policy, please read the definitions of "Posts" and "Social Media" contained in the Definitions section of this Handbook. Employees should ask their supervisors or the District Manager if they have any questions regarding these definitions.

The District understands employees may maintain or contribute to Social Media and/or engage in Posts outside of employment with the District and may periodically engage in Posts containing information about their employment with the District or District activities on Social Media. If employees engage in such activities, employees are required to exercise good judgment, and comply with this Handbook.

The District has the right to monitor and review Social Media Posts made by employees while on-duty and, from time to time, those made while off-duty by employee as it deems as necessary and appropriate for the efficient and effective administration and operation of the District. To that end, employees have no expectation of privacy while using District-owned or District-leased equipment, even when employees are merely using the equipment to access their personal email account or other Social Media. Pursuant to C.R.S. § 24-72-203, employees are advised that Posts, e-mails, and text messages to/from District employees may be deemed public records and subject to disclosure under the Colorado Public (Open) Records Act.

EMPLOYEE USE OF DISTRICT LEASED OR OWNED EQUIPMENT CONSTITUTES EMPLOYEE CONSENT FOR THE DISTRICT TO MONITOR AND INTERCEPT EMPLOYEE COMMUNICATIONS WHILE IN TRANSIT, AFTER RECEIPT OR WHILE STORED ON DISTRICT LEASED OR OWNED EQUIPMENT UNDER TITLE I AND II OF THE ELECTRONIC COMMUNICATIONS PRIVACY ACT OF 1986.

Employees may not disclose confidential information of the District or its directors or employees, or confidential information of third parties who have provided information to the District, including personnel information. In maintaining or contributing to Social Media or engaging in Posts, employees must not use the District's name in their identity (e.g., username, "handle" or screen name). Employees also must not speak as a representative of the District or the Board, unless expressly authorized by the District.

Mutual respect and teamwork are essential to effective and efficient District administration and operation. Employees must be courteous, respectful, and thoughtful about how the District and other employees may be affected by Posts. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded Posts may be harmful to other employees, damage employee relationships, undermine the District's efforts to encourage teamwork, violate this Handbook, and harm the District, which may result in disciplinary action up to and including termination.

Employees bear full responsibility for information contained in their Posts and their Social Media. Employees must make certain that their Posts are accurate and must correct any inaccurate statements they make. Employees must not reference District directors, other employees, or District customers without obtaining their express permission to do so. Most Social Media sites require that users, when they sign up, agree to abide by a Terms of Service document. Employees are responsible for reading, knowing, and complying with the Terms of Service of the Social Media sites they use. Stated simply, an employee's decision to use a different medium does not excuse recklessness in public communication or limit the District's ability to regulate the employee's Social Media and Posts as it could any other communication. The District supports employees' rights to engage in discourse about matters of public concern, to discuss the terms and conditions of employment with the District and supports employees' First Amendment rights. However, the District prohibits actions that violate this policy, any other District policy relating to social networking, Posts and Social Media, or any other form of public expression.

5.23 Media Inquiries

All media inquiries should be referred to the District Manager, Board of Director's Chairperson, or the Communications & Marketing Supervisor. In addition, these individuals must approve, in advance, all press releases, publications, speeches, or other official declarations. Only designated agents are authorized spokespersons for the District.

5.24 District Purchasing Card Use

A purchasing card may be issued to an employee based on position and identified need. All requests for an agency purchasing card must be approved by a supervisor and should be submitted to the Finance Director. Purchasing cards may be used only for approved business purposes. All purchasing card purchases must be for budgeted expenditures. Unbudgeted items require pre-approval from the employee's supervisor and may also require Finance Director approval. Acceptable purchases include primarily:

- Materials and equipment required for normal and emergency operation of District business.
- Membership dues.
- Travel, training, and all associated expenses related to pre-approved District training

Unacceptable uses primarily include:

- Personal use. Employee should not use or permit the use of purchasing cards for personal items.
- Cash advances, traveler's checks, or the use of ATM machines.
- Fuel for personal vehicles. Reimbursement for District approved travel shall be made on an expense report at the current mileage reimbursement rate.
- Merchandise, product, or service considered to be inappropriate use of District funds. Questions should be directed to a supervisor in advance of the purchase.
- Purchases made by other individuals or staff. Cardholders are not allowed to "give out" his/her purchasing card or their purchasing card number to a different individual. Employees must personally run the charge each time the card is presented. Only the employee whose name is embossed on the card may use the card.
- The card is not to be issued to or used by contractors working for the District.

Under no circumstances should personal purchases be charged to a District purchasing card. Under no circumstances should the District's tax exemption number be used for personal purchases.

5.25 District Business Accounts

The District may hold business accounts or memberships to numerous vendors such as Costco, Sam's Club, and Amazon; however, these business memberships or accounts may not be utilized for personal purchases.

5.26 Personal Use of Equipment and Supplies Prohibited

The use of District equipment, supplies, or vehicles for personal use is prohibited. District property consists of, but is not limited to, items such as power tools, hand tools, facility/shop areas, vehicles, computers, telephones, cellular phones, copying machines, supplies, furniture, etc.

5.27 Background Checks

The District conducts background checks on certain job candidates, independent contractors, and volunteers, which may include a review of criminal history, DMV records, reference checks or other review as determined in the discretion of the District.

When a background check is required by the District, employees must complete the District's authorization forms. Failure to timely complete authorization may result in discipline, up to and including termination, or rejection of an application [or job offer](#).

- A. **New Hires:** A background check is required for all safety sensitive positions. The District may also require it for other positions. The background check must be completed and results verified **before** beginning work.
- B. **Rehires:** A background check is required for rehires separated longer than twelve months.
- C. **Active:** All employees, volunteers, and contractors in safety sensitive positions are required to submit to a background check every five years. Refusal to comply will be cause for refusal to be granted a new position and/or termination of employment or removal from volunteer service.
- D. **Independent Contractor:** Background checks shall be performed at the discretion of the District. For certain contractual relationships, the Contractor shall be responsible for performing background checks on its employees and for ensuring the suitability for employment in association with a District contract.
- E. **New Volunteers:** A background check is required for all safety sensitive volunteer positions, including but not limited to, youth sport coaches and other positions as deemed necessary by the District. The background check must be completed and results verified before beginning volunteer service.
- F. **Returning Volunteers:** Returning volunteers are required to have a background check every 12 months.
- G. **Applicants:** Applicants ages 18 and older will be subject to a background check. An applicant's offer may be conditioned on the successful completion of a background check. Applicants must complete the background check prior to their first day of work.

This process is conducted to verify the accuracy of the information provided by the candidate and determine suitability for employment, contract, or participation.

All criminal background checks are conducted post-offer and information will be kept confidential. This information cannot be used as a basis for denying employment unless the results are determined to be job-related and consistent with business necessity. The District reserves the right to make the sole determination concerning any employment decision arising out of the background check. Criminal background checks will generally not include credit check information, nor will information bearing on an individual's credit be used in making employment or volunteer decisions, unless job-related and consistent with business necessity. Credit checks are only conducted when such information is job-related and consistent with business necessity. Any credit checks will be conducted in accordance with applicable law.

Disqualification: The District will take the following into consideration when determining placement of a job candidates, independent contractors, and volunteers:

- The date of the conviction: If convicted, or if the individual pled nolo contendere to criminal charges, within the last seven years, the District will disqualify the individual. Dismissed cases or arrests won't automatically disqualify an individual. Criminal charges which are dismissed, pardoned, or expunged from an individual's criminal records will not automatically disqualify the individual.
- Evidence of rehabilitation and number of convictions: The length of time since the conviction and if there has been more than one conviction will be considered in determining placement of a volunteer. Generally, more than one conviction will disqualify a volunteer.

- The type of conviction and how it relates to the position: Positions managing, working with, or regularly interacting with minors will require stricter scrutiny of criminal convictions.
- Any information regarding the conviction that may be relevant to the position, in the District's sole discretion.

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5.28 Public Health Emergency Whistleblower (PHEW) Policy

General Policy. The District intends to help provide a safe and healthy work environment for its employees and encourages employees to bring any concerns to the company's attention. The District will not discriminate, take adverse action, or retaliate against employees for engaging in any of the following activities:

- Raising (in good faith) any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety, related to a public health emergency;
- Opposing any practice the worker reasonably believes is unlawful; or
- Making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the worker reasonably believes to be unlawful.

Employees are not protected for communications (A) that are knowingly false or are made with reckless disregard for the truth or falsity of the information, or (B) that share individual health information that is otherwise prohibited from disclosure by state or federal law.

Employees' Rights to Use Their Own Personal Protective Equipment ("PPE"). Employees are allowed to voluntarily wear their own PPE, such as a mask, faceguard, or gloves, if the PPE:

- provides more protection than equipment provided at the workplace;
- is recommended by a government health agency (federal, state, or local); and
- does not render the employee incapable of fulfilling their duties.

Procedure for Filing an Internal Complaint. An employee who is subjected to, or observes any discrimination, adverse action, or retaliation related to a public health emergency or interference with the voluntary use of PPE which the employee considers to be unlawful, should report such conduct in accordance with Section 3.5 of this Handbook.

5.29 Content-Generating Artificial Intelligence Software Use Policy

Content-generating artificial intelligence (CGAI) is rapidly expanding and easy to access, both at home and at work. This policy applies to the use of any third-party or publicly available CGAI tools. Currently, acceptable tools include ChatGPT, Google Bard, Canva, Midjourney, or Microsoft Copilot that mimic human intelligence to generate answers, work product, or perform certain tasks. You must inform your supervisor when you have used CGAI to help perform a task. These limitations may change over time, and employees will be asked to review this policy at least quarterly.

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Unacceptable Uses. Do not use CGAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, performance appraisal, discipline, demotion, or terminations.

Do not upload or input any confidential, proprietary, or sensitive District information into any CGAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked confidential, sensitive, or proprietary, or any other non-public District information that might be harmful to the District or customers if disclosed. If you are unsure whether the information poses the risks described, ask your supervisor.

Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person, employee, resident, customer, vendor, independent contractor, or any other individual the District is engaged with into any CGAI tool.

Do not represent work generated by a CGAI tool as being your own original work. If you are unsure of how to disclose the use of CGAI, ask your supervisor.

Do not integrate any CGAI tool with internal District software without first receiving specific written permission from HR or the District Manager.

Use Procedures. CGAI may assist with work output, but the use of CGAI is not a substitute for your judgment and creativity. CGAI software is only as good as the information it contains, and the information can be stale. ChatGPT is currently using information from 2021, for example. When there is no information available in its store of data, CGAI has been known to create false answers to satisfy the request. To avoid false information or information that is stale, carefully verify all information, and if you do not know how to verify the information, ask your supervisor.

Treat every bit of information you provide to a CGAI tool as if it will go viral on the Internet, attributed to you or the District, regardless of the settings you have selected within the tool or the assurances made by the software.

Verify any and all responses from the CGAI software you use. The information must be accurate.

The output must be appropriate based on standards you apply when performing tasks for the Company. It cannot be biased, and it cannot be a violation of any other individual or entity's intellectual property, and it cannot violate any individual's privacy unlawfully.

Any output must be consistent with District policies and applicable laws. If you are not sure, ask your supervisor for assistance.

6.0 Leave

6.1 Funeral Leave

Regular full-time, variable full-time, and regular part-time employees are eligible for paid leave to attend the funeral of an immediate family member. "Immediate family member" includes the employee's spouse, partner in a civil union, parents, children, sisters, brothers, grandparents, grandchildren, mother- and father-in-law. Regular full-time, variable full-time, and regular part-time employees are also eligible for paid leave to attend the funeral of a near relative. "Near relative" include the employee's aunts, uncles, nieces, and nephews, and the grandparents, brothers, sisters and other close relatives of the employee's spouse or partner in a civil union.

Variable part-time, seasonal, and variable temporary employees may be eligible for up to eight hours of paid leave depending on average shift worked and schedule.

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary
Bereavement Leave	up to 24 hrs	up to 18 hrs	up to 12 hrs	Depends on average schedule and shift worked		

Additional leave may be granted upon the approval of the District ~~Manager, and~~ [Manager and](#) may be dependent upon the employee's available PTO.

6.2 Jury Duty and Witness Leave

Jury Duty. If an employee is called for jury duty, the employee will be granted leave with pay, less the amount of jury fees the employee receives. To qualify for jury duty leave, the employee must submit a copy of the Summons to Serve to their supervisor as soon as the employee receives it. In addition, the employee must submit proof of jury duty service to their supervisor after jury duty is completed. Employees must return to work immediately when dismissed from jury duty or when the jury is not in session during each employee's usual work hours. The District will make no attempt to have employee jury service postponed except if necessary, to meet the District's pressing business or operational needs.

Witness Leave. If an employee is subpoenaed to produce documents, provide deposition testimony, or appear in court or arbitration on a District-related matter, the employee must immediately notify their supervisor and the employee will be granted the leave necessary to comply with the subpoena. Actual time worked in preparing for, and providing witness testimony, or producing required documents, while on witness leave on a District-related matter will be treated as time actually worked for purposes of calculating FLSA overtime for non-exempt employees. A non-exempt employee must receive prior approval from the District Manager or a Designee before performing such work, and must record all such work on a District time card, which shall be reviewed and approved by the District Manager or a Designee.

If an employee is subpoenaed to produce documents, provide deposition testimony, or appear in court or arbitration on a non-District matter, the employee will be granted the leave necessary to comply with the subpoena. An employee will be granted leave without pay, unless the employee's supervisor approves use of available PTO in advance; provided, however, that an exempt employee will be paid his/her normal salary in any workweek in which he/she performs any work for the District. An employee must furnish a copy of the subpoena to employee's supervisor. An employee must return to work immediately upon being released from a witness subpoena.

6.3 Voting Leave

The District believes voting is an important responsibility we all assume as citizens. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary, however, for an employee to arrive late or leave work early to vote in an election, the employee should make arrangements with their supervisor no later than the regularly scheduled workday prior to the Election Day on which the employee wants to vote. The District will grant time off to vote in accordance with applicable law.

6.4 Administrative Leave

In addition to any other provision of this Handbook authorizing placing an employee on administrative leave, the Board, the District Manager, or a Designee may place an employee on administrative leave for misconduct, investigative purposes, or for any other reason it/he/she deems appropriate. Administrative leave shall be with pay unless circumstances dictate otherwise. While on administrative leave, employees must not participate in any non-social District duties or activities, unless otherwise directed by the Board, the District Manager, or a Designee.

6.5 Military Leave

Leaves of absence for military duty and training will be granted to all employees in accordance with applicable law. If an employee is called to active military duty or to reserve or National Guard training, or civil air patrol, or if an employee volunteers for the same, the District would appreciate the employee submitting copies of the military orders to their supervisor as soon as practicable. Employee eligibility for reinstatement after military duty or training is determined in accordance with applicable law. Employee military leave of absence will be with pay for the first ~~15 workdays~~ three weeks (at 8 hours per day) in a calendar year. Pursuant to a separate written agreement, the amount of the employee's pay will be offset by the amount of military pay the employee receives for the same days for which paid leave was provided. The District will make payment as follows: the difference between the employee's regular earnings and the military earnings the employee receives while on duty (military earnings consist of gross pay at the base rate before payroll deductions).

6.6 Family and Medical Leave Act of 1993 ("FMLA")

The District complies with the FMLA and its implementing regulations, as may be amended from time to time. *Employee Notice of Rights and Responsibilities*, issued by the U.S. Department of Labor, provides employees with a general description of their FMLA rights and responsibilities. Please refer any questions, concerns or disputes with this policy to the District Manager.

Type of Leave Covered. The birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Amount of Leave. Leave includes 12 workweeks of leave in a 12-month period. If both spouses, or partners in a civil union, work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the spouses/partners may only take a combined total of 12 weeks of leave. If both spouses/partners work for the District and each wishes to take leave to care for a covered service member, the spouses/partners may only take a combined total of 26 weeks of leave.

Procedure for Requesting FMLA Leave. To request FMLA leave, an employee must provide verbal or written notice of the need for the leave to ~~District~~the District Manager. Within five business days after ~~employee~~an employee provides notice, the District will provide the employee with the Department of Labor (DOL) Notice of Eligibility and Rights. When the need for ~~the leave~~leave is foreseeable, employees must provide the District with at least 30 days' notice. When 30 days' notice is not possible, employees must provide notice as soon as practicable and must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave. Upon receipt of the appropriate paperwork, the District will inform the employee whether the employee is eligible for leave under the FMLA, any additional information required and whether the leave will be designated as FMLA leave.

Employee Status and Benefits During FMLA Leave. PTO and all other District benefits that operate on an accrual basis will continue to accrue during any portion of the FMLA leave to which paid time off ~~applies,~~but applies but will not accrue during any portion of the FMLA leave that is unpaid including time when covered by short-term disability. While an employee is on FMLA leave, the employee's health, life insurance, and disability benefits will continue at the same level and under the same conditions as if the employee had continued to work. This means that if the employee is responsible to pay any portion of their health, life insurance, or disability benefits while working, then the employee will be responsible to continue paying those portions of their health, life insurance, or disability benefits while on FMLA leave. Likewise, while an employee is on FMLA leave, the District will continue paying any portion of the employee's health, life insurance, or disability benefits that it otherwise would pay if the employee were working. If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the District will require the employee to reimburse the District for any amount it paid for the employee's health, life insurance, or disability premiums during the FMLA leave. For any portion of the FMLA leave to which paid time off applies, the District will continue to make payroll deductions to collect the employee's share of the health, life insurance, or disability premiums. For any portion of the FMLA leave that is unpaid, the employee must continue to make this payment directly to the District within the deadlines established by the District at the beginning of the FMLA leave. If any payment owed by the employee is more than 30 days late, the employee's coverage may be dropped for the duration of the leave. The District will provide 15 days' notification before the employee's loss of coverage.

Fitness For Duty. If an employee takes FMLA leave, the employee may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the District's response to the employee's FMLA leave request, or when the District notifies the employee that it has elected to designate time off taken by the employee as FMLA leave.

Use of Paid and Unpaid Leave. Generally speaking, an employee may apply Available PTO to any portion of FMLA that he/she desires and the balance of FMLA leave (if any) will be unpaid. Similarly, where the State's Family and Medical Leave Insurance (FAMLI) applies to any leave that is also covered by the FMLA, the employee may apply available PTO to supplement FAMLI benefits to receive their full regular rate of pay. During any unpaid leave, the employee will not accrue any PTO and will be responsible for paying the District their benefit deductions, including healthcare premiums. However, where the District's short-term disability policy applies to any leave that is also covered by the FMLA, the employee must apply available PTO to any waiting period required by the short-term disability policy.

Certification for the Employee's Serious Health Condition or the Serious Health Condition of a Family Member. The District will require certification for the employee's serious health condition. The

employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition, or in the case of leave for the serious health condition of a family member, the DOL Certification of Health Care Provider for Family Member's Serious Health Condition. The District may contact employee health care provider directly in connection with an FMLA leave request for employee serious health condition, or the health care provider of employee family member in connection with an FMLA leave request to care for a family member, for verification or clarification purposes using a health care professional or the District Manager or his/her designee. The District will not use the employee's supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be [a-given-given](#) an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's permission (or the family member's permission if the FMLA leave request is to care for the family member) for clarification of individually identifiable health information. The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee (or the employee's family member) to get a certification from a second doctor, which the District will select. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinions. The District may deny FMLA leave to an employee who refuses (or whose family member refuses) to release relevant medical records to the health care provider designated to provide a second or third opinion.

Certification of Qualifying Exigency Relating To, or Serious Injury or Illness of a Covered Service Member. The District will require certification of the qualifying exigency relating to, or the serious injury or illness of, a Covered Service Member. The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification of a qualifying exigency will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave. Certification of the Serious Injury or Illness of a Covered Service Member will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Recertification. The District may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the District receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his/her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Intent to Return to Work From FMLA Leave. The District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After FMLA Leave. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The District

may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

6.7 Workers' Compensation Insurance

The District provides Workers' Compensation Insurance to all employees. If an employee is injured, infected or becomes ill while performing work for, or activities on behalf of, the District, the employee must submit a verbal or written report of injury or illness to their supervisor, manager, or District Manager within 10 days of the occurrence. Failure to follow this procedure may jeopardize an employee's right to workers' compensation benefits. Questions regarding workers' compensation insurance claims should be directed to the HR Department.

Per Colorado State Law, the first three (3) shifts of leave following an eligible work-related injury or illness are not compensated. As a benefit for District employees, these first three (3) shifts of leave are paid by the District. The District's third-party Workers' Compensation administrator will coordinate compensation to employees for eligible work-related injuries or illnesses per Colorado State law at two-thirds (2/3) of the employee's normal weekly wage up to a state maximum wage, which is adjusted annually for inflation. All Workers' Compensation wages are tax-exempt and are paid directly to the employee without any payroll deductions. Because this payment is mailed from an outside source, checks may be received on a different schedule than the District's normal payroll cycles. All cell phone stipends will be suspended during any period an employee is absent from work as a result of a work-related injury or illness. Employees may supplement their wages from PTO, Comp Time, Sick Leave, or Banked Sick Leave, which will be received via normal District payroll processes. The injured employee must make payment arrangements to cover the cost of their premium deductions for benefits such as health, dental, and vision insurance. Payments will be arranged through HR.

The District has prepared the statutorily required list of treating physicians who are the District's designated providers and will provide this list to an employee who is injured at work, and to any other employee upon request. The District will provide the list within seven business days of when the District has notice of the injury. If an emergency prevents the District from providing this list to an injured employee within that time, the list will be provided as soon as the emergency ceases.

To assist in selecting a provider, an employee may request disclosure of ownership interest and employment relationships from any of the designated providers. A form is available in the District's administrative office to assist the employee in obtaining the information. A copy of any such request must be submitted to the District in writing. An injured employee may submit a one-time notice to change the treating physician by choosing another name from the list, provided that the notice to change is submitted within 90 days after the date of injury, but before the employee reaches Maximum Medical Improvement. A form is available in the District's administrative office. Nothing in this paragraph prohibits an employee from submitting a written request to change physicians pursuant to C.R.S. 8-43-404(5)(A)(VI).

Whenever possible, the District will provide transitional duty assignments to employees injured on the job. Transitional duty assignment may be outside the employee's department and will confirm to any restriction imposed by the employees approved treating physician.

6.8 Paid Time Off (PTO)

Generally. Paid Time Off ("PTO") is a program that consolidates and replaces the traditional vacation time, personal leave, and sick leave policies for employees. PTO may be used for vacations, personal business, sick leave purposes (as defined in Section 6.9 below), family emergencies, or other reasons as requested by an employee and approved by their supervisor. Regular full-time, variable full-time, and regular part-time employees are eligible for PTO as follows. Eligible employees will advance PTO Tiers on January 1st following their 4th full calendar

years of employment with the District, regardless of their individual anniversary date. Such PTO includes any paid sick leave required under the Colorado Healthy Families and Workplaces Act.

PTO Accrual Rates and Maximum Accrual Amounts. District employees accrue PTO each pay period. The amount accrued depends on each employee's years of service. The District permits employees to carry a maximum amount of PTO (based on years of service). Once an employee reaches the maximum PTO amount, the employee will not accrue any further PTO until the employee's Available PTO falls below the maximum accrual amount. In addition to the PTO accrued by an employee, supplemental paid sick leave may be made available during a public health emergency (as specified in Section 6.10 below) in an amount based on the number of hours the employee works or as dictated by the applicable mandate.

PTO Employment Year	Regular FT			Variable FT			Regular PT		
	Accrual			Accrual			Accrual		
	Per			Per			Per		
	Annual	Pay	Max	Annual	Pay	Max	Annual	Pay	Max
	PTO	Period	Bank	PTO	Period	Bank	PTO	Period	Bank
1-4	168	6.46	228	126	4.85	171	84	3.23	114
5+	208	8	268	156	6	201	104	4	134

Scheduling PTO. PTO is paid at the employee's regular hourly rate of pay and may be used in increments of less than one full day for non-exempt employees. In general, employees may not use more than 10 days of PTO at a time without prior approval from the District Manager or Director. Prior approval is not required to use PTO for sick leave purposes. All employees, including exempt employees, must submit PTO requests through the District's electronic timekeeping system. When PTO usage is foreseeable, PTO requests must be submitted at least two weeks in advance. When feasible, PTO requests are granted, considering the District's business needs. Timeliness in submitting PTO requests may determine priority in scheduling PTO. The District may require reasonable documentation to verify that PTO is used for a permitted sick leave purpose if an employee uses PTO or a sick leave purpose for four or more consecutive work days; documentation is not required to take PTO for sick leave purposes.

Payment of Available PTO Upon Separation of Employment. Upon separation, employees will be paid out for one half accrued and unused PTO. Any available supplemental sick leave, as discussed below, will be forfeited.

Negative PTO. [Under rare and emergency circumstances, employees who need to take more time off than their accrued, available PTO balance can submit a request for negative PTO, up to a maximum of 24 hours. Negative PTO must be approved by the District Manager and Human Resources department in advance of any time being taken. The employee must also complete a Payroll Deduction Authorization Form which allows the District to deduct any negative PTO balance from the employee's final paycheck upon employment separation, which is attached to this Handbook in the Appendix as Wage Deduction Required Agreement.](#)

6.9 Sick Leave

Variable part-time, seasonal, and variable temporary employees are not eligible for PTO; however, these classifications accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. An employee begins accruing paid sick leave when the employee's employment begins and may use paid sick leave as it is accrued. Unused sick leave at the end of seasonal employment will be carried over for future

years or seasons (if within six months of separation). Variable part-time employees may carry forward and use in subsequent calendar years up to 48 hours of paid sick leave that is not used in the year in which it is accrued. A maximum of 48 hours of paid sick leave, if accrued, is allowed for use in a year. A maximum of 48 hours of paid sick leave may be banked at any point in time. Sick leave may only be used for scheduled shifts.

In the event an employee becomes eligible to accrue PTO by an employment classification change, sick leave accrual will cease at the time of the classification change. Any accrued but unused sick leave balance will be available for sick leave use, as outlined in this section, until such time the employee is scheduled to accrue a PTO balance equal to the sick leave balance at the time of classification change. At that point, the remaining sick leave accrued balance will be forfeited and the employee will transition strictly to use of PTO, which may be used for Sick Leave.

Employees may use accrued paid sick leave to be absent from work for the following purposes ("sick leave purposes"):

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.
- Bereavement, or financial/legal needs after a death of a family member; or
- Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must
 - a. evacuate their residence, or
 - b. care for a family member whose school or place of care was closed.

In addition to the paid sick leave accrued by an employee, supplemental paid sick leave may be made available during a public health emergency (as specified in Section 6.10 below) in an amount based on the number of hours the employee works or as dictated by the applicable mandate.

Variable PT, Seasonal, and Variable Temporary		
Annual PTO	Accrual Per 30 Hours	Max Sick Bank
48	1	48

Reasonable Documentation. The District may require reasonable documentation to verify that sick leave is used for a permitted sick leave purpose if an employee uses paid sick leave for four or more consecutive work days; documentation is not required in order to take sick leave.

Notice. All employees must notify their direct supervisor of the need for sick leave as soon as practicable when the need for sick leave is foreseeable.

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6.10 Supplemental Sick Leave During a Public Health Emergency

Employees Eligible for PTO. On the date a public health emergency is declared, each regular full-time, variable full-time, and regular part-time employee will receive supplemental sick leave as necessary to ensure that each employee has two weeks of Available Paid Leave. Full-time employees will receive 80 hours of supplemental sick leave. Employees who work less than 40 hours a week will receive up to the greater of the average number of hours the employee works over 2 weeks or the amount of time an employee is scheduled to work over a two-week period.

Employees Eligible for Supplemental Sick Leave. On the date a public health emergency is declared, each variable part-time, seasonal, and variable temporary employee's sick leave will be automatically supplemented as necessary to ensure that each line employee has 2 weeks of available supplemental sick leave. Employees who work less than 40 hours a week will receive up to the greater of the average number of hours the employee works over 2 weeks or the amount of time the employee is scheduled to work over a 2-week period. An employee's accrued sick leave counts toward the 2 weeks of supplemental sick leave.

Use of Supplemental Sick Leave. Supplemental sick leave and PTO may be used from the date a public health emergency is declared until 4 weeks after the official termination or suspension of the public health emergency for the following purposes:

- A. An employee needs to self-isolate and care for oneself because the employee is diagnosed with, experiencing symptoms of, or seeking preventative care for a communicable illness that is the cause of the public health emergency;
- B. An employee is seeking or obtaining a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of the public health emergency;
- C. An employee needs to care for a family member who is self-isolating because the family member is diagnosed with, experiencing symptoms of, or seeking preventative care for a communicable illness that is the cause of the public health emergency;
- D. An employee needs to care for a family member who needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of the public health emergency;
- E. With regard to a communicable illness that is the cause of the public health emergency, a local, state, or federal public official or health authority having jurisdiction over the location of an employee's place of employment or the employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
- F. With regard to a communicable illness that is the cause of the public health emergency, an employee needs to care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location of the family member's place of employment or the employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- G. An employee needs to care for a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- H. An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

6.11 Unpaid Leave

The District may, in the discretion of the District Manager and the employee's Department Director, grant any full-time eligible employee unpaid leave only after the employee has exhausted all of his/her earned and carried-over PTO, sick leave, if applicable, and other paid leave benefits. In determining whether to grant unpaid personal leave, the District Manager and Director will consider the business needs of the District and whether the District reasonably can accommodate the unpaid personal leave, and any other factors deemed relevant by the District Manager and Director. If unpaid leave is granted, the employee is responsible for payment of health benefit premiums. During this period, the employee will not accrue any PTO and will be responsible for paying the District their benefit deductions, such as healthcare premiums.

6.12 Holiday Pay

Regular full-time, variable full-time, and regular part-time employees are entitled to ten paid holidays. Regular full-time employees receive 80 hours annually (8 hours per holiday), variable full-time employees receive 60 hours annually (6 hours per holiday), and regular part-time employees receive 40 hours annually (4 hours per holiday) at their regular hourly rate paid holidays. Holiday pay is not counted as hours worked for purposes of calculating overtime. Variable full-time and regular part-time employees not scheduled to work on a holiday may utilize their paid holiday another day within the same pay period, or a separate pay period if approved in advance by the District Manager or a director. Non-exempt employees (regular full-time, variable full-time, and regular part-time) required to work on a holiday will be paid regular hours for the hours worked on the holiday, unless hours are critical to operations as determined by the District Manager, which will result in time and a half pay as a premium payment for working on the holiday. Employees may not utilize the equivalent of those holiday hours on another day, within the same pay period, unless approved in advance by the District Manager or a director. Exempt employees required to work on a holiday may flex for another day within the same pay period, unless approved in advance by the District Manager or a director. Approval to work on a holiday must be approved in advance by the District Manager or director. Any hours worked on the holiday will be counted as time actually worked for purposes of calculating overtime, but the holiday premium payment is excluded from the regular rate for purposes of calculating overtime. Any holiday hours not utilized at the end of the year will not carryover to future years. Employees are not paid out for any unused holiday hours at the time of separation.

7.0 Employee Benefits

The District may alter any of these benefit policies and programs at any time, in its sole discretion, subject to applicable law.

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7.1 Benefits

The District currently offers health, dental, and vision insurance as well as a plethora of other benefits for employees. Benefits are available for eligible employees based on classification. Benefit programs are outlined on the benefit table found in Section 7.9 below.

Eligibility. The District currently offers health, dental and vision insurance for eligible regular full-time and variable full-time employees at the contribution amounts toward the premiums established by the Board. A copy of the plan(s) is on file in the District's administration office. Coverage begins the first day of the month following the employee's first date of employment. In addition to themselves, employees may elect to cover their spouse/domestic partner as well as dependent children.

Spouses may include those who are legally married and those who fit the definition of common-law spouse or civil union. Dependent children may include the employee's unmarried, natural and/or legally adopted children, or children for whom the employee has been granted legal guardianship. Except in certain circumstances, children must be under the age of 26 regardless of marital, student status, or dependency upon the employee for support. An employee loses his or her eligibility for coverage when one of the events listed below occurs:

- Employment ends;
- Employee changes from a benefit-eligible position to a non-benefits eligible position;
- Employee cancels his or her coverage; or
- If applicable, the employee does not pay the associated portion of health premiums.

Coverage Changes. Employee coverage decisions will be in effect for the entire plan year unless an employee have a change in status. A change in status occurs if:

- An employee marries, divorces, or files for a legal separation;
- An employee or an employee's spouse gives birth, adopts a child or if there is a change in custody agreements of a child;
- An employee's spouse or dependent(s) dies;
- An employee's dependent child is no longer eligible for coverage due to age or marital status or student status;
- An employee's spouse has a change in employment, resulting in the gain or loss of insurance coverage; or
- An employee or an employee's spouse loses coverage due to a change in employment status/classification.

To make a change during the year, an employee must provide proof of change such as marriage license, birth certificate, loss of coverage, etc. to the Finance Department within thirty (30) days of the qualifying event. If an employee has no family status changes during the plan year, the employee still has one opportunity during which the employee can change elected coverage for the upcoming plan year. This event is called Open Enrollment. Each year

employees will receive detailed information from ~~Finance~~[the Finance](#) Department in advance of the Open Enrollment period outlining the process employee may follow to make changes to employee coverage.

Retiree Health Insurance. Any benefit-eligible employee who is at least 50 years of age and has either a minimum of ten years of continuous coverage accumulated with any CEBT group OR has been employed by the District continuously for a minimum of fifteen years at the time of retirement is eligible to elect coverage in the District's medical, dental, vision insurance plan at any coverage level provided by the plan (for example, individual, individual + spouse, individual + child(ren), or individual + family). Any such election shall be made pursuant to the election procedures, as such procedures may be amended by the District Board from time to time. Election for coverage must occur at the end of employment.

The retired employee will be responsible ~~to pay for~~[paying](#) the entire premium cost of the plan as set by the insurance carrier, plus a 2% District administrative fee. Such payment must be made by reimbursement to the District pursuant to the payment procedures. Such procedures may be amended by the District Board from time to time. Except as otherwise required by federal or state law, failure to make payments as directed and when due will result in termination from the plan. At the end of the month that a retired employee becomes eligible for Medicare or the receipt of retirement pension benefits from Colorado PERA, coverage on the District's medical insurance plan will be terminated for the retired employee and the retired employee's spouse and dependents (if elected). A retired employee who terminates coverage in the plan after enrolling, and outside the normal provisions of COBRA, will no longer be eligible to participate in the plan.

7.2 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health, prescription, and dental insurance coverage under the District Plan for up to 18 months and possibly longer for certain individuals when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of insurance coverage at District group rates plus an administration fee. An employee's COBRA coverage will terminate automatically if the premium for the employee's continuation coverage is not paid by the due date and any applicable grace period for paying the premium has expired without the past due premium being paid. Termination of COBRA coverage will be effective at the end of the last month for which the full premium was paid before expiration of the grace period for that payment.

Upon separation, each eligible employee is provided with a written notice describing rights granted under COBRA; this notice contains important information about the employee's rights and obligations.

7.3 Flexible Spending Accounts

Flexible Spending Accounts (FSAs) are optional accounts that allow benefit eligible employees to have pre-tax payroll deductions deferred into special reimbursement accounts, which can be used for uncovered medical expenses and/or dependent care costs. Options for enrollment occur during the annual open enrollment period each year or at the time of a qualifying event.

Under COBRA law, employees have the option to continue employee Medical Reimbursement and/or Dependent Care Reimbursement account(s) for the remaining portion of the calendar year. If an employee would like to continue their FSA, the employee must remit payments in the amount equal to the employee's monthly payroll deduction using

after-tax dollars. Additional details on continuing these accounts are contained in the COBRA information mailed to employee upon separation of employment.

7.4 Life Insurance and Accidental Death & Dismemberment

Eligible employees are automatically enrolled in the District's paid Life Insurance and Accidental Death and Dismemberment (AD&D) plan. Eligible employees will receive coverage in the amount of two times the employee's base salary rounded up to the next \$1,000 up to a maximum of \$450,000. Reductions occur on the following schedule: age 65 (40%), age 70 (65%), age 75 (75%), and age 80 (80%).

7.5 Short Term Disability (STD)

Short Term Disability will be eliminated from District coverage starting January 1, 2024 when the Family and Medical Leave Insurance (FAMLI) program benefits begin. ~~Regular full-time and variable full-time employees are eligible for weekly benefits of 66 2/3 percent of the first \$2,307 of weekly pre-disability earnings as of the date of disability, reduced by deductible income (e.g., work earnings, workers' compensation, state disability, etc.). The weekly benefit becomes payable the first day the employee is disabled for disability caused by accidental injury and seven days for disability caused by physical disease, pregnancy, or mental disorder. For the benefit waiting period and while the STD benefits are payable, you are considered disabled if you are unable — as a result of physical disease, injury, pregnancy, or mental disorder — to perform with reasonable continuity the material duties of your own job. The maximum benefit period is 180 days for disability caused by accidental injury and 173 days for disability caused by physical disease, pregnancy, or mental disorder.~~

~~STD benefits are paid directly to the employee on weekly basis. The employee cannot be receiving any sick leave while receiving the STD benefit. Benefits begin after seven calendar days of disability for an illness (including pregnancy) and zero days for an accident. An employee is responsible for paying the employee's portion of health benefits. Such payment must be made by reimbursement to the District pursuant to the payment procedures. Physician authorization and Fitness for Duty are required for employee to return to work.~~

7.6 Long Term Disability

Regular full-time and variable full-time employees are eligible for long-term disability. Benefits include 60% of the first \$12,500 of pre-disability earnings, reduced by deductible income. The waiting period is 180 days.

7.7 Employee Recreational Benefits

Eligibility. Each of the employee recreational benefits provided in this Handbook are available to regular full-time, variable full-time, and regular part-time employees, and their spouse and dependent children. "Dependent children" means any son, stepson, daughter, stepdaughter, or eligible foster child of the employee. The Facility Access and Fitness Class benefits are also available to variable part-time, variable temporary, and seasonal employees during the season they are working; however, their spouses and dependent children are not eligible.

Facility Access. All eligible District employees and family may utilize the fitness center and aquatic facilities at no cost during regular business hours. All eligible District employees and family may participate at no charge as a "drop-in" participant in for Community Center fitness classes; however, they must register using required registration processes. ~~all aquatic facilities, and the fitness room activities during regular business hours if the facility and specific amenity being accessed have excess capacity after all paying customers have been accommodated and the period for paying customers to enroll or "drop-in" in the fitness class is closed. This access does not apply to use of the District's indoor tennis courts or specialty fitness classes.~~

Recreation Program Registration and Participation. All eligible District employees and family may register for any District-provided program or class, including specialty fitness classes, at a 20% discount off the District

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resident rate or non-resident rate, as applicable depending on whether the eligible District employee ~~or family member~~ is a District resident or non-resident at the time of registration. Eligible District employees and family must ~~follow the same registration policies, procedures, and deadlines as are applicable to all other District residents and non-District residents~~ register using required registration processes.

Facility Rentals. All eligible District employees and family may rent any District rental facility, including Bradford Room, Dakota Lodge, Shaffer Room, pools, and tennis courts, at a 20% discount off the regular rental rate charged to District residents or non-residents, as applicable depending on whether the eligible District employee ~~or family member~~ is a District resident or non-resident at the time of the rental. Eligible District employees and family must pay the full damage deposit applicable to the rental facility or room and is subject to all rental rules, regulations, and policies of the District.

Identification. District employees utilizing the recreation benefits provided in this Handbook must comply with identification requirements established by administrative services, which may include presenting an ID card and/or mobile bar code.

Modification. The Board may modify the recreational benefits provided in this Handbook at any time in its discretion, subject to the requirements of applicable federal, state, and local laws, rules, regulations, and ordinances.

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary
KC Ranch Community Center/Fitness	Drop-in use free for employee and eligible spouse and dependent children			Drop-in use free for employee during working season only		
Aquatic Facility Use	Drop-in use free for employee and eligible spouse and dependent children			Drop-in use free for employee during working season only		
Recreation Program Registration Fees	20% Discount					
Facility Rental Fees	20% Discount					

7.8 Paid Family and Medical leave Insurance (FAMLI) Program

~~Paid Family and Medical Leave Insurance (FAMLI) program benefits begin January 1, 2024, although the District will be required to pay FAMLI premiums commencing on January 1, 2023.~~ FAMLI provides all Colorado workers with access of up to twelve weeks of paid leave to take care of themselves or their family during life circumstances such as birth, adoption, or foster care of a child, or taking care of themselves or a loved one with a serious health condition. The amount of leave available within a year is capped at ~~the 1212~~ weeks, or 16 for gestational parents with complications. The eligibility requirement for someone to be able to take leave or become a covered individual is having made \$2,500 in wages within the first four of the last five completed calendar quarters immediately preceding the first day of the benefit year (i.e., the 12-month period in which the employee makes a claim for FAMLI benefits) or the last four completed calendar quarters immediately preceding the benefit year, regardless of time worked or for which employer. Job protection is a separate benefit and does not apply to FAMLI leave until someone has been with the employer 180 days.

The FAMLI Division pays the employee directly for the time they are out of work. For any portion of the FAMLI leave to which paid time off applies, the District will continue to make payroll deductions to collect the employee's share of the health, life insurance, or disability premiums. For any portion of the FAMLI leave that is unpaid, the

employee must continue to make this payment directly to the District within the deadlines established by the District at the beginning of the FMLI leave. If any payment owed by the employee is more than 30 days late, the employee's coverage may be dropped for the duration of the leave. The District will provide 15 days' notification before the employee's loss of coverage.

Eligible employees are not required to exhaust or use any accrued sick, vacation, or other paid time off prior to or while receiving FMLI benefits (CRS 8-13.3 -510); however, FMLI provides only partial wage replacement. Although FMLI provides partial wage replacement, employees are not entitled to receive full wage replacement from the CDLE while receiving FMLI benefits. As such, the District will provide employees with a wage supplement agreement that will allow the District to use any unused accrued leave earned by the employee to supplement FMLI benefits to ensure the employee receives their full regular rate of pay while on FMLI leave. Based on existing State regulations, which are subject to change, Employees may use PTO or other paid leave benefits to supplement FMLI leave, upon execution of a separate agreement with the District. Employees are not required to use PTO or other paid leave benefits during or in lieu of FMLI leave.

7.9 Seasonal Employee Scholarship Program

The District has established an Employee Scholarship Program aimed at providing financial assistance for the educational development of seasonal employees. This program will award three (3) \$500 scholarships annually to eligible applicants.

Eligibility:

- Employee Status: To be eligible for the Employee Scholarship program, applicants must be or have been employed as a Seasonal employee of the District the same calendar year of application.
- Length of Service: Applicants must have completed the entire summer season of continuous service with the District.
- Academic Pursuits: The scholarship is intended to support educational pursuits. Applicants must be enrolled in a recognized educational institution, including accredited colleges, universities, vocational schools, or similar programs.

Application Process:

- Interested and eligible employees must complete the official scholarship application form.
- The application must be submitted to the Human Resources department no later than the specified deadline each year.

Selection Process:

- Once the application has been reviewed for eligibility by the Human Resources department, it is sent to the scholarship selection committee for review and consideration. Award decisions are made based on established criteria.

Terms and Conditions:

- The scholarship is a one-time award and is not renewable.
- Recipients are required to fulfill their seasonal employment with no write-ups or corrective action.
- The District reserves the right to make changes to this policy at its discretion.

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8.0 Corrective Action and Discipline

8.1 Corrective Action

Corrective actions are not discipline. A corrective action is intended to notify employees of conduct that is not in conformance with the District's rules or otherwise is inappropriate or deficient, so employees can promptly take appropriate action to ensure the conduct does not occur again.

The District does not have a progressive or step-corrective action or discipline policy. The District will impose the corrective action it deems appropriate under the specific facts and circumstances. In imposing a corrective action, the District may consider any prior corrective action or disciplinary action imposed against an employee. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. In accordance with the District's policy against progressive discipline, the District has no obligation to take corrective action before taking disciplinary action, up to and including termination.

- A. **Oral Corrective Actions.** An oral corrective action may be imposed at any time by any supervisor. An oral corrective action shall be documented by the supervisor issuing the oral corrective action by a written note or memo placed in employee personnel file. A copy will be given to the employee.
- B. **Written Corrective Actions.** A written corrective action may be imposed at any time by any supervisor. Employees will be given a copy of the written corrective action. Employees must meet and discuss the written corrective action with their supervisor and acknowledge in writing that they discussed the written corrective action with their supervisor. The written corrective action and employee acknowledgement shall be placed in the employee's personnel file.
- C. **Corrective Action Requirements.** A supervisor may impose any reasonable duty or condition upon an employee that is reasonably designed to correct the deficient or inappropriate conduct, including, but not limited to, prohibiting the employee from engaging in the misconduct again, probation and/or an action plan.
- D. **Appealing Corrective Actions.** An employee may appeal a corrective action to the District Manager. Employee appeals must be submitted in writing to the District Manager within 5 calendar days of the employee receiving the corrective action. Employee appeals must include a copy of the corrective action, the reason(s) the employee disagrees with it and what the employee wants the District Manager to do. The District Manager may investigate the corrective action. The District Manager shall issue a written decision within 10 calendar days of receiving the appeal or as soon thereafter as practicable. A corrective action and the District Manager's decision cannot be appealed to the Board.
- E. **Corrective Actions by the District Manager.** The District Manager may issue a corrective action to any employee at any time, using the procedures for oral and written corrective actions in this section. The District Manager's corrective action cannot be appealed to the Board.
- F. **Board Corrective Actions.** The Board has complete discretion to issue a corrective action to the District Manager or any other employee at any time, using such procedures as it deems appropriate.

8.2 Discipline

At Will Employment; No Progressive Discipline. The District does not have a progressive or step-discipline policy. All employees are "at will," and may leave the District at any time. The District also may terminate an employee at any time, for any or no reason, subject only to the requirements of applicable law.

When Discipline May Be Imposed. Discipline may be imposed for violating this Handbook or any other District rule, any applicable law, or for unsatisfactory or deficient performance of duties. The following is a non-exclusive list of the types of misconduct that may result in discipline:

- A. Violation of this Handbook or any other District rule.

- B. Unsatisfactory performance of one or more of an employee's duties and responsibilities.
- C. Direct or indirect insubordination, disrespect for or disobedience to a request, direction or order of a supervisor or the District manager.
- D. Violation of the District's anti-discrimination/harassment or workplace antiviolenice policies.
- E. Unauthorized release of information regarding the District, its employees, volunteers, or customers.
- F. Unauthorized use or removal of District property, other employees or volunteers, or customers.
- G. Carelessness, negligence, or misuse of District property, whether resulting in injury to employees, volunteers, or other property.
- H. Willful destruction of District property or the property of others.
- I. Falsification of, or material omission from, an employment or appointment application or any other District record.
- J. Violation of the District's illegal drug and alcohol policy.
- K. Unexcused absence or tardiness.
- L. Leaving District Premises without prior permission of an employee's supervisor. For example, if an employee becomes ill while on duty, the employee must notify their supervisor before leaving.
- M. Violation of the District's smokeless tobacco and smoking policy.
- N. Disorderly conduct, including, but not limited to, gambling, verbal abuse, fighting, engaging in any activity that interferes with job performance, or any other employee's or volunteer's performance on the job, repeated use of abusive, obscene, indecent, or profane language.
- O. Lack of courtesy to District guests or customers, or other employees or volunteers.
- P. Violation of the District's Dress Code.
- Q. Falsification, destruction, or unauthorized use of District records, reports, or other data or information belonging to the District.
- R. Failure to report violations of safety policies and procedures.
- S. Failure to use safety gear, clothing, or equipment properly.
- T. Violation of the District's conflicts of interest and personal gain policies.
- U. Unauthorized use of District funds and/or credit cards.

The foregoing is not a comprehensive list of the reasons for which an employee may be subject to disciplinary action, up to and including termination. Again, violation of any provision of this Handbook or any other District rule, any applicable law, or any verbal or oral instruction of a supervisor, may result in disciplinary action.

8.3 Discipline Procedure

An employee's supervisor will determine the discipline to be recommended based upon the specific facts and circumstances of the case, considering the employee's prior work performance, including, but not limited to any prior corrective actions or discipline. If, based upon all the facts and circumstances, the supervisor believes discipline is warranted, the supervisor may recommend one or more of the following forms of discipline to the District Manager or a Designee:

- A. Probation;
- B. Action Plan;
- C. Suspension;
- D. Suspension without pay;
- E. Fine;
- F. Leave Reduction;
- G. Demotion; or
- H. Termination.

Exempt Employee Limitations. To comply with the FLSA "salary basis" requirements, the following limitations apply to disciplinary actions against FLSA exempt employees:

- A. A fine can be imposed against a FLSA exempt employee **only** for violations of a safety rule of major significance. An exempt employee cannot be fined to reimburse the District for lost or damaged District equipment or property;
- B. A FLSA exempt administrative employee can be suspended without pay for more than one workweek (no partial workweeks) for any act or omission forming a basis for discipline under this Handbook, any other District rule, or applicable law; and
- C. A FLSA exempt employee can be suspended without pay for one day or more (no partial days) for violations of the District's anti-discrimination/anti-harassment policies or workplace anti-violence policy.

Notice of Recommended Discipline. The supervisor will provide the employee with a written *Notice of Recommended Discipline* that contains:

- A. a brief, reasonably specific statement of the employee's wrongful conduct;
- B. the provision(s) of this Handbook or other District rule or applicable law violated, or the employee's deficient or unsatisfactory performance of duties; and,
- C. to the extent practicable, the time, date, and place where the alleged acts took place, and the names of witnesses.

The *Notice of Recommended Discipline* will state a date and time at which the employee is required to meet with the supervisor, which meeting will occur within five business days of the employee's receipt of the *Notice of Recommended Discipline*. If the supervisor cannot hold the meeting within the five-day period due to unavailability, the meeting will occur with the employee as soon as practicable. Before this meeting, the employee may submit a written response to the *Notice of Recommended Discipline*. The *Notice of Recommended Discipline* may be given to the employee in person, emailed to the employee, or mailed to the residential address the employee has provided to the District in accordance with this Handbook.

Employee Written Response. Employees may, but are not required to, submit a written response. If an employee wishes to submit a written response, the employee must submit it to the supervisor at least 12 hours before the employee meets with the supervisor to discuss the *Notice of Recommended Discipline*.

Supervisor's Recommendations to the District Manager. After meeting with the employee and considering the employee's written response, if any, the supervisor may submit written recommendations of discipline to the District Manager or may withdraw the disciplinary action.

District Manager's Decision on Recommendations Final. The District Manager will issue a written decision on the supervisor's recommendations within 10 business days of receiving the recommendations, or as soon thereafter as practical. The District Manager's decision is the final decision of the District for all purposes. Under no circumstances shall an employee attempt to appeal a disciplinary action directly to the Board. Any attempt to appeal a disciplinary action to the Board may result in the employee's immediate termination.

Disciplinary Action by the District Manager. The District Manager may, at any time, commence disciplinary action against any employee or volunteer. The District Manager will provide the employee with a *Notice of Recommended Discipline* that contains the information set forth in this section. The employee shall meet with the District Manager to discuss the discipline being considered. The employee may provide a written response as provided above. The District Manager will issue his/her decision within 10 business days of his/her meeting with the employee, or as soon thereafter as practicable. The District Manager's decision shall be the final decision of the District for all purposes. Under no circumstances shall the employee attempt to appeal the District Manager's decision to the Board. An attempt to appeal the District Manager's decision to the Board may result in the employee's immediate termination.

Board Discipline of the District Manager or Other Employees/Volunteers. The Board may, in its sole discretion, impose a disciplinary action against the District Manager or any other employee or volunteer. The District Manager or other employee/volunteer is not entitled to receive progressive or step-discipline; nor does any discipline imposed by the Board alter the District Manager's or other employee's status as an at-will employee. The Board will, to the extent practicable, in compliance with the Colorado Sunshine Law, and its ability to schedule regular or special meetings, follow the procedures contained in this section. The District Manager or other employee/volunteer and the Board will meet to discuss the discipline being considered. The District Manager or other employee/volunteer may submit a written response, which shall be submitted to the Board at least 24 hours before the meeting. The Board shall issue its final decision on the discipline as soon after the meeting as reasonably practicable.

Termination Due to Job Elimination. The Board or the District Manager may terminate an employee because of the elimination of the employee's position. The Board or the District Manager will provide the employee with a written *Notice of Intent to Eliminate Position*. The Notice will state the reason(s) for eliminating the position and will state a date and time for the employee to meet with the Board or District Manager to discuss elimination of the position. The employee may provide a written response at least 12 hours before the meeting to discuss elimination of the position. As soon as practicable after the meeting, the Board or District Manager, as appropriate, will issue a final decision on elimination of the position.

Termination for Reasons Other Than Discipline or Job Elimination. The Board or District Manager, on its/his/her own initiative or on a supervisor's recommendation, may terminate an employee for other than discipline or job elimination, where the Board or District Manager finds the employee's continued employment is not in the best interests of the District, its employees/volunteers, and/or the citizens it serves, including the employee's goals and needs are inconsistent with the District's goals and needs, the employee is not integrating into the District's work force, operations, or administrations, or the employee has attitude or behavioral problems that, while perhaps not rising to a level requiring discipline, are not in the best interests of the District, its employees/volunteers and/or the citizens it serves. In such circumstances the supervisor (if supervisor recommendations are involved) and the District Manager will follow the procedures set forth in this Section 8.3. The Board will, to the extent practicable, in compliance with the Colorado Sunshine Law, and its ability to schedule regular or special meetings, follow the procedures contained in this section.

9.0 Dispute Resolution

9.1 Dispute Resolution

Scope. This section does not apply to any aspect of any corrective action, disciplinary action or termination of employment/service; any personnel decision relating to payroll, appointment, hiring, promotion, or performance ~~reviews; or reviews;~~ or any action a member perceives as illegal discrimination, harassment, or retaliation. Such matters must be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Handbook.

Informal Problem Resolution. You must first address the supervisor or other member with whom you have the dispute and attempt to resolve the dispute directly. If the informal means of problem resolution are not successful, you may utilize the dispute resolution procedures set forth below.

Dispute Resolution Procedures. After satisfying the Informal Problem Resolution section above, you may submit a written dispute to the District Manager or, if the dispute involves the District Manager, to a Board member.

- A. You must submit your written dispute within six business days of the issue or event that is the reason for the dispute. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to the District Manager, the sealed envelope must be marked "Confidential Dispute Resolution for the District Manager." If the dispute is being submitted to the Board, then the sealed envelope must be marked "Confidential – Dispute Resolution for the Board." In either case, the sealed envelope must be delivered to the administrative office.
- B. The written dispute must, at a minimum, state the following:
 - The date of the disputed issue or event, and the date you submitted the written dispute;
 - Your name;
 - A description of the dispute; how, when and where it arose; the parties involved; and, its present status, including a description of the steps you took to resolve the dispute on an informal basis;
 - All documents or other materials supporting your position; and
 - The relief sought or a proposal for resolution of the dispute.
- C. If the dispute is submitted to the District Manager, he/she may make such ~~investigation~~ an investigation as he/she deems appropriate under the circumstances and issue a written decision as soon as possible. The District Manager's decision is the final decision on the ~~disputed~~ dispute, and you must not attempt to appeal it to the Board.

If the dispute is submitted to the Board, it will take whatever action it deems appropriate given the circumstances, which may include appointing a two-member committee or reviewing it as a Board. The Board or its Designee will notify the District Manager of the dispute and give the District Manager the opportunity to provide a written response. The Board or its designees may conduct such investigation as it deems appropriate under the circumstances, including hiring an outside investigator. The Board will issue a written decision as soon as practicable. The Board's decision is final and may not be appealed.

Appendix

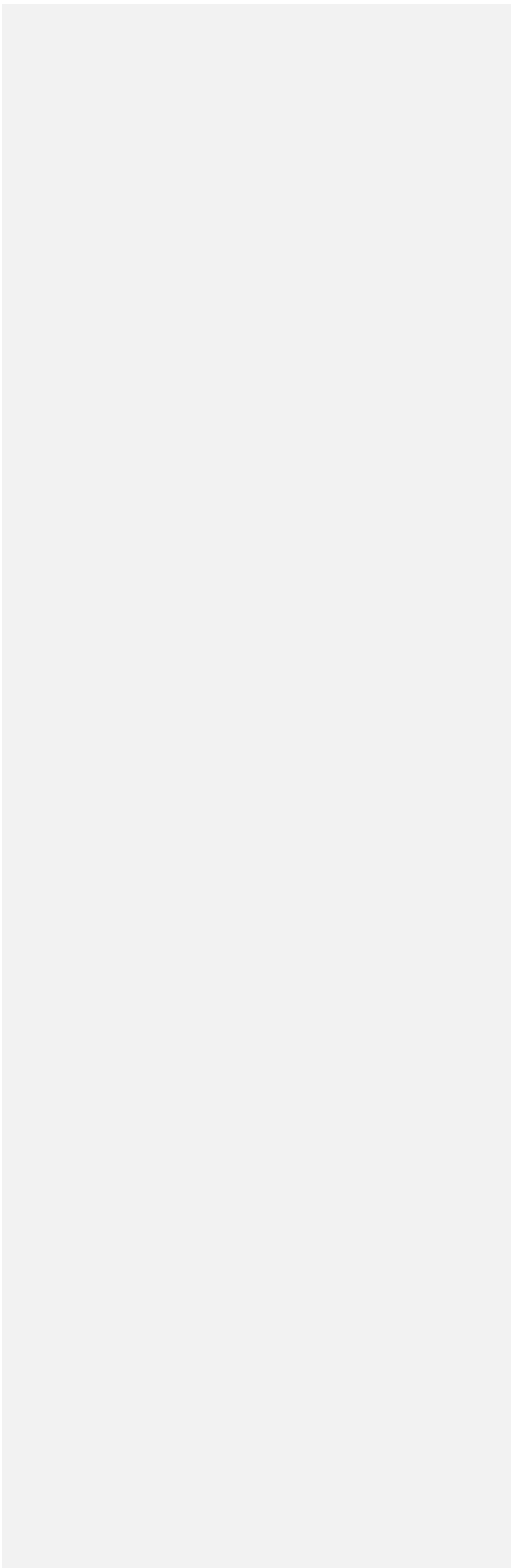
Benefit Table

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary	Notes
Hours per Week	40	30-36	20-29	19 & below	Summer operational season; employed less than 26 weeks	Substitutes or employed on an as needed basis	Seasonals include aquatics, parks maintenance seasonals, and summer camp counselors (those not working in other youth programs during the year)
Annual Hours (52 weeks)	2080	1560-1923	1040-1559	1039 & below	N/A	N/A	
Medical Insurance	Eligible	Eligible					
Dental Insurance	Eligible	Eligible					
Vision Insurance	Eligible	Eligible					
Retiree Health Insurance	Eligible	Eligible					Must be 50; retiree must have a minimum of ten years of continuous coverage accumulated with any CEBT group OR retiree must have been employed by the District continuously for a minimum of fifteen years
Short-Term Disability	Eligible	Eligible					
Long-Term Disability	Eligible	Eligible					
Paid Family Medical Leave Insurance (FAMLI)	See Note						Most employees become eligible to take paid leave after they have earned at least \$2,500 in wages within the State within the last four calendar quarters. Contact HR for information.
Employee Assistance Program	Eligible	Eligible					
Group Life Insurance	Eligible	Eligible					
Flexible Spending Account	Eligible	Eligible					
FMLA Leave	Eligible	Eligible	*Eligible				*Eligible if worked at least 1250 hrs in previous 12 months
401a Retirement Plan	10% District Match						
457 Plan	Voluntary	6.2% District Match	6.2% District Match	6.2% District Match	6.2% District Match	6.2% District Match	
Annual PTO Hours	168	126	84				Accrues per pay period; increases following 4 th full calendar year of employment
Annual Sick Leave				*	*	*	*Accrue 1 hour for every 30 hours worked up to 48 hours
% of FT Hours Worked	100%	75%	50%	-	-	-	admin-use-only
Comp Time Max	60	45	30				
Annual Holiday Hours	80	60	40				Hours may be used for: New Year's Day, MLK Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas
Bereavement Leave	up to 24 hrs	up to 18 hrs	up to 12 hrs	Depends on average schedule and shift worked			

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FMLA Required Posting



Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave.
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason.
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

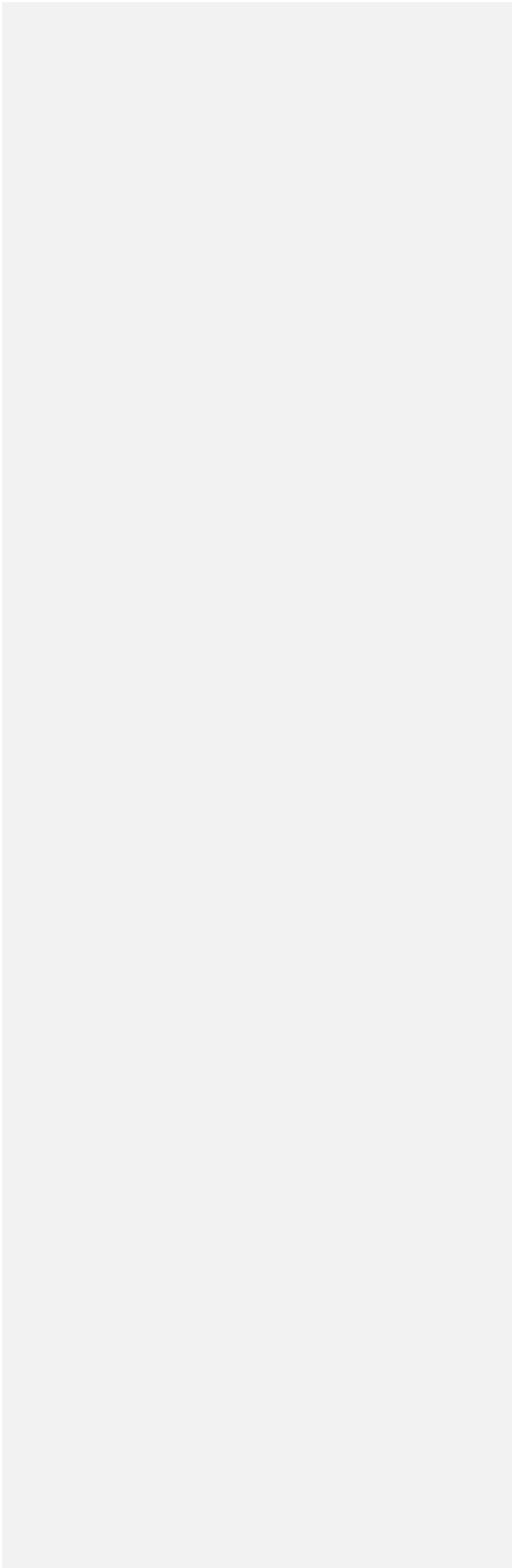


WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

Healthy Families and Workplaces Act Required Posting





COLORADO
Department of
Labor and Employment

**Colorado Workplace Public Health Rights Poster:
PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT**
Division of Labor Standards & Statistics

Effective January 1, 2021
Must be updated annually; new poster
available 1st week of each December

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights
Coverage: Employers with at least 16 employees are required to provide paid leave under the HFWA
• Employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
• Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.
• Regular hours and pay set the rate of accrual and compensation for leave, during which benefits continue.
• Up to 48 hours of unused accrued leave carries over for use the next year.
• For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.

Employees can use accrued leave for the following safety or health needs:
(1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
(2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
(3) having a family member experiencing a condition described in category (1) or (2); or
(4) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

In a public health emergency (PHE), employees can use supplemental PHE leave for the following needs:
(1) self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the PHE;
(2) seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
(3) being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
(4) caring for a child or other family in category (1)-(3), or whose school or child care is unavailable due to the PHE.
During a PHE, employees still earn up to 48 hours of accrued leave and may use supplemental leave before accrued leave.

Employer Policies (Notice, Documentation, Incremental Use, Privacy, and Paid Leave Records)
• Written notice and posters. Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
• Notice for "foreseeable" leave. Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but cannot deny paid leave for noncompliance with such a policy.
• An employer can require documentation to show that leave was for a qualifying reason only if leave was taken for four or more consecutive work days (i.e. days on which an employee would have worked, not calendar days).
• Documentation is not required to take paid leave, but can be required as soon as an employee can provide it after returning to work or separating from work (whichever is sooner). No documentation can be required for PHE leave.
• To document leave for an employee's (or an employee's family member's) health-related need, an employee may provide: (1) a document from a health or social services provider if services were received and document can be obtained in reasonable time and without added expense; otherwise (2) the employee's own writing.
• To document that an employee (or an employee's family member) required leave for a need related to domestic abuse, sexual assault, or criminal harassment, an employee may provide: a document or writing under (1) above (e.g. from a provider of legal or shelter services) or (2) above, or a legal document (e.g., a restraining order or police report).
• If an employer reasonably deems an employee's documentation deficient, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.

• Incremental use. Depending on employer policy, employees can use leave in either hourly or six-minute increments.
• Employee Privacy. Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.
• Records must be provided upon request. Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.
Retaliation or Interference with HFWA Rights
• Paid leave cannot be counted as an "absence" that may result in firing or another kind of adverse action.
• An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.
• An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
• If an employee's reasonable, good-faith HFWA complaint, request, or other activity is *incorrect*, an employer need not agree or grant it, but cannot *act against* the employee for it. Employees can face consequences for misusing leave.

THE PUBLIC HEALTH EMERGENCY WHISTLEBLOWER LAW ("PHEWL"):
Worker Rights to Express Workplace Health Concerns & Use Protective Equipment
Coverage: All Employers and Employees, Plus Certain Independent Contractors

• PHEWL covers not just "employees" and "employees," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors at a "principal").
Worker Rights to Oppose Workplace Health/Safety Violations During Public Health Emergencies:
• It is unlawful to retaliate against, or interfere with, the following acts during, and related to, a public health emergency:
(1) raising reasonable concerns, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
(2) opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
• A principal need not address a worker's PHEWL-related concern, but it still cannot fire or take other action against the worker for that reason, as long as the concern was reasonable and in good-faith.
Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):
• A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

COMPLAINT RIGHTS (under both HFWA & PHEWL)

• Violations may be reported to the Division as complaints or anonymous tips, or may be filed as in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws, SB 20-205 (paid leave) and HB 20-1415 (whistleblowing and personal protective equipment). It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

This poster must be displayed where it is easily accessible to workers, shared with remote workers, provided in languages other than English as needed, and replaced annually.

For full versions of these laws, more detailed fact sheets, or questions, information, or complaints as to these or other labor laws, contact:
Division of Labor Standards and Statistics, coloradolaborlaw.gov, cdle_labor_standard@state.co.us, 303-318-8441 / 888-390-7936.

|

Wage Deduction Required Agreement

____ ("Employee") expressly agrees that the Ken-Caryl Ranch Metropolitan Recreation and Park District ("District") may reduce the Employee's wages or compensation for loans, advances, goods or services, and equipment or property the District provides the Employee during the course of his or her employment by the District.

Without relieving the Employee from his or her obligation to return District money or property to the District upon separation from employment, Employee acknowledges that the District may set off against Employee's final paycheck the amount or value of the property he or she failed to return. Nothing in this agreement authorizes a deduction below minimum wage.

This Agreement is not intended to be an employment contract and does not alter the Employee's at-will employment status.

Employee

Date

Employee Acknowledgement

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of, and have read and understand, the January 1, ~~2023~~–2024 Employee Handbook ("**Handbook**") of the Ken-Caryl Ranch Metropolitan District ("**District**"), and that the Handbook and any subsequent amendments supersede all prior District rules, policies, procedures and benefits dealing with similar subject matter.

I understand the District Board of Directors has the right to change the District rules, policies, procedures and benefits, including any aspect of the Handbook, at any time without notice, subject only to applicable law.

I further understand the Handbook, as amended from time to time, applies to all District employees. I understand the Handbook does not constitute an express or implied contract of employment. Notwithstanding any statement to the contrary in the Handbook or any other District document (whether in electronic or paper form), or any statements made by any District Director, employee, or agent, I understand District employees are employed on an "at will basis." As a result, I understand that employees may terminate their employment with the District without notice at any time. Similarly, the District may terminate an employee's employment at any time with or without cause, subject only to the requirements of applicable law.

By signing this Employee Acknowledgment, I further acknowledge that I have read the District's policy for reporting claims of alleged discrimination, harassment, and retaliation.

Name

Signature

Date



2024 EMPLOYEE HANDBOOK

Ken-Caryl Ranch Metropolitan District

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Table of Contents

IMPORTANT NOTICE	6
From the District Manager.....	7
1.0 Definitions and General Statements	8
1.1 History and Purpose of District	8
1.2 Employee Communication	8
1.3 Personnel Files.....	8
1.4 Release of Information.....	9
1.5 Private Health Information.....	9
1.6 General Definitions	9
1.7 Emergency Suspension of a District Rule.....	12
1.8 Amendments.....	12
1.9 No Contractual Rights - At Will Employment	12
1.10 The Board's Reservation of Power and Authority	12
1.11 Severability	12
2.0 Employee Status and Classifications	13
2.1 Employee Exempt and Non-Exempt Status	13
2.2 Administrative Classifications.....	13
3.0 Employment Policies.....	14
3.1 Equal Employment Opportunities.....	14
3.2 Harassment and Discrimination Prohibited.....	14
3.3 Harassment and Discrimination Prevention Program	14
3.4 Sexual Harassment.....	14
3.5 No Apparent Authority.....	15
3.6 Procedure for Reporting Illegal Harassment or Discrimination.....	15
3.7 No Sexual Activity on District Premises.....	16
3.8 Pregnancy and Related Medical Conditions	16
3.9 Non-Discrimination Against and Accommodation of Individuals with Disabilities.....	17
3.10 Accommodations of Religious Beliefs.....	17
3.11 Workplace Anti-Violence Policy	17
3.12 Reporting of Child Abuse	18
3.13 Resignations and Job Separations.....	18
3.14 Reference Inquiries	19
3.15 Hiring and Promotion.....	19

3.16 Limitations on Hiring or Promotion of Close Relatives	20
3.17 Procedures for Employee Requests to Volunteer.....	20
3.18 Inclement Weather Policy	20
3.19 Nursing Mothers Act	21
3.20 Outside or Additional Employment.....	21
3.21 Youth Employment Provision and Driving Automobiles and Trucks.....	21
4.0 Compensation and Work Schedules.....	23
4.1 Adjustments to Compensation	23
4.2 Work Schedules	23
4.3 Recording Work Hours	23
4.4 Normal Pay Procedures.....	24
4.5 Overtime and Compensatory Time	24
4.6 Service Calls.....	25
4.7 Temporary Upgrade Pay.....	25
4.8 Pay for Required Training or Travel	25
4.9 Uniforms	26
4.10 Cell Phone Reimbursement	26
4.11 Expense Reimbursement	27
4.12 Mileage Reimbursement	27
4.13 Windfall Elimination Provision.....	27
5.0 Employee Conduct	29
5.1 Employee Responsibility to Comply with All Rules and Use Good Judgment	29
5.2 Code of Ethics	29
5.3 Off-Duty Conduct.....	29
5.4 Employees Charged with or Convicted of Illegal Conduct.....	29
5.5 Illegal Drugs/Alcohol Free Workplace and Testing Policy.....	30
5.6 District's Right to Conduct Reasonable Searches	31
5.7 Safety Policy	31
5.8 Vehicles.....	32
5.9 Property	34
5.10 Confidentiality and Conflicts of Interest.....	34
5.11 Personal Gain Prohibited.....	35
5.12 Attendance and Punctuality	35
5.13 Ability to Perform Duties After Illness, Injury or Leave of Absence.....	35

5.14 Dress Code and Hygiene	35
5.15 Smoking and Tobacco Use	36
5.16 Duty to Read Posted Items and Review Voice Mail	36
5.17 Communication	36
5.18 Use of Cell Phones and Other Audio/Video Devices.....	37
5.19 Solicitations	38
5.20 Online Publishing/Discussion, Letters to the Editor and Other Public Expressions of Opinion	38
5.21 Board Contact	39
5.22 Social Media Policy	39
5.23 Media Inquiries.....	40
5.24 District Purchasing Card Use.....	40
5.25 District Business Accounts	40
5.26 Personal Use of Equipment and Supplies Prohibited	40
5.27 Background Checks	41
5.28 Public Health Emergency Whistleblower (PHEW) Policy	42
5.29 Content-Generating Artificial Intelligence Software Use Policy	42
6.0 Leave.....	44
6.1 Funeral Leave	44
6.2 Jury Duty and Witness Leave	44
6.3 Voting Leave	45
6.4 Administrative Leave	45
6.5 Military Leave	45
6.6 Family and Medical Leave Act of 1993 ("FMLA")	45
6.7 Workers' Compensation Insurance	47
6.8 Paid Time Off (PTO).....	48
6.9 Sick Leave	49
6.10 Supplemental Sick Leave During a Public Health Emergency	50
6.11 Unpaid Leave	51
6.12 Holiday Pay.....	52
7.0 Employee Benefits	53
7.1 Benefits	53
7.2 Benefits Continuation (COBRA)	54
7.3 Flexible Spending Accounts	54
7.4 Life Insurance and Accidental Death & Dismemberment	55

7.5 Short Term Disability (STD).....	55
7.6 Long Term Disability.....	55
7.7 Employee Recreational Benefits	55
7.8 Paid Family and Medical leave Insurance (FAMLI) Program	56
7.9 Seasonal Employee Scholarship Program	56
8.0 Corrective Action and Discipline.....	58
8.1 Corrective Action	58
8.2 Discipline.....	58
8.3 Discipline Procedure	59
9.0 Dispute Resolution.....	62
9.1 Dispute Resolution.....	62
Appendix	63
Benefit Table.....	64
FMLA Required Posting.....	65
Healthy Families and Workplaces Act Required Posting	66
Wage Deduction Required Agreement	67
Employee Acknowledgement.....	68

IMPORTANT NOTICE

This handbook sets forth the policies, procedures, and benefits for the Ken-Caryl Ranch Metropolitan District. The District Board of Directors has the right to change this handbook at any time without notice. The policies, procedures, and benefits contained in this handbook are current as of January 1, 2024 and supersede all prior district policies, procedures, and benefits dealing with similar subject matter.

EACH DISTRICT EMPLOYEE IS AN “AT WILL” EMPLOYEE

This handbook applies to all employees. Employees of the District are “at-will,” meaning the District can terminate employment at any time and for no reason. Similarly, employees may separate from employment at any time and for no reason. This handbook does not continue an express or implied contract of employment. Notwithstanding any statement to the contrary in this handbook, any representations contained in any District document (whether in paper or electronic form), or any statement made by any District Board member, employee, agent, or representative, any employee may be terminated at any time for any or no reason in the District’s sole discretion, subject only to the requirements of applicable law.

From the District Manager

Welcome to Ken-Caryl Ranch Metropolitan District! On behalf of our Board of Directors and the existing team members, I would like to welcome you to an amazing group of creative, resilient, and remarkable professionals. Our District is as unique as the skill sets of its team members. Our services, programs, and facilities serve a community of approximately 14,000. We own nearly 900 acres of open space, maintain over 100 acres of parkland, and operate three outdoor swimming pools, multiple tennis facilities, a community center, hundreds of recreation programs, and much more! District employees are keenly aware of their impact in the community and take their roles as leaders, stewards, and service providers very seriously. We strive to protect precious resources, deliver efficient services, and adapt to the community's changing needs.

Our culture is built upon a phrase I use routinely and one that guides my work as a public servant: continuous improvement. Continuous improvement is the act of always striving to make things better, which guides us in our work every day. Continually improving how and what we do motivates us to progress, learn, and evolve. It also makes the quality of life of 14,000 community members better. No matter how small the improvement may be, our pursuit of excellence is an important objective in our service to the community. The District is also guided by the [2023 – 2027 Strategic Plan](#). I encourage you to familiarize yourself with its contents as it is your guiding document.

As you navigate your first few days and weeks with the District, please take time to ask questions of other employees and myself. You will find that your workgroup is willing to share and are always available to assist. Your success is our success!

Thank you for choosing to be part of Ken-Caryl Ranch Metropolitan District. We are confident that you will be an amazing asset to our team. Welcome aboard!

Sincerely,
Traci Wieland, MPA
District Manager

Mission Statement

To strengthen Ken-Caryl Ranch quality of life and connections by providing exceptional park, recreation, and outdoor educational experiences.

Core Values:

Respect, engagement, accountability, integrity, continuous improvement,
and building relationships

1.0 Definitions and General Statements

1.1 History and Purpose of District

Ken-Caryl Ranch Metropolitan District, established in May 1988, is a quasi-municipal corporation and political subdivision organized pursuant to the Colorado Special District Act to provide park and recreation services. The District levies a tax on the assessed value of all property within its boundaries. Ken-Caryl Ranch Metropolitan District is governed by a five-member Board of Directors elected by its citizens and serves approximately 14,000 residents within the boundaries of the District. The District works very closely with the Ken-Caryl Ranch Master Association to serve the community in a unified and collaborative way.

Since the incorporation of the District, Ken-Caryl Ranch Metropolitan District has offered a wide range of park recreation activities and facilities including Bradford Park, Community Park, Heirloom Park, North Ranch Park, Ranch House Park, Saddlewood Park, Settlement Pond Park, Territory Park, the Community Center, three tennis facilities, three outdoor aquatic facilities, 120 acres of greenbelts, and 19 miles of trails. The District also conducts a broad program of recreation activities and special events for children and adults of all ages including school age youth programming, wellness, preschool, and tennis.

1.2 Employee Communication

The District periodically communicates with employees on matters of common interest. These communications may include, but are not limited to: letters mailed to the employee, bulletin board notices, email newsletters, emails, surveys, GroupMe messages, meetings, electronic meetings, etc. Leadership strives to keep employees informed of activities within their respective departments so that employees can perform their jobs with an understanding of their relationship and importance to effective District-wide operations.

The District believes in an “open-door” policy that allows for communication and collaboration at all levels of the organization. Employees are encouraged to discuss important matters with their supervisors first with problems and inquiries concerning work being referred to the Department Director. The District Manager also welcomes and encourages employee inquiries. If an employee is not satisfied after consulting the appropriate staff in his/her own department and District Manager, they may utilize the dispute resolution procedure.

1.3 Personnel Files

A personnel file and a separate confidential file are maintained for each employee. Personnel files and confidential files are kept in a locked, secure place and are kept as electronic documents as much as possible to which only the District Manager and other authorized personnel have access for job-related purposes. Unauthorized personnel are prohibited from reviewing the personnel files and confidential files. Employees may review their own employee personnel file or confidential file in the presence of the District Manager or his/her designee at a time established by the District Manager or his/her designee. No material may be removed from a personnel file or the confidential file; provided, however, that authorized personnel may organize and transfer records between the personnel file and the confidential file in the performance of their duties and where appropriate. This rule shall not prohibit the disclosure of information in the employee's personnel file or confidential file when legally required to do so.

In order to keep personnel records current, the Finance Department must be notified of any change in an employee's address, phone number, marital status, military status, any birth or death in any employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance or retirement plan beneficiary, or any other information needed to maintain accurate records. Each employee is responsible for providing the District with records concerning any licenses or certificates

required for the performance of his or her job, proof of insurance if receiving mileage reimbursement, proof of cell phone coverage if receiving reimbursement, as well as any documents showing that education or training relevant to employment has been completed.

1.4 Release of Information

The Colorado Open Records Act governs public access to District records, including personnel records. The home address and telephone number, financial information and other information of a District employee maintained because of the District-employee relationship may not be provided to the public without the consent of the employee. Generally speaking, applications of past and current employees, employment agreements, performance ratings, and wages and salaries of District employees are public records and are subject to public review, subject to certain requirements of applicable law.

Employees may examine their own personnel records by contacting the Finance Department. Employees may authorize the release of specified personnel records by executing a written request designating the record(s) to be released and the person or entity to which they may be released. No personal information on former or current District employees shall be provided via telephone inquiries except to confirm or deny past or present employment status and dates of employment. A copy of any written information sent to a third party concerning a former or current employee may also be provided to that employee upon the employee's written request. The District may charge the employee for the cost of such records subject to applicable law.

1.5 Private Health Information

Information regarding the health of any District employee is generally personal to that employee unless the employee voluntarily makes this information available to management or other staff members or such information is readily observable.

Under some circumstances provided by law or applicable regulation, the District will receive individual health information. When received by the District all private health information will be kept confidential and access to such information will be provided to only those persons who have a legitimate need to know.

Any employee requesting sick leave, disability leave, or FMLA leave may be required to provide some health information requested on the respective leave form. The District Manager, at the District's option and subject to applicable law, may request the employee to provide an appropriate certification from the employees' medical health care provider.

1.6 General Definitions

Action Plan. The stages that may be followed when discipline is deemed necessary, or performance requires improvement.

Applicable Law. A Federal, State, or local constitution, charter, law, rule, ordinance, code, or regulation that applies directly or indirectly to the District and/or its directors, officers, employees, agents, or representatives.

At-Will Employment. This handbook applies to all employees. This handbook does not continue an express or implied contract of employment. Notwithstanding any statement to the contrary in this handbook, any representations contained in any district document (whether in paper or electronic form), or any statement made by any district Board member, employee, agent or presentative, any employee may be terminated at any time for any or no reason in the District's sole discretion, subject only to the requirements of applicable law.

Board. The District's Board of Directors, which is made up of five elected officials, serves as the District's governing body.

Business Day. Monday through Friday of every calendar week, not including holidays for which the District's operations are closed.

Communications Systems. The District's computer, telephone, internet and messaging systems, including but not limited to, personal desktop and laptop computers, electronic media, servers, telephones, copy machines, facsimiles, cell phones, radios, hand-held electronic devices, electronic storage devices, and the local area network.

Comp Time. Under certain prescribed conditions and with Supervisor approval, employees may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay, in accordance with the policies outlined in this Handbook.

Corrective Action. Corrective action is intended to notify employee of conduct that is not in conformance with the District's rules or otherwise is inappropriate or deficient, so the employee can promptly take appropriate action to ensure the conduct does not occur again. Corrective Actions are not discipline, although it can form the basis for a disciplinary action.

Designee. An employee or other person to whom the Board or the District Manager has delegated or assigned a specific duty, responsibility, or activity.

District. The legal entity known as the Ken-Caryl Ranch Metropolitan District, a political subdivision of the State of Colorado.

District Manager. The District's District Manager, hired by, serving at the pleasure of, and acting under the direction of, the Board.

District Premises. All buildings, offices, recreation facilities or areas, real property, parks, parking lots, places, District vehicles, and equipment that the District owns, leases, manages or controls.

District Vehicle. All vehicles or other motorized machinery capable of movement that the District owns, leases or controls.

Electronic Transmissions. All forms of electronic transmissions, including communications, that are created, stored, received or sent on the District's communications systems (whether imbedded in software or otherwise), including but not limited to, e-mail, text messages, instant messages, voicemails, access to internet websites, and any other internet or electronic transmissions.

Employee(s). An individual hired by the District on a regular full-time, variable full-time, regular part-time, variable part-time, seasonal, or variable temporary basis. The term "employee" does not include Board of Directors, independent contractors, volunteers, or consultants.

Exempt Employee(s). An employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. These exemptions include administrative, executive/supervisor, and professional. Administrative employees regularly exercise independent judgement and discretion in matters of significance and their primary duty is non-manual in nature and directly related to management policies or general business operations. Supervisory employees supervise the work of employees and have the authority to hire and fire, or effectively recommend such action. Professional employees have knowledge of an advanced type in a field or science customarily acquired by a prolonged course of specialized intellectual instruction and study. Exempt employees are expected to work the hours necessary to satisfactorily complete the job duties and to be in the office and available to employees and the public during normal business hours.

Family Member. An employee's immediate family member including any person related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee with the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

FLSA. The federal Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.*, and the federal regulations interpreting and implementing the FLSA, 29 C.F.R., Part 500, *et seq.*

FMLA (Family Medical Leave Act). FMLA entitles eligible employees to take unpaid, job-protected leave in a defined 12-month period for specified family and medical reasons. Under the FMLA, eligible employees are entitled up to 480 hours of family medical leave.

Illegal Drug(s). Any substance that is illegal in the United States under any applicable law, or any substance defined as a controlled substance in C.R.S. § 18-18-101, *et seq.* and/or the Controlled Substances Act, 21 U.S.C. § 801, *et*

seq., and the federal regulations interpreting and implementing the Controlled Substances Act, which is being possessed, sold or used illegally. Marijuana, whether used for medical or recreational purposes, and psilocybin is a controlled substance under Federal law and constitutes an illegal drug.

May. Optional; not required.

Must. Mandatory; required.

Non-Exempt Employee(s). Employees whose job positions do not meet FLSA or applicable regulations, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay or Comp Time for hours worked more than 40 hours in a given workweek, or as otherwise required by applicable law.

Paid Time Off (PTO). The amount of PTO that was earned by the employee in a previous year and carried over by the employee to the current year pursuant to the District's PTO carry-over allowance.

Posts. Messages sent through or placed on Social Media websites by users, whether in the form of emails, "status updates", "wall" messages, tweets, diary entries, instant messages, blog entries, photographs, videos, etc.

Public Health Emergency. An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infections agent for which an emergency is declared by a federal, state, or local public health agency; a disaster emergency is declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Regular Full-Time Employee. An employee scheduled to work between 37 and 40 hours per week on an annual basis. Employee is eligible to receive full health care benefits and full benefits package.

Regular Part-Time Employee. An employee scheduled to work between 20 and 29 hours per week on an annual basis. Regular Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Rule. A written or oral District rule, policy, practice, or procedure, whether or not physically incorporated into this Handbook.

Safety Sensitive Position A position whose duties or use of dangerous or heavy equipment may require additional considerations as outlined in this Handbook.

Seasonal Employee. An employee hired for a specific operational season, such as summer. There are no minimum or maximum hours per week the employee may or shall work during the season. Seasonal employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Shall. Mandatory. Same as must. Contrast with "may".

Social Media. Websites hosted by individuals or entities on which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, Snapchat, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, Instagram, GroupMe, Twitter, Vine, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise the future.

Variable Full-Time Employee. An employee scheduled to work between 30 and 36 hours per week on an annual basis. Variable Full-Time Employees are eligible to receive full health care benefits and a prorated benefits package.

Variable Part-Time Employee. An employee scheduled to work 19 or less hours per week on an annual basis. Variable Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Variable Temporary Employee: An employee hired to work on an as-needed basis with no regular or reoccurring work. Variable Temporary Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

Workweek. A period of seven consecutive days established by the Board for the purpose of calculating and paying overtime to non-exempt employees in accordance with the FLSA. The District's workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight.

1.7 Emergency Suspension of a District Rule

The Board, the District Manager or a Designee may suspend or modify any District rule, including any provision of this Handbook, to meet the demands of an emergency, subject only to the requirements of applicable law.

1.8 Amendments

The Board may amend this Handbook any time in its sole discretion. Regardless whether an amendment is physically incorporated into this Handbook, it is effective immediately upon adoption, unless the Board indicates otherwise.

1.9 No Contractual Rights - At Will Employment

This Handbook does not constitute an express or implied employment contract with any employee. Notwithstanding any statement to the contrary in this Handbook, any representations contained in any District document (whether in paper or electronic form), or any statements made by any District Board member, employee, representative or agent, any employee may be terminated at any time, with or without cause, subject only to the requirements of applicable law.

1.10 The Board's Reservation of Power and Authority

Nothing in this Handbook shall constitute an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by law. The Board may at any time take any action required or permitted by this Handbook, including but not limited to hiring, terminating, and imposing disciplinary action against the District Manager or any other employee.

1.11 Severability

If any part of this Handbook is held by judicial review to be invalid, every other part of this Handbook not specifically held to be invalid shall continue in full force and effect.

2.0 Employee Status and Classifications

2.1 Employee Exempt and Non-Exempt Status

Employees of the District are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the District's group health plan. Eligibility for participation in the District's group health plan is governed by the terms of the plan documents as well as applicable law. The following classifications are used throughout this Handbook.

Exempt and Non-Exempt Status

- A. **Exempt Employees.** An employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. These exemptions include administrative, executive/supervisor, and professional. Administrative employees regularly exercise independent judgement and discretion in matters of significance and their primary duty is non-manual in nature and directly related to management policies or general business operations. Supervisory employees supervise the work of employees and have the authority to hire and fire, or effectively recommend such action. Professional employees have knowledge of an advanced type in a field or science customarily acquired by a prolonged course of specialized intellectual instruction and study. Exempt employees are expected to work the hours necessary to satisfactorily complete the job duties and to be in the office and available to employees and the public during normal business hours.
- B. **Non-Exempt Employees.** Employees whose job positions do not meet FLSA or applicable regulations, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay or Comp Time for hours worked more than 40 hours in a given workweek, or as otherwise required by applicable law.

2.2 Administrative Classifications

Employee Administrative Classifications

- A. **Regular Full-Time Employee.** An employee scheduled to work 40 hours per week on an annual basis. Employee is eligible to receive full health care benefits and full benefits package.
- B. **Variable Full-Time Employee.** An employee scheduled to work between 30 and 36 hours per week on an annual basis. Variable Full-Time Employees are eligible to receive full health care benefits and a prorated benefits package.
- C. **Regular Part-Time Employee.** An employee scheduled to work between 20 and 29 hours per week on an annual basis. Regular Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- D. **Variable Part-Time Employee.** An employee scheduled to work 19 or less hours per week on an annual basis. Variable Part-Time Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- E. **Seasonal Employee.** An employee hired for a specific operational season, such as summer. There are no minimum or maximum hours per week the employee may or shall work during the season. Seasonal employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.
- F. **Variable Temporary Employee.** An employee hired to work on an as-needed basis with no regular or reoccurring work. Variable Temporary Employees are not eligible to receive health care benefits but are eligible to receive a prorated benefits package.

3.0 Employment Policies

3.1 Equal Employment Opportunities

The District provides equal employment opportunities to all employees without regard to race, hair texture, hair type, protective hairstyles, color, religion, creed, national origin, ancestry, sex, gender, marital status, military status, veteran status, age, physical or mental disability, pregnancy, sexual preference or orientation, gender identity or expression, transgender status, genetic information, membership or non-membership in a labor organization or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring/appointment, transfer, promotion, demotion, termination, benefits, lay-off, compensation and training. Employees are responsible for supporting these objectives and implementing this policy. Employee must assist in promoting a workplace environment free of illegal harassment or discrimination. No employee shall be coerced, intimidated, harassed or retaliated against for reporting a violation of the policies stated in this section.

3.2 Harassment and Discrimination Prohibited

The District expressly prohibits any form of harassment or discrimination of an employee based on race, hair texture, hair type, protective hairstyles, color, religion, creed, national origin, ancestry, sex, gender, sexual preference or orientation, gender identity or expression, transgender status, genetic information, age, physical or mental disability, pregnancy, military status, veteran status, marital status, or membership or non-membership in a labor organization or status in any other group protected by applicable law. The District's directors, officers, supervisors, managers, and employees are prohibited from engaging in unlawful harassment or discrimination while performing their duties or engaging in any District-related activity, including District-related activities occurring off the District Premises. Harassment includes, but is not limited to, unwelcome conduct such as:

- Verbal, physical, or written abuse or threats.
- Offensive comments, slurs, jokes, or epithets.
- Displaying offensive materials, pictures, or objects.
- Unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Bullying or cyberbullying.

3.3 Harassment and Discrimination Prevention Program

The District has established a comprehensive program designed to prevent harassment, discrimination, retaliation and other unfair employment practices; deter future harassers; and protect employees from harassment. The program's objectives include:

- Preventing Harassment and Discrimination: The District is committed to creating a workplace free from harassment and discrimination, fostering a culture of respect and inclusion.
- Deterrence of Harassment: The program aims to deter future harassers by setting clear expectations and consequences for inappropriate behavior.
- Protection of Employees: The District prioritizes the protection of employees from harassment and discrimination, ensuring their physical and emotional well-being.
- Annual Training: As part of this program, all Supervisors and Staff are required to undergo annual harassment awareness and prevention training to raise awareness, promote understanding, and emphasize the importance of preventing harassment and discrimination.

3.4 Sexual Harassment

The District prohibits sexual harassment. No one at the District, including directors, officers, managers, supervisors, employees, customers, independent contractors, vendors or any other person, may make sexual

advances or requests for sexual favors, or engage in any other verbal/physical conduct of a sexual or gender-based nature, or based upon an individual's sexual orientation or transgender status where:

- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment; or
- It is obvious or implied that tolerating or submitting to the conduct is a condition of employment, or will be used for the basis of any employment decision, including but not limited to, hiring, firing, performance appraisals, salary, benefits, position, job transfers, promotions or any other decision affecting any term or condition of employment with the District (all such conduct is defined in this policy as "sexual harassment").

An employee shall not be subjected to sexual requests or insulting behavior or language based on gender or sexual orientation. An employee shall not be led to believe any employment opportunity or benefit will in any way depend on his/her cooperation with sexual demands or that he/she must tolerate a sexually offensive environment.

Employees must always conduct themselves in a professional and business-like manner and must refrain from inappropriate sexual conduct that could lead to a claim of sexual harassment. Such conduct includes, but is not limited to:

- Sexually implicit or explicit communications whether in written form (such as cartoons, posters, calendars, magazines, publications, notes, letters, email, words or designs on clothing) or oral form (such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates); and,
- Physical gestures and other non-verbal behavior (such as unwelcome touching, grabbing, fondling, kissing, massaging, or brushing up against another's body).

Even "innocent" conduct may constitute sexual harassment. Regardless of an employee's intent, conduct that a reasonable person would find offensive may constitute sexual harassment and is prohibited.

3.5 No Apparent Authority

Regardless of title or position, no District employee, including but not limited to managers and supervisors, and no District director has the authority (express, actual, apparent or implied) to harass or discriminate against an employee or any other person. This policy applies while on the job or during any District-related activity.

3.6 Procedure for Reporting Illegal Harassment or Discrimination

Required Reporting. Employees must immediately report any unlawful harassment or discrimination to which they are subjected, which they observe, or of which they are aware. Employees must report any unlawful harassment or discrimination directly to supervisor, manager, Human Resources, or any trusted member of management. If the supervisor is the subject of the complaint, employees should report the incident to the next level of management., except that: (a) if the report involves the District Manager or Board member other than the Board President, employees must report the harassment or discrimination to the Board President; and (b) if the report involves the Board President, employees must report the harassment or discrimination to another Board member. If the report concerns sexual harassment, employee may request that a person of the same gender be provided to receive employee report.

Confidentiality. Information concerning a complaint of illegal harassment or discrimination will be treated as confidentially as possible under the specific circumstances.

Investigation. Once a report of harassment or discrimination is made, the District Manager or his/her Designee, will promptly investigate it in a manner the District Manager or Designee deems appropriate. If the report involves the District Manager, the investigation will be conducted by a Board member committee, an outside human resources consultant, or in such other manner as the Board deems appropriate in its sole discretion. If the report involves a Board member, the investigation will be conducted by an outside human resources consultant or in such other manner as the Board deems appropriate in its sole discretion.

Resolution. After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, appropriate action will be taken against those involved in the inappropriate conduct.

No Retaliation. An employee shall not be harassed, intimidated, or subjected to retaliation for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. Employees must report retaliation in the same manner as a complaint of illegal harassment or discrimination.

3.7 No Sexual Activity on District Premises

Sexual activity on District Premises or while performing any District duty or activity is prohibited, regardless whether the sexual activity is consensual.

3.8 Pregnancy and Related Medical Conditions

The District treats pregnant employees the same as all other employees. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions. As with any other employee, a pregnant employee will be permitted to work if she can perform the essential functions of the job. If a pregnant employee's physician determines she is unable to perform the essential functions of the job, the District will treat the employee in the same manner as it treats other temporarily disabled employees.

In order to ensure that a pregnant employee in a safety sensitive position is capable of performing the essential functions of the job, and does not pose a risk to herself, the public or a co-worker in the performance of her duties, the District will require a pregnant employee in a safety sensitive position to provide medical certification from her physician, on a regular basis but no less than every 30 days (and may require it more frequently during the later stages of pregnancy, to the extent permitted by applicable law), that the employee is capable of fully performing the essential functions of the safety sensitive position. If at any time the pregnant employee's physician advises the District that she is not capable of fully performing the essential functions of the job, the District will treat the employee in the same manner as it treats other temporarily disabled employees. Further, if at any time the District has an objective basis to believe the employee is not capable of fully performing the essential functions of the safety sensitive position, the District may require the employee to submit to a fitness for duty examination by the District's medical advisor. The employee may be required to submit a physician's statement that she is fit for duty before returning to her safety sensitive position.

Upon request of a pregnant employee following the procedures outlined in Section 3.8 below, the District will make all reasonable accommodations for health conditions related to pregnancy or physical recovery from childbirth unless such accommodations would impose an undue burden on the District.

3.9 Non-Discrimination Against and Accommodation of Individuals with Disabilities

Generally. In accordance with applicable law, the District will provide reasonable accommodation to a qualified individual with a disability. If an employee believes they have been discriminated against or that the District has failed to provide reasonable accommodation, that employee must file a complaint in accordance with Section 3.5, above.

Procedure to Request Accommodation. If an employee believes they are a qualified individual with a disability, the employee may make a written request for reasonable accommodation to the District Manager. If necessary, and in accordance with the ADA, the District may also request information from the employee's physician, or its own provider, relating to the request for accommodation and limitations. The District Manager or his/her designee will meet with the employee to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation the District might make to help overcome those limitation(s). The District Manager or a Designee (and, if necessary, other District representatives identified as having a need to know) will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the District's overall financial resources and organization, and the accommodation's impact on District operations, including its impact on other employees to perform their duties and the District's ability to conduct its business and fulfill its purpose.

Retaliation Prohibited. An employee shall not be retaliated against as a result of reporting or cooperating in the investigation of an alleged violation of any District rule or applicable law, including but not limited to the FLSA, Title VII of the Civil Rights Act, the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Age Discrimination in Employment Act (ADEA), the Pregnancy Discrimination Act (PDA), the Colorado Anti-Discrimination Act (CADA), the Healthy Families and Workplaces Act (HFWA), and the Public Health Emergency Whistleblower Act (PHEW). If employee believes he/she has been retaliated against, employee must file a complaint of retaliation in accordance with the procedures set forth in Section 3.5, above.

3.10 Accommodations of Religious Beliefs

The District will provide reasonable accommodations for those with sincerely held religious beliefs, observances, or practices. In order to request religious accommodations, please contact your immediate supervisor [or another supervisory employee]. The District is not required to provide the employee's preferred accommodation, and both parties must participate in the interactive process to determine what reasonable accommodations will allow the employee to perform the essential functions of their position without undue burden on the District.

3.11 Workplace Anti-Violence Policy

The District's goal is to maintain a workplace free from intimidation, threats, and violence. This includes, but is not limited to physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act that in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically, or emotionally threatening, intimidating or violent manner is prohibited. All employees are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District duty or activity, except for the following individuals: Law enforcement officials; and an individual authorized under Colorado law to carry a concealed weapon in a public place. Under current Colorado law, the District cannot prohibit an employee who possesses a valid concealed carry permit from carrying a concealed weapon in the public portions of the District Premises; however, as an employer, the District can and does prohibit employees

from carrying or storing a concealed weapon in any non-public portion of the District Premises. Further, employees are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of employment. As such, if employees carry, store, or use a concealed weapon while performing a District duty or activity, employees do so without District authority and will be individually responsible for such actions. If employees intend to store or carry a concealed weapon in a public portion of the District Premises, employees must provide the District Manager or a Designee with a copy of a valid state permit before taking such action.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury, or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that employees routinely carry to assist them in performing their duties, unless such a knife is brought onto the District Premises with the intent to cause psychological or emotional harm, bodily injury, or death.

If an employee feels he or she has been subjected to workplace violence, has witnessed workplace violence, or knows an individual who has engaged in workplace violence, that employee must immediately report it in accordance with the reporting procedure set forth in Section 3.5. If there is an immediate threat to an employee's health/safety or the health/safety any other individual, or to District property, employees must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. Any employee who engages in workplace violence may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency. Retaliation against an employee for making or participating in the investigation of a complaint of workplace violence is prohibited.

3.12 Reporting of Child Abuse

An employee who, in the course of performing his/her duties to the District, observes a child being subjected to circumstances that reasonably indicate child abuse or neglect, or who otherwise has reasonable cause to believe that a child has been subjected to abuse or neglect, shall immediately report the suspected child abuse or neglect to their supervisor.

NOTHING IN THIS SECTION RELIEVES ANY EMPLOYEE WHO MAY BE A MANDATORY REPORTER BY VIRTUE OF THEIR EMPLOYMENT OR POSITION OF HIS/HER OBLIGATION TO REPORT THE SUSPECTED CHILD ABUSE OR NEGLECT DIRECTLY TO THE COUNTY DEPARTMENT OF SOCIAL SERVICES OR LOCAL LAW ENFORCEMENT. AN EMPLOYEE WHO IS BE A MANDATORY REPORTER BY VIRTUE OF OTHER EMPLOYMENT OR POSITION IS EXPECTED TO COMPLY WITH HIS/HER MANDATORY REPORTING OBLIGATIONS.

An employee shall not be retaliated against for reporting suspected child abuse pursuant to this Section.

3.13 Resignations and Job Separations

Generally. When possible, employees are requested to provide advance written notice to their supervisor of an employee's intent to resign. The supervisor is responsible for immediately forwarding the original letter of resignation to the Finance Department. If necessary or appropriate in the District Manager's discretion, the employee may use any available PTO during the notice period.

Return of District Property - Failure to Return Reduces Final Paycheck. Employees must return all District property, including keys, uniform items, logo apparel, purchasing card, computers, and District identification materials, on or before their last day of work. By a separate written agreement, employees and

volunteers who do not return District property must reimburse the District in the amount necessary to replace the property. The District may take all appropriate action to recover any District property not returned on or before an employee's last day of work (or the value of such property), and all associated costs, including but not limited to deducting the cost of such property from the employee's final pay, subject to applicable law.

Final Pay. Final pay will be processed in accordance with the District's normal payroll procedures. Upon separation, employees will be paid out for one half of their accrued and unused PTO. Banked sick leave, if any, will be forfeited when an employee resigns or is terminated. The District may withhold the amount of outstanding obligations (i.e. negative PTO, medical/dental coverage, education reimbursement, etc.) of the employee from his or her paycheck, when appropriate and as permitted by law, unless the employee has made other arrangements with the Finance Department.

Exit Procedures. An employee who has resigned, been terminated, or is retiring will be required to meet with the District Manager, Department Director, or Designee to discuss various items relating to the separation of employment, including but not limited to final pay and available PTO payout, provide the employee's current address for mailing final pay and tax information, return all District property, and make arrangements for the continuation of health benefits, if applicable.

3.14 Reference Inquiries

The District does not furnish open letters of recommendation or provide letters of reference addressed to "Whom it May Concern". In response to inquiries from prospective employers, the District will give only dates of employment and verify the position(s) worked. The District will not answer any specific questions, nor will it give references, with respect to former employees. If employees receive a call inquiring about a former employee, they must refer it to the District Manager or Finance Department. The only exception to this policy are official letters of experience required by the State of Colorado for childcare certification purposes.

3.15 Hiring and Promotion

The District hires and promotes individuals based upon their skills, experience, qualifications, attitude, and aptitude for the position to be filled, regardless of whether they are District employees or outside candidates. All qualified employees are potential candidates for hire or promotion to a new or vacant position. The District will make reasonable efforts to announce, post, or otherwise make known all opportunities for promotion to all current employees on the same day as external postings. Such announcements or postings must be made prior to making a promotional decision. Postings shall include the hourly or salary compensation, or a range of the hourly or salary compensation, for the position and a general description of all the benefits and other compensation that will be offered to the person hired for the position. If an employee is hired or promoted to a position but is unable to satisfactorily perform the duties of the position, the employee is not guaranteed an alternative position or continued employment with the District. State law prohibits a District Director from also being a District employee. Accordingly, employees must resign from their employment upon being elected to a District Director position. In addition, a Director is not eligible for employment with the District, unless the Director resigns from his/her elected position.

The Board has sole discretion in determining how to fill a vacancy in the District Manager position, including whether to promote from within or solicit applicants from within and outside the District, and all rules with respect to the promotion or hiring process, in accordance with applicable law.

3.16 Limitations on Hiring or Promotion of Close Relatives

The District may decline to hire or promote, or may limit the hiring or promotion of, an individual or employee if it would result in close relatives serving in supervisor/subordinate positions, and:

- A. One would directly or indirectly exercise supervisory, appointment, dismissal, or disciplinary authority over the other;
- B. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment; or
- C. One would have access to the other's confidential information, including payroll and personnel records.

When employees become close relatives and their working relationship falls within this policy, one employee may be required to transfer to another available position or to resign. If neither employee voluntarily transfers or resigns, the District Manager may terminate or transfer one of the two employees, in his/her discretion. For purposes of this section, "close relative" means (i) natural or step-family relationships equal to or closer than first cousin, including all descendants of the individual's grandparents; and (ii) an individual's spouse or partner in a civil union, and anyone descended from that spouse's or partner's grandparents.

3.17 Procedures for Employee Requests to Volunteer

The procedures for employee requests to volunteer are intended to accommodate those employees who desire to volunteer as District athletic coaches, at District events, or otherwise to fill volunteer positions available at the District. An employee may voluntarily, and of his/her own free will and discretion, request to volunteer for the District pursuant to these procedures. Employees are not required to request to volunteer, and the District does not take any position with respect to whether an employee requests to volunteer. Rather, employees who request to volunteer do so voluntarily, at their own discretion, and for their own benefit.

Pursuant to the federal Fair Labor Standards Act, employees will be considered for volunteer service only if the duties of the volunteer service are different than the duties of the employee's paid position. Employee requests to volunteer will be denied if the volunteer service involves the same types of duties as the employee's paid position.

Employees who wish to request to volunteer must have the volunteer work approved the District Manager in advance of the volunteer work. Volunteer requests will be reviewed on a case-by-case basis to determine: (a) the actual duties and responsibilities performed by the employee in his/her paid position; (b) the actual duties and responsibilities that would be performed as part of the requested volunteer service; and (c) whether the paid and volunteer duties are the same or different type. District Manager or director will notify the requesting employee whether the request to volunteer is approved or denied.

3.18 Inclement Weather Policy

The District is committed to a year-round operating schedule in pursuit of its mission to provide exceptional services to our community. It is the intent of the District to remain open and adhere to full operations, when possible. However, the District does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather. Employees should exercise their best judgment regarding road conditions and other safety concerns.

Under exceptional circumstances when the District officially closes or has modified work hours, the District will excuse employees from work for all or a portion of the day. The District Manager will determine whether such time off is paid, unpaid and/or employees may need to use available PTO for such time where the employee is not required to work. If the District remains open, it is expected that staff work or utilize PTO to cover hours of the program closing. Supervisors may approve work hours if the employee can work from home. It is anticipated that the need to excuse any employee from work will be rare and that snowfall, other inclement weather, or emergencies will not normally

be cause for an employee's absence. If the supervisor does excuse an employee, then pay for the time taken will come from the employee's available PTO.

The designated contact(s) will inform the appropriate pre-determined website, email, social media, and phone system contacts so that information regarding District facilities may be disseminated quickly to all concerned patrons. Youth programs and preschool will follow the Jefferson County Public School Snow Day Policy. Employees are not paid for inclement weather cancellations; however, eligible employees can use available PTO for hours not worked.

3.19 Nursing Mothers Act

The District will provide reasonable unpaid break time or allow an employee to use break time, meal time or both, each day to allow the employee to express breast milk for her nursing child for up to two years after the child's birth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where an employee may express breast milk in privacy. An employee who desires time in which to express milk is asked to make her request to her supervisor at least one week in advance of her anticipated need. This notice period will allow adequate time to identify an appropriate space. Upon receipt of the request, the supervisor must contact and coordinate with facilities.

3.20 Outside or Additional Employment

Employees may be employed by other entities or run a personal business outside of their employment with the District. However, the District requires that an employee's activities away from the job must not compromise the District's interest or adversely affect the employee's job performance and ability to fulfill their responsibilities. Employees are cautioned to carefully consider the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, the employee may be asked to terminate the outside employment if he/she wishes to remain with the District.

Any use of District property for outside employment is prohibited. Conducting business for outside employment or an employee's own personal business during their scheduled work hours is prohibited. This includes, but is not limited to, use of District equipment such as cell phones, District vehicles, or purchasing any items under District accounts with outside vendors.

3.21 Youth Employment Provision and Driving Automobiles and Trucks

DRIVING - Under 17-Years of Age. No employee under 17 years of age may drive a motor vehicle on public roads as part of his or her job.

DRIVING - 17 Years of Age. Seventeen-year-olds may drive on public roadways as part of their employment, but ONLY if all of the following requirements are met:

1. The driving is limited to daylight hours;
2. The 17-year-old holds a state license valid for the type of driving involved in the job performed;
3. The 17-year-old has successfully completed a state approved driver education course and has no record of any moving violations at the time of hire;
4. The driving does not involve towing of vehicles, route deliveries or route sales, transportation for hire of property, goods, or passengers, urgent, time-sensitive deliveries, or the transporting at any one time of more than three passengers, including the employees of the employer;

5. The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor's employer to a customer (except urgent, time-sensitive deliveries which are completely banned);
6. The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of transporting passengers (other than the employees of the employer);
7. The driving takes place within a thirty (30) mile radius of the place of employment;
8. The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
9. The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle; and
10. The driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of his or her workday and no more than 20 percent of his or her work time in any workweek driving.

All employees must comply with applicable traffic and driving laws, including by wearing a seatbelt and complying with posted speed limits, while driving in the course of performance of their duties for the District. An employee's failure to comply with such traffic and driving laws, or engaging in reckless or intentional misbehavior, while driving may preclude an employee's ability to obtain workers' compensation or other disability benefits if the employee is involved in an accident while performing their duties for the District.

4.0 Compensation and Work Schedules

4.1 Adjustments to Compensation

The District evaluates employee compensation as part of its annual budgeting process. Upon development of a pay plan structure, each position will be assigned to an occupation group or job family based on similarity of work functions. Also, each position is assigned a pay range that defines minimum and maximum rates of pay.

Pay ranges may be adjusted for various reasons, including but not limited to changes in market conditions, minimum wage, or internal value of a position. Market value of a position is determined through survey(s) that compare the District pay range(s) for selected positions to those of other employers in the market defined by the District. Internal value is measured through a job evaluation process, which assesses the value of a position relative to other District positions.

4.2 Work Schedules

Employees will work the schedules and hours established by their supervisor, manager, or the District Manager. The District may change work schedules from time to time in its sole discretion to meet its business needs. The District is not subject to the Colorado Wage Claims Act ("CWCA") and has no legal obligation to provide breaks or meal periods to any employee. Each department may decide, based upon its business needs, whether to provide breaks and/or a bona fide meal period for employees. If provided, the meal period is unpaid for non-exempt employees, unless the employee is required to remain "on duty" on the premises during the lunch period.

4.3 Recording Work Hours

General Policy. Non-exempt employees are responsible for submitting the employee's time sheet to a supervisor through the electronic timekeeping system on a biweekly basis for approval and submittal to payroll. Full-time, non-exempt employee hours are rounded to the nearest quarter of an hour. If an employee is unable to clock in or out because of a computer issue, accidental oversight, or the employee is at an off-site location, it is the employee's responsibility to notify his/her supervisor who will manually correct the issue. Non-exempt employees are generally prohibited from performing work-related duties outside of their normal work schedule. Non-exempt employees should limit performing work-related duties outside their normal work schedules to emergency situations and should notify their immediate supervisor if the work causes them to go into overtime. Work-related duties include checking and responding to emails, text messages and phone calls during off hours.

Discrepancies in Time Records. If employee believes there is a discrepancy between his/her personal records and the electronic timekeeping system, he/she must immediately report this information to his/her supervisor. Reports of discrepancies will be promptly investigated. If it is determined that an employee's time sheet incorrectly reflects the employee's time worked, the employee's pay will be promptly adjusted accordingly.

Falsification of Time Sheets or Other District Documents or Records Prohibited. Actual hours worked, and PTO or other time off taken, must be recorded accurately by each non-exempt employee, and reported to each employee's supervisor or manager. Managers must verify all hours reported. Employees must not complete the time sheet of any other employee. Falsification of any District document or record, including time sheets, is prohibited, and may result in disciplinary action, up to and including termination.

Arrival and Departure Time. Employees should report to work no more than five minutes prior to their scheduled starting time and stay no more than five minutes after their scheduled stopping time, without express, prior authorization from his or her supervisor.

4.4 Normal Pay Procedures

Pay Day. Employees will be paid every other Thursday for work performed in the prior work period. If the regular pay day falls on a holiday, employee will be paid on the last day that the bank office is open for business before the holiday.

Payroll Deductions. The District is required by law to make certain deductions from employee pay, including deductions for Federal, State, and District taxes, Medicare, and ICMA contributions. In accordance with Section 7, the District also will deduct the employee's portion of the cost of health, dental and vision insurance premiums from the paychecks of those employees who choose to participate in the District's health benefit program. Other deductions can only be made upon an employee's specific request and agreement. Payroll deductions also may be made from an employee's paycheck for court-ordered garnishments, or upon termination of an employee's employment pursuant to a separate written agreement with the District for certain items, including but not limited to the failure to return District property or the repayment of unearned PTO that such employee used before that employee earned it, in accordance with Section 6.

Direct Deposit. As a political subdivision of the State, the District is exempt from the requirement in the CWCA of obtaining an employee's voluntary authorization for direct deposit. As a result, the District requires all employees to participate in direct deposit as a condition of employment.

4.5 Overtime and Compensatory Time

Employees are expected to work scheduled and unscheduled hours as necessary to meet the District's services needs and to maintain the District's efficient and effective administration and operation. Exempt employees are required to work all hours necessary to satisfactorily perform their job; they are not entitled to, and do not receive, overtime compensation, regardless of how many hours in a workday, or days or hours in a workweek, they work.

The fact that a non-exempt employee is asked or required to work additional hours does not mean such hours are automatically overtime or comp time. Whether actual hours worked are overtime is determined by the detailed regulations interpreting and implementing the FLSA. All non-exempt employees are prohibited from working unscheduled hours, unless:

- A. a supervisor or manager orders or asks employee to work the unscheduled hours; or,
- B. an employee asks and receives prior approval from their supervisor or manager to work the unscheduled hours.

Non-Exempt Employees. In general, a non-exempt employee will be paid overtime at 1½ times his/her regular hourly rate of pay for all hours actually worked in excess of 40 hours in a workweek. Mandatory employee attendance at lectures, meetings, and training is counted as time actually worked for purposes of calculating whether overtime wages are due. Meal periods, if provided, holidays, PTO, personal time, and any leave of absence are not counted as time actually worked for purposes of calculating overtime. Overtime will be computed on actual minutes worked, rounded to the smallest increment capable of being recorded by the District's electronic timekeeping system. Overtime will normally be paid in the pay period in which it is earned. All overtime must be pre-approved by a supervisor or manager. Employees who work unauthorized overtime may be subject to discipline. The District may, in its sole discretion, provide for compensatory time off ("Comp Time") for non-exempt employees in lieu of overtime payment. For a non-exempt employee, one hour of overtime is converted to 1½ hours of Comp Time. (For example, an employee who works two hours of overtime would receive three hours of Comp Time). The maximum amount of Comp Time that any employee may accrue is 60 hours for a regular full-time employee, 45 hours for a variable full-time employee, and 30 hours for a regular part-time employee. Anything in excess of these maximums will be paid out as overtime on the next pay period.

Exempt Employees. Exempt employees are not required to fill out time sheets for days and hours worked and do not receive overtime compensation. Exempt employees are responsible for working the days and hours necessary to satisfactorily perform their duties and responsibilities. While the District supports flexible work schedules and locations, all exempt employees are expected to work primarily at the District's office during normal business hours to be readily available to constituents, customers, supervisors, and other employees.

Non-Exempt to Exempt. Non-exempt employees who are reclassified or promoted to an exempt position will be paid for all unused compensatory time. Payment for the compensatory time will be at the regular rate earned by the employee in their non-exempt position.

Upon Separation. Compensatory time earned but not used by non-exempt employees will be paid at the employee's regular hourly rate of pay upon separation.

Two Payrates. In the situation of an employee who works two different jobs at two different rates of pay, the method of computing the regular rate of overtime will be the overtime rate for the job hours that resulted in the employee earning overtime. Holidays and PTO are computed at the employee's default department rate of pay.

4.6 Service Calls

The service call fees will be paid in a manner approved by the District.

4.7 Temporary Upgrade Pay

In situations where the Department Director has determined that a vacant or temporary position must be filled in order to maintain operation of the department, and that the employee to be assigned will be temporarily performing duties which require a higher level of skill than that required of the employee's regular classification, the Department Director may request, in writing, that the employee receive temporary upgrade pay.

Temporary upgrade pay is intended for upgrades lasting a minimum of two consecutive weeks. In cases where an upgrade is ongoing, the Department Director will follow procedures to request a reclassification or a position addition. Temporary upgrade to a vacant position will be limited to six (6) months, unless otherwise approved in writing by the District Manager.

A request for temporary upgrade pay will be recommended by the supervisor, approved by the appropriate Department Director, and reviewed by the District Manager.

Employees who are temporarily upgraded for at least one full pay period or 80 consecutive hours will be compensated within the pay range of the higher level job class at the greater of the entry rate or their base rate plus five to ten percent (5-10%) unless another rate is recommended by the Department Director and approved by the District Manager due to extraordinary circumstances or performance of the upgraded employee. A supervisor may recommend a rate less than five percent (5%) above the employee's base rate, but not less than the entry rate of the range. The hiring supervisor's recommendation will require approval by the appropriate Department Director and review by the District Manager.

4.8 Pay for Required Training or Travel

Training. A non-exempt employee who is required to attend training will be compensated for time in attendance if the following are met: 1) the required training occurs during the employee's regular working hours; 2) the training is initiated and mandated by the employee's supervisor or Department Director; and 3) the training is directly related to the employee's job.

Time spent by non-exempt employees in voluntary training will not be considered hours worked. All of the following must be met for the training to be considered voluntary: 1) attendance must occur outside the employee's regular working hours; 2) the employee is not required to attend as a condition of their employment; 3) the employee does not perform any productive work while attending; and 4) the training is not directly related to the employee's job or does not aid the employee in handling their present job. With the approval of the supervisor and Department Director, voluntary training may occur during work hours or may be considered hours worked.

If the training or continuing education is not directly job related, attendance at such training will not be considered working time.

Travel Time. All time in travel by non-exempt employees as a passenger or driver to attend required training will be considered work time regardless of when it occurs. Such travel time will include all time in travel to and from training, but not time spent in traveling from home to ground transportation or the plane terminal or time spent eating while traveling.

4.9 Uniforms

Required Uniforms. Designated employees are required to wear designated uniforms. Uniforms are not allowed to be worn outside of work hours and are collected at the end of a season or upon separation.

Uniform Allowance. All designated personnel will be furnished with uniforms, clothing, clothing allowance, or equipment in accordance with the regulations established by the District. All uniforms, clothing and equipment are the property of the District and must be returned upon separation from employment. All designated Parks and Facilities regular full-time, variable full-time, and regular part-time employees will receive a \$200 allowance to purchase boots. Allowance occurs upon hire and annually thereafter. All other classifications including seasonal employees will receive a \$50 allowance to purchase boots. Allowance occurs upon hire and annually thereafter. Seasonal allowance occurs on or after August 1. Boots must be appropriate safety-related boots for job duties, as determined by Supervisor. Options for boot purchase include:

- Employee personal credit card from a vendor of employee choice. Payroll reimbursement policies apply. Employee is not reimbursed for taxes.
- Employee utilizes District purchasing card from a vendor of employee choice. Purchasing card policies apply. Purchase must be tax exempt. Any amount over the maximum allowance will result in a payroll deduction.

4.10 Cell Phone Reimbursement

Designated personnel will be paid reimbursement to cover the cost of the use of those employees' personal cell phones and service for District business. The reimbursement will be determined by the employee's job duties in relation to the need to access/communicate with the employee for work related reasons. The employee's Department Director will determine the amount of the reimbursement based on one of three categories of usage. The reimbursement is intended to reimburse for a portion of the cost of equipment, accessories, and service. The District will periodically review the reimbursement amounts considering the prevailing prices of voice and data plans.

Because the employee's cell phone does not belong to the District and the District is not paying for the entire cost of the service, personal use is expected. The reimbursement is not taxed as income or considered earnings. The employee is not required to track business usage; however, the employee will be required to provide a copy of

their cell phone bill on an annual basis for purposes of verifying that the reimbursement does not exceed the total cost of the employee's cell phone service.

Employees receiving a reimbursement must maintain active cell phone service and agree to carry his/her cell phone, keep it charged and operational as required by his/her department. Significant (non-de minimis) time spent by FLSA non-exempt employees using electronic devices, including cell phones, for District businesses outside of their regular work hours is considered compensable time worked and must be reported to and approved by the employee's supervisor.

An employee receiving a cell phone reimbursement agrees to use his/her cell phone in a safe and lawful manner. Misuse of a cell phone will result in the revocation of the cell phone reimbursement and may subject an employee to discipline.

Employees who are reimbursed for the business use of their personal cell phones have no reasonable expectation of privacy in information or data related to the District or District business created, stored, sent, or received on the cell phone pursuant to C.R.S. § 24-72-203. The District has the right to and may monitor the District Cell Phone Information at any time, including without limitation voicemail, text messages, email, photographs, etc.

Access to District Data and/or Storage Systems. When personal cell phones are used to access District data and/or systems, regardless of whether or not an employee is receiving a cell phone reimbursement, all data transmitted from or to, or stored on the employee's cell phone, is not privileged and may be subject to discovery under the Colorado Open Records Act. Employees using personal cell phones for District business should ensure that the phone is password or PIN protected and protect their phone from being lost or stolen.

4.11 Expense Reimbursement

Generally, District expenses should be paid for using a District issued purchasing card. In the rare event a purchasing card cannot be utilized, expenses will be reimbursed by the District. These include those pre-approved as reasonable and necessary to properly conduct District business. Employees request reimbursement by filing an Expense Report with supporting receipts. Expense reports should be turned in within one week from the time the expense is incurred.

4.12 Mileage Reimbursement

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable. Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses. Employees request reimbursement by filing a mileage reimbursement form on a monthly basis.

4.13 Windfall Elimination Provision

Employee earnings from this job are not covered under Social Security. The Windfall Elimination Provision (WEP) is a provision in United States law that changes the way employee U.S. Social Security benefits are calculated. WEP can reduce employees' U.S. retirement or disability benefits if such employees receive a pension based on work and did not pay U.S. Social Security taxes on those earnings. An employee's noncovered pension may affect the employee's benefits as spouse or widow/widower.

If an employee receives a pension from a government job in which the employee did not pay Social Security taxes, some or all of the employee's Social Security spouse's, widow's, or widower's benefit may be offset due to receipt of that pension.

4.14 Holiday Observance

The District's Administrative operations observe the following holidays:

- New Year's Day (January 1st)
- Martin Luther King Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

Some program areas or critical operations will occur on holidays. If a holiday falls on a Saturday or Sunday, it will be observed either the Friday before or the Monday after.

4.15 Incentive/Bonus Pay

In support of the District's mission to provide superior service to the community, the District may utilize incentive pay programs to aid in recruitment and retention efforts. Eligibility is based on department and its specific needs. To adopt an incentive pay policy, an employee's direct supervisor must initiate an incentive policy request which is approved by the Department Director and processed by Human Resources. The amount and form of incentive pay will be determined by department on a case-by-case basis. Incentive awards will be subject to taxation in accordance with federal and state regulations. This program may be modified or terminated at any time. Incentive pay policies are adopted entirely at the discretion of the District Manager, and the program is not intended to be a binding contract between employees and the District. Questions about incentive pay should be directed to the employee's supervisor or to human resources.

5.0 Employee Conduct

5.1 Employee Responsibility to Comply with All Rules and Use Good Judgment

Employees are responsible for knowing and complying with this Handbook and demonstrating good judgment at all times. If an employee has a question about a rule, the employee must ask their supervisor for clarification before taking any action that could violate the rule.

If a rule applies, it must be followed. If there is no rule, an employee must ask their supervisor how to proceed, if time permits. If time does not permit asking a supervisor, employees must use good judgment (*i.e.*, "do what is right and do it the right way."). A rule must not be applied to a situation in a manner that causes another District rule or applicable law to be ignored or violated.

5.2 Code of Ethics

Ethics is defined as "standards of conduct and moral judgment in dealing with duties and obligations to the community." The following standards are in addition to, and not in derogation of, any standards of conduct or code of ethics imposed by applicable law. Employees must:

- A. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude so as to warrant public confidence and trust and serve in such a way as to not realize undue personal gain from the performance of District duties.
- B. Exercise whatever discretionary authority to promote the public good. Act always to serve the public interest and show responsibility and restraint in the generation and use of power.
- C. Manage and protect the District's property and assets.
- D. Avoid any personal interest or activity that conflicts with their performance of District duties.
- E. Serve customers, both internal and external, with respect, courtesy, honesty, and responsiveness, recognizing that service to internal and external customers is beyond service to oneself.
- F. Strive for excellence and competence, encouraging the professional development of co-workers.
- G. Respect and protect the privileged information to which employees have access while performing District duties.
- H. Accept the responsibility to keep abreast of emerging issues and administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.
- I. Demonstrate equality to all members of the public in dealing with the District business and issues.

5.3 Off-Duty Conduct

The District has the right to take appropriate action, including termination, in response to an employee's off-duty conduct that:

- A. relates to a *bona fide* occupational requirement or is rationally related to the employee's employment/service activities and responsibilities; or
- B. is necessary to avoid a conflict of interest or the appearance of a conflict of interest; or
- C. is damaging to the District.

5.4 Employees Charged with or Convicted of Illegal Conduct

Because of the employees' close and daily contact with members of the public, any employee who is charged with or convicted of criminal conduct must report the charges to the District Manager prior to his/her next scheduled shift, regardless of whether the conduct giving rise to the charges occurred while employee were on the job or engaged in District business, or occurred off the job on personal time. The District will not take employment action against an employee because the employee has been charged with or convicted of criminal conduct. Rather, the District will consider the nature and seriousness of the offense, the relationship of the offense to the employee's

job duties, the amount of time that has elapsed since the offense, and any other factors relevant to an internal investigation the District may conduct into the charges or conviction to determine whether any employment action is necessary.

5.5 Illegal Drugs/Alcohol Free Workplace and Testing Policy

Prohibited Illegal Drug/Alcohol Use and Restricted Prescription Drug Use. While performing any District duty or activity, while on the District Premises, or while engaged in District business or activities off the District Premises, employees are prohibited from:

- Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, using or being under the influence of illegal drugs;
- Buying, selling, soliciting to buy or sell, transporting, dispensing, manufacturing, promoting, possessing, or using illegal drug paraphernalia;
- Buying, selling, possessing, using or being under the influence of any amount or type of alcohol (including medications or over-the-counter remedies containing alcohol).
- The foregoing illegal drugs/alcohol related conduct also is prohibited during non-working hours to the extent that, in the District's opinion, it impairs the employee's ability to perform the essential functions of the employee's job.
- A prescription drug must only be brought on the District Premises by the person for whom it is prescribed. Prescription drugs must be used only in the manner, combination and quantity prescribed. Employees are prohibited from using or being under the influence of a legal drug whose use can adversely affect the employee's ability to perform the essential functions of employee job. If, for medical reasons, employees are required to take prescription or over-the-counter drugs that could affect the employee's ability to perform the employee's duties, the employee must notify their supervisor immediately.
- Marijuana, whether used for medical or recreational purposes, and psilocybin is a controlled substance and illegal under federal law. Medical or recreational marijuana will be treated the same as an illegal drug under this policy.

Upon Hire/Promotion. The District has the right to perform pre-employment tests on all employees prior to commencing work with the District.

Random Testing. The District has the right to perform random drug/alcohol tests on all employees in safety positions.

Reasonable Suspicion Testing. Employees must submit to an illegal drugs and/or alcohol test when the District has reasonable suspicion to believe an employee has used illegal drugs or alcohol in violation of the District's illegal drug and alcohol policy. Reasonable suspicion exists when an employee's appearance, behavior, speech, odors (of breath), or other physical or mental symptoms indicate illegal drug or alcohol use.

All diagnostic drug screenings and alcohol tests based on reasonable suspicion must have the prior approval of the District Manager or a Designee. If an employee is notified of reasonable suspicion to be tested, the employee must be transported immediately to the District's designated illegal drugs/alcohol testing and screening service provider.

If an employee fails or refuses to submit to an illegal drugs/alcohol test based upon reasonable suspicion, the employee may be subject to discipline, up to and including termination. The employee will not be permitted to transport themselves home or elsewhere. The District will allow the employee to call a friend or relative to pick the employee up, or if no such friend or relative is available, the District will offer to have a District staff member

transport the employee home. If the employee refuse these options and nonetheless attempt to transport themselves, the District may contact law enforcement.

Positive Drug or Alcohol Test. A positive, confirmed drug or alcohol test or failure or refusal to submit to a test may result in immediate termination even for a first offense.

Illegal Drugs or Alcohol Related Convictions - Duty to Notify District. As a condition of continued employment, an employee must within 24 hours notify the District if the employee is convicted, or plead guilty or no-contest, to an illegal drug or alcohol related charge. If an employee fails to so notify the District, the employee may be subject to termination, up to and including immediate termination.

5.6 District's Right to Conduct Reasonable Searches

Employees are required, without further notice and upon the District's request, to submit to a search of any District Vehicle or District Premises, such as a desk, locker or other container provided by the District. All spaces on the District Premises or under the District's control remain subject to search even though employees use such spaces or consider the space to be private. The District's communication systems and all information and data, including electronic transmissions, on the District's communications systems, always remain District property. Employees have no right to privacy to any information and data, including electronic transmissions, received, sent, generated, or stored on the District's communications systems.

Employee refusal to submit to a search may result in disciplinary action, up to and including termination, or may be considered by the District as a voluntary resignation. The District may contact appropriate law enforcement authorities if it has reasonable suspicion to believe an employee may have illegal drugs or other illegal items on the District Premises.

5.7 Safety Policy

It is the District's policy that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of the District's business, the District strives to prevent accidents from occurring. The District requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed department specific safety plans.

The District Manager is the designated safety coordinator for the District and is the primary contact for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment and must immediately bring to the attention of their supervisor or manager any unsafe conditions or practices. Supervisors will communicate these concerns to the District Manager or a Designee. The District will strive to respond to these concerns within 24 hours.

Managers will be actively involved with employees in establishing and maintaining an effective safety program. The District's safety coordinator, the District Manager, and other members of the District's leadership team will participate with ongoing safety and health program activities.

In addition to the other safety responsibilities identified in this section, the District is responsible for:

- Promoting a safe workplace;
- Providing safety and health education and training; and
- Annually reviewing and updating workplace safety rules.

In addition to the other safety responsibilities identified in this section, employees are responsible for:

- Reporting all unsafe conditions;
- Immediately reporting all work-related injuries;
- Wearing the required personal protective equipment; and

- Following the District's safety rules.

5.8 Vehicles

If employees operate a District Vehicle or their own personal vehicles to conduct District business, they must obey the following rules:

- A. **Used Only for District Business.** District Vehicles may only be used for District business. Only authorized employees or registered recreation program participants shall ride in a District Vehicle, or a personal vehicle used to conduct District business, unless approved in advance by the District Manager or a Designee.
- B. **Use of a Personal Vehicle.** Any use of a personal vehicle to conduct District business also must be preapproved by the District Manager.
- C. **Valid Driver's License.** A valid Colorado driver's license, unrestricted except for corrected vision or other restriction(s) that can reasonably be accommodated, is a condition of employment and continued employment with the District for those employees whose job descriptions require use of a District vehicle or use of a personal vehicle for District business.
- D. **Motor Vehicle Record.** Motor vehicle records will be obtained for all potential new hires whose job descriptions require use of a District vehicle or use of a personal vehicle for District business. No employee will be hired with a major violation or a poor or borderline driving history. The District participates in a program to continuously monitor all eligible employees' motor vehicle records. Any existing employee with an exception or activity will be reviewed to determine if remedial training or other actions are necessary, including removal or restriction of driving responsibilities. MVRs will be made part of the employee's file. Definitions are included below, and all violations are scored for three years unless otherwise noted:
 1. **Exception (Red); MVR Point Threshold of 15 or more points:**
 - a) Any current invalid, suspended or expired license status (15 points)
 - b) Any drug or alcohol offense (DUI) in the past 5 years (15 points)
 - c) Any non-drug or alcohol disqualifying offense (15 points)
 - d) Three or more violations of any type (violations groupings scored from 4-12 points in weight)
 - e) Two or more accidents
 - f) Two or more non-drug or alcohol severe violations (scored at 8 or 12 points; i.e.: reckless driving, distracted driving)
 2. **Activity (Yellow); MVR Point Threshold of 1-14 points:**
 - a) Current valid license status
 - b) Accidents (scored at 8 points)
 - c) Non-drug or alcohol low and medium severity violations (speeding, non-moving violations, and standard moving violations like failure to yield)
 - d) Non-drug or alcohol severe violations (i.e.: reckless driving scored at 8 points)
 3. **Clear (Green); MVR Point Threshold of 0 points:**
 - a) Zero violations over the past three years
 - b) Zero DUIs over the past five years
- E. **Driver Training and Intervention Programs.** All employees benefit from frequent driver training. The constant review of important defensive driving skills and best practices ensures that District employees keep safe driving top of mind every time they get behind the wheel. The District supports this proactive approach to reduce crashes and violations. If an employee operating a District Vehicle or their own personal vehicles to conduct District business receives a violation, the employee will be assigned targeted

training. This corrective training will be incident-based. Certain infractions may result in action such as disqualification of driving abilities or other actions based on the position.

- F. Insurance. In order to drive a personal vehicle for District business, employees must maintain insurance as required by District's insurance carrier on the vehicle and must annually provide a copy of their insurance card to the Finance Department upon hire or annually. Personal auto insurance minimums are as follows: \$100,000 in liability coverage per person for bodily injury, including death caused to others; \$300,000 in total liability coverage for bodily injury per accident; and property damage up to \$100,000.
- G. Vehicle Inspections. Prior to and after operating a District vehicle or a personal vehicle to conduct District business, employees must complete a pre- and post-damage checklist for both the interior and exterior of the vehicle. Failure to complete a pre- and/or post-damage checklist may result in disciplinary action, up to and including termination.
- H. Obeying All Traffic Laws – Violations. All traffic laws must be strictly observed, including wearing seatbelts and never driving a vehicle at a rate of speed greater than can be maintained with safety. All citations for moving violations and any driver's license revocation, confiscation, or suspension must be reported to the District Manager or a Designee immediately, regardless of when or where the citation occurred. Failure to comply with this reporting requirement or being convicted or pleading no contest to a citation, may result in discipline up to and including termination.
- I. Cell Phones and Other Distractions. Employees shall not engage in distracting activities while operating a District Vehicle or a personal vehicle to conduct District business, including but not limited to:
 - a) Using a cell phone to send or receive calls, text message, or engage in similar forms of data entry or transmission;
 - b) Using a tablet, computer, or other electronic device;
 - c) Eating or drinking beverages; and,
 - d) Searching for objects out of sight, such as dropped items, coins, CDs, etc.

If it is necessary for an employee to engage in an activity that would otherwise distract the employee from driving, the employee must safely stop, obeying all traffic laws, and complete the activity. After the activity is completed, the employee may resume driving the vehicle.

- J. Accidents. All accidents involving a District vehicle, or a personal vehicle used to conduct District business, no matter how minor, must be reported immediately to the District Manager or a Designee. If the accident occurred in a personal vehicle used to conduct District business, the employee is responsible for reporting the accident to the employee's personal insurance provider. If an employee is involved in a moving accident with a District vehicle, or a personal vehicle used to conduct District business, and an employee is cited in the accident or the District reasonably believes or suspects, in the determination of the District Manager or a Designee, that the employee's conduct may have contributed to the accident, the employee must submit to an illegal drugs/alcohol test. Employees must be transported immediately to the District's designated illegal drugs/alcohol testing and screening service provider. If an employee fails or refuses to submit to a test, the employee may be subject to discipline, up to and including termination.
- K. No Unauthorized Passengers. Only authorized employees shall ride in a District Vehicle, unless approved in advance by the District Manager or a Designee.
- L. Drivers Under 18. No employee under 17 years of age may drive a motor vehicle on public roads as part of his or her job. Seventeen-year-olds may drive on public roadways as part of their employment, but ONLY if all of the following requirements are met:
 - a) The driving is limited to daylight hours;
 - b) The 17-year-old holds a state license valid for the type of driving involved in the job performed;
 - c) The 17-year-old has successfully completed a state approved driver education course and has no record of any moving violations at the time of hire;

- d) The driving does not involve towing of vehicles, route deliveries or route sales, transportation for hire of property, goods, or passengers, urgent, time-sensitive deliveries, or the transporting at any one time of more than three passengers, including the employees of the employer;
- e) The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor's employer to a customer (except urgent, time-sensitive deliveries which are completely banned);
- f) The driving performed by the minor does not involve more than two trips away from the primary place of employment in any single day for the purpose of transporting passengers (other than the employees of the employer);
- g) The driving takes place within a thirty (30) mile radius of the place of employment;
- h) The automobile or truck does not exceed 6,000 pounds gross vehicle weight;
- i) The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle; and
- j) The driving is only occasional and incidental to the 17-year-old's employment. This means that the youth may spend no more than one-third of his or her workday and no more than 20 percent of his or her work time in any workweek driving.

5.9 Property

Care and Use of District Property. Employees are responsible for the reasonable care of all District property. District property is to be used only for official District business, in an appropriate manner, and in accordance with all applicable rules and operating procedures. Employees must not remove District property or the property of any other employee without proper authorization. Any employee stealing District property or another employee's property, or who abuses, misuses, damages, or destroys District property, shall be subject to discipline, up to and including immediate termination. Employees must use District equipment, facilities, and tools only to perform District duties. District equipment, facilities, and tools must not be used or loaned for any personal purpose.

Lost or Damaged Property. Loss of or damage to District property, including District vehicles, must be reported immediately to an employee's department head. A written report must be made to the District Manager by the department head within 24 hours. Failure to comply with these reporting requirements may result in disciplinary action, up to and including termination.

Personal Property. Employees are responsible for their own personal property while at work. The District is not responsible for any loss or damage to vehicles or any other personal property of its employees.

5.10 Confidentiality and Conflicts of Interest

Employees must not disclose to any individual or entity outside the District any confidential information or use confidential information for personal benefit. Confidential information includes, without limitation: competitive bid data, personnel information, and information that would be against public interest or the interest of the District, its employees, or the citizens it serves. Confidential information does not include public records within the meaning of the Colorado Public (Open) Records Act.

Any employee engaged in outside business, employment, or other activities must not allow such activities to conflict with his/her District employment. Employees are required to meet the same job performance and scheduling expectations regardless of each employee's outside activities. Employees must not use confidential information learned through employment with the District to promote competitive outside activities. Employees

must immediately disclose an outside conflict in writing to their supervisor. The District Manager, in his/her discretion, shall determine what effect, if any, the conflict of interest will have on employee relationship with the District. Upon the District Manager's order, an employee must immediately cease the outside activity(ies) that create a conflict of interest.

5.11 Personal Gain Prohibited

Employees must not request or accept pay or other reward for services rendered as a District employee. Employee must not accept any gifts or gratuity of \$53 or more unless the gift or gratuity is reported to the District Manager, who shall determine whether the employee may retain the gift or gratuity, or whether it should be turned over to the District. Even if a gift is less than \$53, employees must report it to the District Manager if the total amount the employee receives from any one individual or entity in a year is \$250. Employees must not engage in any activity with any other state or local government official or employee that would violate Amendment 41 to the Colorado Constitution.

5.12 Attendance and Punctuality

Employees must report for duty at the scheduled start time. If an employee will be absent, the employee must notify their supervisor or manager at least two hours before their scheduled start time, unless the circumstances do not permit advance notice to the supervisor or manager, in which case the employee must notify their supervisor or manager as soon as the employee can. Employees must state the reason for and probable duration of the absence. Absent satisfactory justification, if an employee fails to report for duty at the scheduled start time without first notifying their supervisor, the employee will be subject to discipline, up to and including termination.

5.13 Ability to Perform Duties After Illness, Injury or Leave of Absence

The District Manager or a Designee, at his/her discretion, may require an employee who has been on leave for four or more consecutive days as a result of illness, injury or other medical condition, to submit a doctor's statement confirming the illness, injury or medical condition, and/or releasing the employee to return to work. The District Manager or a Designee also may require the employee to complete a fitness for duty examination, at the District's expense, to determine the employee's ability to perform the essential functions of his/her position.

In addition to the above, the District has adopted separate return-to-work procedures for any employee returning to work on modified duty following leave for four or more days as the result of an illness, injury, or other medical condition. Specific information regarding the procedures for employees returning to work on modified duty are available from the District Manager. Any employee anticipating returning to work on modified duty must contact the District Manager prior to returning to work, and obtain the appropriate forms for submitting a doctor's statement confirming the illness, injury, or other medical condition, releasing the employee to return to work, and describing the proposed modified duty.

5.14 Dress Code and Hygiene

Hygiene. Employees are expected to maintain a professional, business-like appearance. A daily regimen of good grooming and hygiene is expected of everyone. While at work, employees are required to be clean, dressed appropriately, and free from offensive body odor.

Dress. Within reason, non-uniformed employees are allowed to use their own discretion with respect to their work attire; however, all work attire must be neat, clean, in good taste, and appropriate to the employee's job duties. Torn, soiled, frayed, or revealing clothing is not appropriate. All employees must wear footwear appropriate to the employee's job duties. Closed-toed and closed-heeled shoes are required for all employees other than lifeguards. Lifeguards may wear sandals appropriate to their duties, including Crocs and flip-flop shoes.

Jewelry must not be worn that would interfere with the operation of District tools or equipment, or that would jeopardize employee safety or the safety of other District personnel.

Notwithstanding the foregoing, while engaged in District business or activities off the District Premises, employees must wear District logo apparel, an official District nametag, or other attire identifying the employee as a District employee. Employees are permitted, at their option, to wear District logo apparel while off-duty. However, wearing logo apparel while off-duty places the employee in a position of great responsibility, as such employees may be perceived as representing the District. If employees wear District logo apparel while off-duty, employees are required to exercise good judgment and to comply with this Handbook.

Employees required to wear uniforms must wear a uniform during all work hours. Uniforms may not be worn while off-duty. In addition to the above requirements, specific dress standards will be established in each department, with the prior approval of the District Manager.

5.15 Smoking and Tobacco Use

In order to provide customers and employees with a tobacco-free environment, smoking and tobacco use is prohibited in all District buildings and within 15 feet of any public entrance into a District building. This prohibition also applies to any vaping product. Employees may smoke and use tobacco in outdoor areas beyond 15 feet of a public entrance into a District building during approved breaks and meal periods, if breaks and meal periods are provided; except that employees may not smoke or use tobacco in any outdoor area in the presence of a District customer or visitor, or in any outdoor area frequented by District customers or visitors and where a District customer or visitor may reasonably be expected to appear without notice.

District employees shall use common courtesy and cleanliness when smoking or using tobacco, including proper disposal of cigarette butts and spit cups/containers.

5.16 Duty to Read Posted Items and Review Voice Mail

Employees are responsible for keeping apprised of information posted on, or sent through, the District's bulletin boards, employee mailboxes, and e-mail network. Employees are responsible for reviewing employee voice mail messages in a timely fashion.

5.17 Communication

General. Data and information, including electronic transmissions, created, stored, received, or sent on the District's communication systems are District property, and are subject to review and inspection at any time. Each department may establish, with approval of the District Manager, a policy for checking out communications systems items, such as laptops, for those employees who have a need to take such items off the District Premises. Communications systems items may be removed from the District Premises only in accordance with the applicable department policy.

Software. The District has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication, and federal copyright protection. Each employee using the District's communications systems assumes the following responsibilities:

- A. Only software authorized or purchased by the District shall be used on a District computer.
- B. Do not duplicate or reproduce District or vendor software and software manuals.
- C. District software must not be altered in any manner, including but not limited to, decompiling, disassembling, cross-compiling, reverse engineering or drafting derivative works.
- D. Computer software or documentation must not be removed from the District Premises without prior approval from the District Manager or a Designee.

- E. Upon termination of employment, all computer software and manuals must be returned to the District.
- F. Tampering with computer hardware or violating any of the preceding provisions is prohibited and may result in disciplinary action up to and including termination.

Personal Use of District's Communication Systems. In general, the District's communications systems are to be used only for District business. The District recognizes that the internet, voice mail and e-mail are commonly used for personal convenience and communication. Accordingly, brief, and occasional personal use of the District's communications systems, including e-mail and the internet, may be permitted so long as it is not excessive or inappropriate, does not violate any other District policies, and does not result in expense to the District. Use of the District's communications systems is a privilege; abuse of this privilege may result in its revocation and will be handled by appropriate disciplinary action up to and including termination. Employees may be held individually liable for claims or damages resulting from violations of this policy.

Personal use of the District's communications systems will be considered "excessive" if it interferes with the performance of job duties, appropriate interactions with the public, employee responsiveness, or the availability of the communications systems for District business. Applicable department policies also may establish rules regarding excessive or inappropriate personal use of the District's communications systems, given the unique needs and responsibilities of each department.

Prohibited Use. Employees must not use the District's communications systems for any inappropriate or illegal activity, including but not limited to, accessing the internet through the District's computer system for the purpose of accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented, racial or other inappropriate materials or information.

No Expectation of Privacy. Employees have no reasonable expectation of privacy in any District property, including the District's communications systems and all data and information, including electronic transmissions, created, stored, sent, or received on the District's communications systems. All data and information, including electronic transmissions, created, stored, sent, or received on the District's communications systems (whether imbedded in software or otherwise) are subject to review and inspection at any time. The District has the right to, and may, monitor at any time employee use of the District's communications systems and employee electronic transmissions. Pursuant to C.R.S. § 24-72-203, employees are advised that all electronic transmissions may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

5.18 Use of Cell Phones and Other Audio/Video Devices.

Personal Use of Cell Phones And Other Audio/Video Imaging/Recording Devices for Personal Purposes Prohibited During Work Hours. As with use of internet, voicemail, and e-mail, the District recognizes that cell phones are commonly used for personal convenience as well as communication. Brief and occasional personal use of cell phones may be permitted so long as it is not excessive or inappropriate, does not violate any other District policies, and does not disturb other District employees or patrons. Use of cell phones for personal purposes while at work is a privilege; abuse of this privilege may result in its revocation and will be handled by appropriate disciplinary action up to and including termination. Employees may be held individually liable for claims or damages resulting from violations of this policy.

"Excessive" use of cell phones for personal purposes is as defined in Section 5.17 above. Applicable department policies also may establish rules regarding excessive or inappropriate personal use of cell phones, given the unique needs and responsibilities of each department. Using cell phones to access personal social media or networking sites, to engage in personal or private chat rooms or instant messaging, or to sell or solicit products or services unrelated to the District is limited to approved breaks and lunch periods, as is using cell phones to place or receive calls or access audio files, except in emergencies. Any cell phone used to connect to the internet must connect to

public Wi-Fi or personal hot spot and shall not be connected to the District's secured network. Lifeguards, employees operating machinery, and other employees engaged in safety-sensitive duties, including being on-deck at the pool for any reason, are prohibited from using cell phones for any purpose whatsoever while performing the safety-sensitive duties.

Employees are prohibited from using audio/video imaging and/or recording devices for personal purposes during work hours or while engaged in any District activity, including but not limited to camera phones, digital cameras, camcorders, tape/digital recorders, or any other form of device capable of recording sound or generating an image. Employees are prohibited at any time from possessing or using any audio/video imaging and/or recording device of any kind in any locker room, restroom, changing room or any other area on the District Premises where an employee, patron or other person would have a reasonable privacy expectation.

Use of Cell Phones to Conduct District Business. When using a cell phone to conduct District business or engage in any activity on behalf of the District, employees must be considerate of other people while using the cell phone, including but not limited to:

- avoid using the cell phone in the presence of other people whenever possible;
- keep the call as short as possible;
- do not discuss confidential information during the call that could be overheard by another person;
- do not speak in a loud voice or otherwise disturb other people; and,
- use appropriate language.

Use of Audio/Video Imaging and/or Recording Devices to Conduct District Business. If employees are using audio/video imaging and/or recording devices to conduct District business or engage in any activity on behalf of the District, employees must limit such use to the District authorized duty or activity, and must comply with all rules, instructions and orders of their supervisors regarding the use of such devices.

5.19 Solicitations

Solicitations and distribution of literature for any purpose are prohibited on the District Premises or while on duty, unless approved in advance by the District Manager or a Designee. No employee shall be compelled to contribute money to any political party, club, union, or association.

5.20 Online Publishing/Discussion, Letters to the Editor and Other Public Expressions of Opinion

Whether employees choose to create or participate in any form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression of personal opinion (collectively, "public expressions of opinion") is each employee's own decision; however, employees must be careful not to violate any District rule, their duty of loyalty to the District or any other applicable law. In addition, employees may be disciplined, up to and including termination, for:

- A. Conducting activities related to public expressions of opinion during work hours or at any time using the District's communications systems;
- B. Representing any opinion or statement as the policy or view of the District, or its directors, officers, employees, or representatives (unless it is required by the employee's job description);
- C. Making defamatory comments about the District, or its directors, officers, employees, vendors, customers, or services; or,
- D. Engaging in any hate speech, inciting violence, or making statements that would be viewed as inappropriate and contrary to the employee's position with the District;
- E. Nothing in this section is intended to restrict or limit in any manner whatsoever employee constitutional or common law right to comment upon matters of public concern, to the extent protected by, and consistent with, applicable law.

5.21 Board Contact

All issues an employee wishes to bring to the Board's attention shall be processed through the chain of command. An employee shall not contact any Board member directly on any District matter relating in any manner to the employee's employment with the District. An employee may exercise his/her rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

5.22 Social Media Policy

Before reading this policy, please read the definitions of "Posts" and "Social Media" contained in the Definitions section of this Handbook. Employees should ask their supervisors or the District Manager if they have any questions regarding these definitions.

The District understands employees may maintain or contribute to Social Media and/or engage in Posts outside of employment with the District and may periodically engage in Posts containing information about their employment with the District or District activities on Social Media. If employees engage in such activities, employees are required to exercise good judgment, and comply with this Handbook.

The District has the right to monitor and review Social Media Posts made by employees while on-duty and, from time to time, those made while off-duty by employee as it deems as necessary and appropriate for the efficient and effective administration and operation of the District. To that end, employees have no expectation of privacy while using District-owned or District-leased equipment, even when employees are merely using the equipment to access their personal email account or other Social Media. Pursuant to C.R.S. § 24-72-203, employees are advised that Posts, e-mails, and text messages to/from District employees may be deemed public records and subject to disclosure under the Colorado Public (Open) Records Act.

EMPLOYEE USE OF DISTRICT LEASED OR OWNED EQUIPMENT CONSTITUTES EMPLOYEE CONSENT FOR THE DISTRICT TO MONITOR AND INTERCEPT EMPLOYEE COMMUNICATIONS WHILE IN TRANSIT, AFTER RECEIPT OR WHILE STORED ON DISTRICT LEASED OR OWNED EQUIPMENT UNDER TITLE I AND II OF THE ELECTRONIC COMMUNICATIONS PRIVACY ACT OF 1986.

Employees may not disclose confidential information of the District or its directors or employees, or confidential information of third parties who have provided information to the District, including personnel information. In maintaining or contributing to Social Media or engaging in Posts, employees must not use the District's name in their identity (e.g., username, "handle" or screen name). Employees also must not speak as a representative of the District or the Board, unless expressly authorized by the District.

Mutual respect and teamwork are essential to effective and efficient District administration and operation. Employees must be courteous, respectful, and thoughtful about how the District and other employees may be affected by Posts. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded Posts may be harmful to other employees, damage employee relationships, undermine the District's efforts to encourage teamwork, violate this Handbook, and harm the District, which may result in disciplinary action up to and including termination.

Employees bear full responsibility for information contained in their Posts and their Social Media. Employees must make certain that their Posts are accurate and must correct any inaccurate statements they make. Employees must not reference District directors, other employees, or District customers without obtaining their express permission to do so. Most Social Media sites require that users, when they sign up, agree to abide by a Terms of Service document. Employees are responsible for reading, knowing, and complying with the Terms of Service of the Social Media sites they use. Stated simply, an employee's decision to use a different medium does not excuse

recklessness in public communication or limit the District's ability to regulate the employee's Social Media and Posts as it could any other communication. The District supports employees' rights to engage in discourse about matters of public concern, to discuss the terms and conditions of employment with the District and supports employees' First Amendment rights. However, the District prohibits actions that violate this policy, any other District policy relating to social networking, Posts and Social Media, or any other form of public expression.

5.23 Media Inquiries

All media inquiries should be referred to the District Manager, Board of Director's Chairperson, or the Communications & Marketing Supervisor. In addition, these individuals must approve, in advance, all press releases, publications, speeches, or other official declarations. Only designated agents are authorized spokespersons for the District.

5.24 District Purchasing Card Use

A purchasing card may be issued to an employee based on position and identified need. All requests for an agency purchasing card must be approved by a supervisor and should be submitted to the Finance Director. Purchasing cards may be used only for approved business purposes. All purchasing card purchases must be for budgeted expenditures. Unbudgeted items require pre-approval from the employee's supervisor and may also require Finance Director approval. Acceptable purchases include primarily:

- Materials and equipment required for normal and emergency operation of District business.
- Membership dues.
- Travel, training, and all associated expenses related to pre-approved District training

Unacceptable uses primarily include:

- Personal use. Employee should not use or permit the use of purchasing cards for personal items.
- Cash advances, traveler's checks, or the use of ATM machines.
- Fuel for personal vehicles. Reimbursement for District approved travel shall be made on an expense report at the current mileage reimbursement rate.
- Merchandise, product, or service considered to be inappropriate use of District funds. Questions should be directed to a supervisor in advance of the purchase.
- Purchases made by other individuals or staff. Cardholders are not allowed to "give out" his/her purchasing card or their purchasing card number to a different individual. Employees must personally run the charge each time the card is presented. Only the employee whose name is embossed on the card may use the card.
- The card is not to be issued to or used by contractors working for the District.

Under no circumstances should personal purchases be charged to a District purchasing card. Under no circumstances should the District's tax exemption number be used for personal purchases.

5.25 District Business Accounts

The District may hold business accounts or memberships to numerous vendors such as Costco, Sam's Club, and Amazon; however, these business memberships or accounts may not be utilized for personal purchases.

5.26 Personal Use of Equipment and Supplies Prohibited

The use of District equipment, supplies, or vehicles for personal use is prohibited. District property consists of, but is not limited to, items such as power tools, hand tools, facility/shop areas, vehicles, computers, telephones, cellular phones, copying machines, supplies, furniture, etc.

5.27 Background Checks

The District conducts background checks on certain job candidates, independent contractors, and volunteers, which may include a review of criminal history, DMV records, reference checks or other review as determined in the discretion of the District.

When a background check is required by the District, employees must complete the District's authorization forms. Failure to timely complete authorization may result in discipline, up to and including termination, or rejection of an application or job offer.

- A. New Hires: A background check is required for all safety sensitive positions. The District may also require it for other positions. The background check must be completed and results verified before beginning work.
- B. Rehires: A background check is required for rehires separated longer than twelve months.
- C. Active: All employees, volunteers, and contractors in safety sensitive positions are required to submit to a background check every five years. Refusal to comply will be cause for refusal to be granted a new position and/or termination of employment or removal from volunteer service.
- D. Independent Contractor: Background checks shall be performed at the discretion of the District. For certain contractual relationships, the Contractor shall be responsible for performing background checks on its employees and for ensuring the suitability for employment in association with a District contract.
- E. New Volunteers: A background check is required for all safety sensitive volunteer positions, including but not limited to, youth sport coaches and other positions as deemed necessary by the District. The background check must be completed and results verified before beginning volunteer service.
- F. Returning Volunteers: Returning volunteers are required to have a background check every 12 months.
- G. Applicants: Applicants ages 18 and older will be subject to a background check. An applicant's offer may be conditioned on the successful completion of a background check. Applicants must complete the background check prior to their first day of work.

This process is conducted to verify the accuracy of the information provided by the candidate and determine suitability for employment, contract, or participation.

All criminal background checks are conducted post-offer and information will be kept confidential. This information cannot be used as a basis for denying employment unless the results are determined to be job-related and consistent with business necessity. The District reserves the right to make the sole determination concerning any employment decision arising out of the background check. Criminal background checks will generally not include credit check information, nor will information bearing on an individual's credit be used in making employment or volunteer decisions, unless job-related and consistent with business necessity. Credit checks are only conducted when such information is job-related and consistent with business necessity. Any credit checks will be conducted in accordance with applicable law.

Disqualification: The District will take the following into consideration when determining placement of a job candidates, independent contractors, and volunteers:

- The date of the conviction: If convicted, or if the individual pled nolo contendere to criminal charges, within the last seven years, the District will disqualify the individual. Dismissed cases or arrests won't automatically disqualify an individual. Criminal charges which are dismissed, pardoned, or expunged from an individual's criminal records will not automatically disqualify the individual.
- Evidence of rehabilitation and number of convictions: The length of time since the conviction and if there has been more than one conviction will be considered in determining placement of a volunteer. Generally, more than one conviction will disqualify a volunteer.

- The type of conviction and how it relates to the position: Positions managing, working with, or regularly interacting with minors will require stricter scrutiny of criminal convictions.
- Any information regarding the conviction that may be relevant to the position, is in the District's sole discretion.

5.28 Public Health Emergency Whistleblower (PHEW) Policy

General Policy. The District intends to help provide a safe and healthy work environment for its employees and encourages employees to bring any concerns to the company's attention. The District will not discriminate, take adverse action, or retaliate against employees for engaging in any of the following activities:

- Raising (in good faith) any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety, related to a public health emergency;
- Opposing any practice the worker reasonably believes is unlawful; or
- Making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the worker reasonably believes to be unlawful.

Employees are not protected for communications (A) that are knowingly false or are made with reckless disregard for the truth or falsity of the information, or (B) that share individual health information that is otherwise prohibited from disclosure by state or federal law.

Employees' Rights to Use Their Own Personal Protective Equipment ("PPE"). Employees are allowed to voluntarily wear their own PPE, such as a mask, faceguard, or gloves, if the PPE:

- a. provides more protection than equipment provided at the workplace;
- b. is recommended by a government health agency (federal, state, or local); and
- c. does not render the employee incapable of fulfilling their duties.

Procedure for Filing an Internal Complaint. An employee who is subjected to, or observes any discrimination, adverse action, or retaliation related to a public health emergency or interference with the voluntary use of PPE which the employee considers to be unlawful, should report such conduct in accordance with Section 3.5 of this Handbook.

5.29 Content-Generating Artificial Intelligence Software Use Policy

Content-generating artificial intelligence (CGAI) is rapidly expanding and easy to access, both at home and at work. This policy applies to the use of any third-party or publicly available CGAI tools. Currently, acceptable tools include ChatGPT, Google Bard, Canva, Midjourney, or Microsoft Copilot that mimic human intelligence to generate answers, work product, or perform certain tasks. You must inform your supervisor when you have used CGAI to help perform a task. These limitations may change over time, and employees will be asked to review this policy at least quarterly.

Unacceptable Uses. Do not use CGAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, performance appraisal, discipline, demotion, or terminations.

Do not upload or input any confidential, proprietary, or sensitive District information into any CGAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked confidential, sensitive, or proprietary, or any other non-public District information that might be harmful to the District or customers if disclosed. If you are unsure whether the information poses the risks described, ask your supervisor.

Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person, employee, resident, customer, vendor, independent contractor, or any other individual the District is engaged with into any CGAI tool.

Do not represent work generated by a CGAI tool as being your own original work. If you are unsure of how to disclose the use of CGAI, ask your supervisor.

Do not integrate any CGAI tool with internal District software without first receiving specific written permission from HR or the District Manager.

Use Procedures. CGAI may assist with work output, but the use of CGAI is not a substitute for your judgment and creativity. CGAI software is only as good as the information it contains, and the information can be stale. ChatGPT is currently using information from 2021, for example. When there is no information available in its store of data, CGAI has been known to create false answers to satisfy the request. To avoid false information or information that is stale, carefully verify all information, and if you do not know how to verify the information, ask your supervisor.

Treat every bit of information you provide to a CGAI tool as if it will go viral on the Internet, attributed to you or the District, regardless of the settings you have selected within the tool or the assurances made by the software.

Verify any and all responses from the CGAI software you use. The information must be accurate.

The output must be appropriate based on standards you apply when performing tasks for the Company. It cannot be biased, and it cannot be a violation of any other individual or entity's intellectual property, and it cannot violate any individual's privacy unlawfully.

Any output must be consistent with District policies and applicable laws. If you are not sure, ask your supervisor for assistance.

6.0 Leave

6.1 Funeral Leave

Regular full-time, variable full-time, and regular part-time employees are eligible for paid leave to attend the funeral of an immediate family member. "Immediate family member" includes the employee's spouse, partner in a civil union, parents, children, sisters, brothers, grandparents, grandchildren, mother- and father-in-law. Regular full-time, variable full-time, and regular part-time employees are also eligible for paid leave to attend the funeral of a near relative. "Near relative" includes the employee's aunts, uncles, nieces, and nephews, and the grandparents, brothers, sisters and other close relatives of the employee's spouse or partner in a civil union.

Variable part-time, seasonal, and variable temporary employees may be eligible for up to eight hours of paid leave depending on average shift worked and schedule.

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary
Bereavement Leave	up to 24 hrs	up to 18 hrs	up to 12 hrs	Depends on average schedule and shift worked		

Additional leave may be granted upon the approval of the District Manager and may be dependent upon the employee's available PTO.

6.2 Jury Duty and Witness Leave

Jury Duty. If an employee is called for jury duty, the employee will be granted leave with pay, less the amount of jury fees the employee receives. To qualify for jury duty leave, the employee must submit a copy of the Summons to Serve to their supervisor as soon as the employee receives it. In addition, the employee must submit proof of jury duty service to their supervisor after jury duty is completed. Employees must return to work immediately when dismissed from jury duty or when the jury is not in session during each employee's usual work hours. The District will make no attempt to have employee jury service postponed except if necessary, to meet the District's pressing business or operational needs.

Witness Leave. If an employee is subpoenaed to produce documents, provide deposition testimony, or appear in court or arbitration on a District-related matter, the employee must immediately notify their supervisor and the employee will be granted the leave necessary to comply with the subpoena. Actual time worked in preparing for, and providing witness testimony, or producing required documents, while on witness leave on a District-related matter will be treated as time actually worked for purposes of calculating FLSA overtime for non-exempt employees. A non-exempt employee must receive prior approval from the District Manager or a Designee before performing such work, and must record all such work on a District timecard, which shall be reviewed and approved by the District Manager or a Designee.

If an employee is subpoenaed to produce documents, provide deposition testimony, or appear in court or arbitration on a non-District matter, the employee will be granted the leave necessary to comply with the subpoena. An employee will be granted leave without pay, unless the employee's supervisor approves use of available PTO in advance; provided, however, that an exempt employee will be paid his/her normal salary in any workweek in which he/she performs any work for the District. An employee must furnish a copy of the subpoena to the employee's supervisor. An employee must return to work immediately upon being released from a witness subpoena.

6.3 Voting Leave

The District believes voting is an important responsibility we all assume as citizens. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary, however, for an employee to arrive late or leave work early to vote in an election, the employee should make arrangements with their supervisor no later than the regularly scheduled workday prior to the Election Day on which the employee wants to vote. The District will grant time off to vote in accordance with applicable law.

6.4 Administrative Leave

In addition to any other provision of this Handbook authorizing placing an employee on administrative leave, the Board, the District Manager, or a Designee may place an employee on administrative leave for misconduct, investigative purposes, or for any other reason it/he/she deems appropriate. Administrative leave shall be with pay unless circumstances dictate otherwise. While on administrative leave, employees must not participate in any non-social District duties or activities, unless otherwise directed by the Board, the District Manager, or a Designee.

6.5 Military Leave

Leaves of absence for military duty and training will be granted to all employees in accordance with applicable law. If an employee is called to active military duty or to reserve or National Guard training, or civil air patrol, or if an employee volunteers for the same, the District would appreciate the employee submitting copies of the military orders to their supervisor as soon as practicable. Employee eligibility for reinstatement after military duty or training is determined in accordance with applicable law. Employee military leave of absence will receive pay for the first three weeks (at 8 hours per day) in a calendar year. Pursuant to a separate written agreement, the amount of the employee's pay will be offset by the amount of military pay the employee receives for the same days for which paid leave was provided. The District will make payment as follows: the difference between the employee's regular earnings and the military earnings the employee receives while on duty (military earnings consist of gross pay at the base rate before payroll deductions).

6.6 Family and Medical Leave Act of 1993 ("FMLA")

The District complies with the FMLA and its implementing regulations, as may be amended from time to time. *Employee Notice of Rights and Responsibilities*, issued by the U.S. Department of Labor, provides employees with a general description of their FMLA rights and responsibilities. Please refer any questions, concerns or disputes with this policy to the District Manager.

Type of Leave Covered. The birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Amount of Leave. Leave includes 12 workweeks of leave in a 12-month period. If both spouses, or partners in a civil union, work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the spouses/partners may only take a combined total of 12 weeks of leave. If both spouses/partners work for the District and each wish to take leave to care for a covered service member, the spouses/partners may only take a combined total of 26 weeks of leave.

Procedure for Requesting FMLA Leave. To request FMLA leave, an employee must provide verbal or written notice of the need for the leave to the District Manager. Within five business days after an employee provides notice, the District will provide the employee with the Department of Labor (DOL) Notice of Eligibility and Rights. When the need for leave is foreseeable, employees must provide the District with at least 30 days' notice. When 30 days' notice is not possible, employees must provide notice as soon as practicable and must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave. Upon receipt of the appropriate paperwork, the District will inform the employee whether the employee is eligible for leave under the FMLA, any additional information required and whether the leave will be designated as FMLA leave.

Employee Status and Benefits During FMLA Leave. PTO and all other District benefits that operate on an accrual basis will continue to accrue during any portion of the FMLA leave to which paid time off applies but will not accrue during any portion of the FMLA leave that is unpaid including time when covered by short-term disability. While an employee is on FMLA leave, the employee's health, life insurance, and disability benefits will continue at the same level and under the same conditions as if the employee had continued to work. This means that if the employee is responsible to pay any portion of their health, life insurance, or disability benefits while working, then the employee will be responsible to continue paying those portions of their health, life insurance, or disability benefits while on FMLA leave. Likewise, while an employee is on FMLA leave, the District will continue paying any portion of the employee's health, life insurance, or disability benefits that it otherwise would pay if the employee were working. If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the District will require the employee to reimburse the District for any amount it paid for the employee's health, life insurance, or disability premiums during the FMLA leave. For any portion of the FMLA leave to which paid time off applies, the District will continue to make payroll deductions to collect the employee's share of the health, life insurance, or disability premiums. For any portion of the FMLA leave that is unpaid, the employee must continue to make this payment directly to the District within the deadlines established by the District at the beginning of the FMLA leave. If any payment owed by the employee is more than 30 days late, the employee's coverage may be dropped for the duration of the leave. The District will provide 15 days' notification before the employee's loss of coverage.

Fitness For Duty. If an employee takes FMLA leave, the employee may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in the District's response to the employee's FMLA leave request, or when the District notifies the employee that it has elected to designate time off taken by the employee as FMLA leave.

Use of Paid and Unpaid Leave. Generally speaking, an employee may apply Available PTO to any portion of FMLA that he/she desires and the balance of FMLA leave (if any) will be unpaid. Similarly, where the State's Family and Medical Leave Insurance (FAMLI) applies to any leave that is also covered by the FMLA, the employee may apply available PTO to supplement FAMLI benefits to receive their full regular rate of pay. During any unpaid leave, the employee will not accrue any PTO and will be responsible for paying the District their benefit deductions, including healthcare premiums.

Certification for the Employee's Serious Health Condition or the Serious Health Condition of a Family Member. The District will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will

be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition, or in the case of leave for the serious health condition of a family member, the DOL Certification of Health Care Provider for Family Member's Serious Health Condition. The District may contact employee health care provider directly in connection with an FMLA leave request for employee serious health condition, or the health care provider of employee family member in connection with an FMLA leave request to care for a family member, for verification or clarification purposes using a health care professional or the District Manager or his/her designee. The District will not use the employee's supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's permission (or the family member's permission if the FMLA leave request is to care for the family member) for clarification of individually identifiable health information. The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee (or the employee's family member) to get a certification from a second doctor, which the District will select. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinions. The District may deny FMLA leave to an employee who refuses (or whose family member refuses) to release relevant medical records to the health care provider designated to provide a second or third opinion.

Certification of Qualifying Exigency Relating To, or Serious Injury or Illness of a Covered Service Member. The District will require certification of the qualifying exigency relating to, or the serious injury or illness of, a Covered Service Member. The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification of a qualifying exigency will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave. Certification of the Serious Injury or Illness of a Covered Service Member will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

Recertification. The District may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the District receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his/her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Intent to Return to Work From FMLA Leave. The District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After FMLA Leave. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The District may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

6.7 Workers' Compensation Insurance

The District provides Workers' Compensation Insurance to all employees. If an employee is injured, infected or becomes ill while performing work for, or activities on behalf of, the District, the employee must submit a verbal

or written report of injury or illness to their supervisor, manager, or District Manager within 10 days of the occurrence. Failure to follow this procedure may jeopardize an employee's right to workers' compensation benefits. Questions regarding workers' compensation insurance claims should be directed to the HR Department.

Per Colorado State Law, the first three (3) shifts of leave following an eligible work-related injury or illness are not compensated. As a benefit for District employees, these first three (3) shifts of leave are paid by the District. The District's third-party Workers' Compensation administrator will coordinate compensation to employees for eligible work-related injuries or illnesses per Colorado State law at two-thirds (2/3) of the employee's normal weekly wage up to a state maximum wage, which is adjusted annually for inflation. All Workers' Compensation wages are tax-exempt and are paid directly to the employee without any payroll deductions. Because this payment is mailed from an outside source, checks may be received on a different schedule than the District's normal payroll cycles. All cell phone stipends will be suspended during any period an employee is absent from work as a result of a work-related injury or illness. Employees may supplement their wages from PTO, Comp Time, Sick Leave, or Banked Sick Leave, which will be received via normal District payroll processes. The injured employee must make payment arrangements to cover the cost of their premium deductions for benefits such as health, dental, and vision insurance. Payments will be arranged through HR.

The District has prepared the statutorily required list of treating physicians who are the District's designated providers and will provide this list to an employee who is injured at work, and to any other employee upon request. The District will provide the list within seven business days of when the District has notice of the injury. If an emergency prevents the District from providing this list to an injured employee within that time, the list will be provided as soon as the emergency ceases.

To assist in selecting a provider, an employee may request disclosure of ownership interest and employment relationships from any of the designated providers. A form is available in the District's administrative office to assist the employee in obtaining the information. A copy of any such request must be submitted to the District in writing. An injured employee may submit a one-time notice to change the treating physician by choosing another name from the list, provided that the notice to change is submitted within 90 days after the date of injury, but before the employee reaches Maximum Medical Improvement. A form is available in the District's administrative office. Nothing in this paragraph prohibits an employee from submitting a written request to change physicians pursuant to C.R.S. 8-43-404(5)(A)(VI).

Whenever possible, the District will provide transitional duty assignments to employees injured on the job. Transitional duty assignment may be outside the employee's department and will confirm to any restriction imposed by the employees approved treating physician.

6.8 Paid Time Off (PTO)

Generally. Paid Time Off ("PTO") is a program that consolidates and replaces the traditional vacation time, personal leave, and sick leave policies for employees. PTO may be used for vacations, personal business, sick leave purposes (as defined in Section 6.9 below), family emergencies, or other reasons as requested by an employee and approved by their supervisor. Regular full-time, variable full-time, and regular part-time employees are eligible for PTO as follows. Eligible employees will advance PTO Tiers on January 1st following their 4th full calendar year of employment with the District, regardless of their individual anniversary date. Such PTO includes any paid sick leave required under the Colorado Healthy Families and Workplaces Act.

PTO Accrual Rates and Maximum Accrual Amounts. District employees accrue PTO each pay period. The amount accrued depends on each employee's years of service. The District permits employees to carry a maximum amount of PTO (based on years of service). Once an employee reaches the maximum PTO amount, the employee will not accrue any further PTO until the employee's Available PTO falls below the maximum accrual amount. In addition to the PTO accrued by an employee, supplemental paid sick leave may be made available during a public

health emergency (as specified in Section 6.10 below) in an amount based on the number of hours the employee works or as dictated by the applicable mandate.

PTO Employment Year	Regular FT			Variable FT			Regular PT		
	Accrual			Accrual			Accrual		
	Per		Max	Per		Max	Per		Max
	Annual	Pay	PTO	Annual	Pay	PTO	Annual	Pay	PTO
	PTO	Period	Bank	PTO	Period	Bank	PTO	Period	Bank
1-4	168	6.46	228	126	4.85	171	84	3.23	114
5+	208	8	268	156	6	201	104	4	134

Scheduling PTO. PTO is paid at the employee's regular hourly rate of pay and may be used in increments of less than one full day for non-exempt employees. In general, employees may not use more than 10 days of PTO at a time without prior approval from the District Manager or Director. Prior approval is not required to use PTO for sick leave purposes. All employees, including exempt employees, must submit PTO requests through the District's electronic timekeeping system. When PTO usage is foreseeable, PTO requests must be submitted at least two weeks in advance. When feasible, PTO requests are granted, considering the District's business needs. Timeliness in submitting PTO requests may determine priority in scheduling PTO. The District may require reasonable documentation to verify that PTO is used for a permitted sick leave purpose if an employee uses PTO or a sick leave purpose for four or more consecutive workdays; documentation is not required to take PTO for sick leave purposes.

Payment of Available PTO Upon Separation of Employment. Upon separation, employees will be paid out for one half accrued and unused PTO. Any available supplemental sick leave, as discussed below, will be forfeited.

Negative PTO. Under rare and emergency circumstances, employees who need to take more time off than their accrued, available PTO balance can submit a request for negative PTO, up to a maximum of 24 hours. Negative PTO must be approved by the District Manager and Human Resources department in advance of any time being taken. The employee must also complete a Payroll Deduction Authorization Form which allows the District to deduct any negative PTO balance from the employee's final paycheck upon employment separation, which is attached to this Handbook in the Appendix as Wage Deduction Required Agreement.

6.9 Sick Leave

Variable part-time, seasonal, and variable temporary employees are not eligible for PTO; however, these classifications accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. An employee begins accruing paid sick leave when the employee's employment begins and may use paid sick leave as it is accrued. Unused sick leave at the end of seasonal employment will be carried over for future years or seasons (if within six months of separation). Variable part-time employees may carry forward and use in subsequent calendar years up to 48 hours of paid sick leave that is not used in the year in which it is accrued. A maximum of 48 hours of paid sick leave, if accrued, is allowed for use in a year. A maximum of 48 hours of paid sick leave may be banked at any point in time. Sick leave may only be used for scheduled shifts.

In the event an employee becomes eligible to accrue PTO by an employment classification change, sick leave accrual will cease at the time of the classification change. Any accrued but unused sick leave balance will be available for sick leave use, as outlined in this section, until such time the employee is scheduled to accrue a PTO balance equal to the sick leave balance at the time of classification change. At that point, the remaining sick leave

accrued balance will be forfeited and the employee will transition strictly to use of PTO, which may be used for Sick Leave.

Employees may use accrued paid sick leave to be absent from work for the following purposes (“sick leave purposes”):

- The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.
- Bereavement, or financial/legal needs after a death of a family member; or
- Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must
 - a. evacuate their residence, or
 - b. care for a family member whose school or place of care was closed.

In addition to the paid sick leave accrued by an employee, supplemental paid sick leave may be made available during a public health emergency (as specified in Section 6.10 below) in an amount based on the number of hours the employee works or as dictated by the applicable mandate.

Variable PT, Seasonal, and Variable Temporary		
<i>Annual PTO</i>	<i>Accrual Per 30 Hours</i>	<i>Max Sick Bank</i>
48	1	48

Reasonable Documentation. The District may require reasonable documentation to verify that sick leave is used for a permitted sick leave purpose if an employee uses paid sick leave for four or more consecutive workdays; documentation is not required in order to take sick leave.

Notice. All employees must notify their direct supervisor of the need for sick leave as soon as practicable when the need for sick leave is foreseeable.

6.10 Supplemental Sick Leave During a Public Health Emergency

Employees Eligible for PTO. On the date a public health emergency is declared, each regular full-time, variable full-time, and regular part-time employee will receive supplemental sick leave as necessary to ensure that each employee has two weeks of Available Paid Leave. Full-time employees will receive 80 hours of supplemental sick leave. Employees who work less than 40 hours a week will receive up to the greater of the average number of hours the employee works over 2 weeks or the amount of time an employee is scheduled to work over a two-week period.

Employees Eligible for Supplemental Sick Leave. On the date a public health emergency is declared, each variable part-time, seasonal, and variable temporary employee's sick leave will be automatically supplemented as necessary to ensure that each line employee has 2 weeks of available supplemental sick leave. Employees who work less than 40 hours a week will receive up to the greater of the average number of hours the employee works over 2 weeks or the amount of time the employee is scheduled to work over a 2-week period. An employee's accrued sick leave counts toward the 2 weeks of supplemental sick leave.

Use of Supplemental Sick Leave. Supplemental sick leave and PTO may be used from the date a public health emergency is declared until 4 weeks after the official termination or suspension of the public health emergency for the following purposes:

- A. An employee needs to self-isolate and care for oneself because the employee is diagnosed with, experiencing symptoms of, or seeking preventative care for a communicable illness that is the cause of the public health emergency;
- B. An employee is seeking or obtaining a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of the public health emergency;
- C. An employee needs to care for a family member who is self-isolating because the family member is diagnosed with, experiencing symptoms of, or seeking preventative care for a communicable illness that is the cause of the public health emergency;
- D. An employee needs to care for a family member who needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of the public health emergency;
- E. With regard to a communicable illness that is the cause of the public health emergency, a local, state, or federal public official or health authority having jurisdiction over the location of an employee's place of employment or the employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
- F. With regard to a communicable illness that is the cause of the public health emergency, an employee needs to care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location of the family member's place of employment or the employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- G. An employee needs to care for a child or other family member when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- H. An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

6.11 Unpaid Leave

The District may, in the discretion of the District Manager and the employee's Department Director, grant any full-time eligible employee unpaid leave only after the employee has exhausted all of his/her earned and carried-over PTO, sick leave, if applicable, and other paid leave benefits. In determining whether to grant unpaid personal leave, the District Manager and Director will consider the business needs of the District and whether the District reasonably can accommodate the unpaid personal leave, and any other factors deemed relevant by the District

Manager and Director. If unpaid leave is granted, the employee is responsible for payment of health benefit premiums.

6.12 Holiday Pay

Regular full-time, variable full-time, and regular part-time employees are entitled to ten paid holidays. Regular full-time employees receive 80 hours annually (8 hours per holiday), variable full-time employees receive 60 hours annually (6 hours per holiday), and regular part-time employees receive 40 hours annually (4 hours per holiday) at their regular hourly rate paid holidays. Holiday pay is not counted as hours worked for purposes of calculating overtime. Variable full-time and regular part-time employees not scheduled to work on a holiday may utilize their paid holiday another day within the same pay period, or a separate pay period if approved in advance by the District Manager or a director. Non-exempt employees (regular full-time, variable full-time, and regular part-time) required to work on a holiday will be paid regular hours for the hours worked on the holiday, unless hours are critical to operations as determined by the District Manager, which will result in time and a half pay as a premium payment for working on the holiday. Employees may not utilize the equivalent of those holiday hours on another day, within the same pay period, unless approved in advance by the District Manager or a director. Exempt employees required to work on a holiday may flex for another day within the same pay period, unless approved in advance by the District Manager or a director. Approval to work on a holiday must be approved in advance by the District Manager or director. Any hours worked on the holiday will be counted as time actually worked for purposes of calculating overtime, but the holiday premium payment is excluded from the regular rate for purposes of calculating overtime. Any holiday hours not utilized at the end of the year will not carryover to future years. Employees are not paid out for any unused holiday hours at the time of separation.

7.0 Employee Benefits

The District may alter any of these benefit policies and programs at any time, in its sole discretion, subject to applicable law.

7.1 Benefits

The District currently offers health, dental, and vision insurance as well as a plethora of other benefits for employees. Benefits are available for eligible employees based on classification. Benefit programs are outlined on the benefit table found in Section 7.9 below.

Eligibility. The District currently offers health, dental and vision insurance for eligible regular full-time and variable full-time employees at the contribution amounts toward the premiums established by the Board. A copy of the plan(s) is on file in the District's administration office. Coverage begins the first day of the month following the employee's first date of employment. In addition to themselves, employees may elect to cover their spouse/domestic partner as well as dependent children.

Spouses may include those who are legally married and those who fit the definition of common-law spouse or civil union. Dependent children may include the employee's unmarried, natural and/or legally adopted children, or children for whom the employee has been granted legal guardianship. Except in certain circumstances, children must be under the age of 26 regardless of marital, student status, or dependency upon the employee for support. An employee loses his or her eligibility for coverage when one of the events listed below occurs:

- Employment ends;
- Employee changes from a benefit-eligible position to a non-benefit eligible position;
- Employee cancels his or her coverage; or
- If applicable, the employee does not pay the associated portion of health premiums.

Coverage Changes. Employee coverage decisions will be in effect for the entire plan year unless an employee has a change in status. A change in status occurs if:

- An employee marries, divorces, or files for a legal separation;
- An employee or an employee's spouse gives birth, adopts a child or if there is a change in custody agreements of a child;
- An employee's spouse or dependent(s) dies;
- An employee's dependent child is no longer eligible for coverage due to age or marital status or student status;
- An employee's spouse has a change in employment, resulting in the gain or loss of insurance coverage; or
- An employee or an employee's spouse loses coverage due to a change in employment status/classification.

To make a change during the year, an employee must provide proof of change such as marriage license, birth certificate, loss of coverage, etc. to the Finance Department within thirty (30) days of the qualifying event. If an employee has no family status changes during the plan year, the employee still has one opportunity during which the employee can change elected coverage for the upcoming plan year. This event is called Open Enrollment. Each year employees will receive detailed information from the Finance Department in advance of the Open Enrollment period outlining the process employee may follow to make changes to employee coverage.

Retiree Health Insurance. Any benefit-eligible employee who is at least 50 years of age and has either a minimum of ten years of continuous coverage accumulated with any CEBT group OR has been employed by the

District continuously for a minimum of fifteen years at the time of retirement is eligible to elect coverage in the District's medical, dental, vision insurance plan at any coverage level provided by the plan (for example, individual, individual + spouse, individual + child(ren), or individual + family). Any such election shall be made pursuant to the election procedures, as such procedures may be amended by the District Board from time to time. Election for coverage must occur at the end of employment.

The retired employee will be responsible for paying the entire premium cost of the plan as set by the insurance carrier, plus a 2% District administrative fee. Such payment must be made by reimbursement to the District pursuant to the payment procedures. Such procedures may be amended by the District Board from time to time. Except as otherwise required by federal or state law, failure to make payments as directed and when due will result in termination from the plan. At the end of the month that a retired employee becomes eligible for Medicare or the receipt of retirement pension benefits from Colorado PERA, coverage on the District's medical insurance plan will be terminated for the retired employee and the retired employee's spouse and dependents (if elected). A retired employee who terminates coverage in the plan after enrolling, and outside the normal provisions of COBRA, will no longer be eligible to participate in the plan.

7.2 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health, prescription, and dental insurance coverage under the District Plan for up to 18 months and possibly longer for certain individuals when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of insurance coverage at District group rates plus an administration fee. An employee's COBRA coverage will terminate automatically if the premium for the employee's continuation coverage is not paid by the due date and any applicable grace period for paying the premium has expired without the past due premium being paid. Termination of COBRA coverage will be effective at the end of the last month for which the full premium was paid before expiration of the grace period for that payment.

Upon separation, each eligible employee is provided with a written notice describing rights granted under COBRA; this notice contains important information about the employee's rights and obligations.

7.3 Flexible Spending Accounts

Flexible Spending Accounts (FSAs) are optional accounts that allow benefit eligible employees to have pre-tax payroll deductions deferred into special reimbursement accounts, which can be used for uncovered medical expenses and/or dependent care costs. Options for enrollment occur during the annual open enrollment period each year or at the time of a qualifying event.

Under COBRA law, employees have the option to continue employee Medical Reimbursement and/or Dependent Care Reimbursement account(s) for the remaining portion of the calendar year. If an employee would like to continue their FSA, the employee must remit payments in the amount equal to the employee's monthly payroll deduction using

after-tax dollars. Additional details on continuing these accounts are contained in the COBRA information mailed to employee upon separation of employment.

7.4 Life Insurance and Accidental Death & Dismemberment

Eligible employees are automatically enrolled in the District's paid Life Insurance and Accidental Death and Dismemberment (AD&D) plan. Eligible employees will receive coverage in the amount of two times the employee's base salary rounded up to the next \$1,000 up to a maximum of \$450,000. Reductions occur on the following schedule: age 65 (40%), age 70 (65%), age 75 (75%), and age 80 (80%).

7.5 Short Term Disability (STD)

Short Term Disability will be eliminated from District coverage starting January 1, 2024 when the Family and Medical Leave Insurance (FAMLI) program benefits begin.

7.6 Long Term Disability

Regular full-time and variable full-time employees are eligible for long-term disability. Benefits include 60% of the first \$12,500 of pre-disability earnings, reduced by deductible income. The waiting period is 180 days.

7.7 Employee Recreational Benefits

Eligibility. Each of the employee recreational benefits provided in this Handbook are available to regular full-time, variable full-time, and regular part-time employees, and their spouse and dependent children. "Dependent children" means any son, stepson, daughter, stepdaughter, or eligible foster child of the employee. The Facility Access and Fitness Class benefits are also available to variable part-time, variable temporary, and seasonal employees during the season they are working; however, their spouses and dependent children are not eligible.

Facility Access. All eligible District employees and family may utilize the fitness center and aquatic facilities at no cost during regular business hours. All eligible District employees and family may participate at no charge as a "drop-in" participant for Community Center fitness classes; however, they must register using required registration processes.

Recreation Program Registration and Participation. All eligible District employees and family may register for any District-provided program or class, including specialty fitness classes, at a 20% discount off the District resident rate or non-resident rate, as applicable depending on whether the eligible District employee is a District resident or non-resident at the time of registration. Eligible District employees and family must register using the required registration processes.

Facility Rentals. All eligible District employees and family may rent any District rental facility, including Bradford Room, Dakota Lodge, Shaffer Room, pools, and tennis courts, at a 20% discount off the regular rental rate charged to District residents or non-residents, as applicable depending on whether the eligible District employee is a District resident or non-resident at the time of the rental. Eligible District employees must pay the full damage deposit applicable to the rental facility or room and is subject to all rental rules, regulations, and policies of the District.

Identification. District employees utilizing the recreation benefits provided in this Handbook must comply with identification requirements established by administrative services, which may include presenting an ID card and/or mobile bar code.

Modification. The Board may modify the recreational benefits provided in this Handbook at any time in its discretion, subject to the requirements of applicable federal, state, and local laws, rules, regulations, and ordinances.

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary
KC Ranch Community Center/Fitness	Drop-in use free for employee and eligible spouse and dependent children			Drop-in use free for employee during working season only		
Aquatic Facility Use	Drop-in use free for employee and eligible spouse and dependent children			Drop-in use free for employee during working season only		
Recreation Program Registration Fees	20% Discount					
Facility Rental Fees	20% Discount					

7.8 Paid Family and Medical leave Insurance (FAMLI) Program

FAMLI provides all Colorado workers with access of up to twelve weeks of paid leave to take care of themselves or their family during life circumstances such as birth, adoption, or foster care of a child, or taking care of themselves or a loved one with a serious health condition. The amount of leave available within a year is capped at 12 weeks, or 16 for gestational parents with complications. The eligibility requirement for someone to be able to take leave or become a covered individual is having made \$2,500 in wages within the first four of the last five completed calendar quarters immediately preceding the first day of the benefit year (i.e., the 12-month period in which the employee makes a claim for FAMLI benefits) or the last four completed calendar quarters immediately preceding the benefit year, regardless of time worked or for which employer. Job protection is a separate benefit and does not apply to FAMLI leave until someone has been with the employer 180 days.

The FAMLI Division pays the employee directly for the time they are out of work. For any portion of the FAMLI leave to which paid time off applies, the District will continue to make payroll deductions to collect the employee's share of the health, life insurance, or disability premiums. For any portion of the FAMLI leave that is unpaid, the employee must continue to make this payment directly to the District within the deadlines established by the District at the beginning of the FAMLI leave. If any payment owed by the employee is more than 30 days late, the employee's coverage may be dropped for the duration of the leave. The District will provide 15 days' notification before the employee's loss of coverage.

Eligible employees are not required to exhaust or use any accrued sick, vacation, or other paid time off prior to or while receiving FAMLI benefits (CRS 8-13.3 -510); however, FAMLI provides only partial wage replacement. Although FAMLI provides partial wage replacement, employees are not entitled to receive full wage replacement from the CDLE while receiving FAMLI benefits. As such, the District will provide employees with a wage supplement agreement that will allow the District to use any unused accrued leave earned by the employee to supplement FAMLI benefits to ensure the employee receives their full regular rate of pay while on FAMLI leave.

7.9 Seasonal Employee Scholarship Program

The District has established an Employee Scholarship Program aimed at providing financial assistance for the educational development of seasonal employees. This program will award three (3) \$500 scholarships annually to eligible applicants.

Eligibility:

- Employee Status: To be eligible for the Employee Scholarship program, applicants must be or have been employed as a Seasonal employee of the District the same calendar year of application.
- Length of Service: Applicants must have completed the entire summer season of continuous service with the District.
- Academic Pursuits: The scholarship is intended to support educational pursuits. Applicants must be enrolled in a recognized educational institution, including accredited colleges, universities, vocational schools, or similar programs.

Application Process:

- Interested and eligible employees must complete the official scholarship application form.
- The application must be submitted to the Human Resources department no later than the specified deadline each year.

Selection Process:

- Once the application has been reviewed for eligibility by the Human Resources department, it is sent to the scholarship selection committee for review and consideration. Award decisions are made based on established criteria.

Terms and Conditions:

- The scholarship is a one-time award and is not renewable.
- Recipients are required to fulfill their seasonal employment with no write-ups or corrective action.

8.0 Corrective Action and Discipline

8.1 Corrective Action

Corrective actions are not discipline. Corrective action is intended to notify employees of conduct that is not in conformance with the District's rules or otherwise is inappropriate or deficient, so employees can promptly take appropriate action to ensure the conduct does not occur again.

The District does not have a progressive or step-corrective action or discipline policy. The District will impose the corrective action it deems appropriate under the specific facts and circumstances. In imposing a corrective action, the District may consider any prior corrective action or disciplinary action imposed against an employee. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. In accordance with the District's policy against progressive discipline, the District has no obligation to take corrective action before taking disciplinary action, up to and including termination.

- A. **Oral Corrective Actions.** An oral corrective action may be imposed at any time by any supervisor. An oral corrective action shall be documented by the supervisor issuing the oral corrective action by a written note or memo placed in employee personnel file. A copy will be given to the employee.
- B. **Written Corrective Actions.** A written corrective action may be imposed at any time by any supervisor. Employees will be given a copy of the written corrective action. Employees must meet and discuss the written corrective action with their supervisor and acknowledge in writing that they discussed the written corrective action with their supervisor. The written corrective action and employee acknowledgement shall be placed in the employee's personnel file.
- C. **Corrective Action Requirements.** A supervisor may impose any reasonable duty or condition upon an employee that is reasonably designed to correct the deficient or inappropriate conduct, including, but not limited to, prohibiting the employee from engaging in the misconduct again, probation and/or an action plan.
- D. **Appealing Corrective Actions.** An employee may appeal a corrective action to the District Manager. Employee appeals must be submitted in writing to the District Manager within 5 calendar days of the employee receiving the corrective action. Employee appeals must include a copy of the corrective action, the reason(s) the employee disagrees with it and what the employee wants the District Manager to do. The District Manager may investigate the corrective action. The District Manager shall issue a written decision within 10 calendar days of receiving the appeal or as soon thereafter as practicable. A corrective action and the District Manager's decision cannot be appealed to the Board.
- E. **Corrective Actions by the District Manager.** The District Manager may issue a corrective action to any employee at any time, using the procedures for oral and written corrective actions in this section. The District Manager's corrective action cannot be appealed to the Board.
- F. **Board Corrective Actions.** The Board has complete discretion to issue a corrective action to the District Manager or any other employee at any time, using such procedures as it deems appropriate.

8.2 Discipline

At Will Employment; No Progressive Discipline. The District does not have a progressive or step-discipline policy. All employees are "at will" and may leave the District at any time. The District also may terminate an employee at any time, for any or no reason, subject only to the requirements of applicable law.

When Discipline May Be Imposed. Discipline may be imposed for violating this Handbook or any other District rule, any applicable law, or for unsatisfactory or deficient performance of duties. The following is a non-exclusive list of the types of misconduct that may result in discipline:

- A. Violation of this Handbook or any other District rule.

- B. Unsatisfactory performance of one or more of an employee's duties and responsibilities.
- C. Direct or indirect insubordination, disrespect for or disobedience to a request, direction or order of a supervisor or the District manager.
- D. Violation of the District's anti-discrimination/harassment or workplace antiviolenace policies.
- E. Unauthorized release of information regarding the District, its employees, volunteers, or customers.
- F. Unauthorized use or removal of District property, other employees or volunteers, or customers.
- G. Carelessness, negligence, or misuse of District property, whether resulting in injury to employees, volunteers, or other property.
- H. Willful destruction of District property or the property of others.
- I. Falsification of, or material omission from, an employment or appointment application or any other District record.
- J. Violation of the District's illegal drug and alcohol policy.
- K. Unexcused absence or tardiness.
- L. Leaving District Premises without prior permission of an employee's supervisor. For example, if an employee becomes ill while on duty, the employee must notify their supervisor before leaving.
- M. Violation of the District's smokeless tobacco and smoking policy.
- N. Disorderly conduct, including, but not limited to, gambling, verbal abuse, fighting, engaging in any activity that interferes with job performance, or any other employee's or volunteer's performance on the job, repeated use of abusive, obscene, indecent, or profane language.
- O. Lack of courtesy to District guests or customers, or other employees or volunteers.
- P. Violation of the District's Dress Code.
- Q. Falsification, destruction, or unauthorized use of District records, reports, or other data or information belonging to the District.
- R. Failure to report violations of safety policies and procedures.
- S. Failure to use safety gear, clothing, or equipment properly.
- T. Violation of the District's conflicts of interest and personal gain policies.
- U. Unauthorized use of District funds and/or credit cards.

The foregoing is not a comprehensive list of the reasons for which an employee may be subject to disciplinary action, up to and including termination. Again, violation of any provision of this Handbook or any other District rule, any applicable law, or any verbal or oral instruction of a supervisor, may result in disciplinary action.

8.3 Discipline Procedure

An employee's supervisor will determine the discipline to be recommended based upon the specific facts and circumstances of the case, considering the employee's prior work performance, including, but not limited to any prior corrective actions or discipline. If, based upon all the facts and circumstances, the supervisor believes discipline is warranted, the supervisor may recommend one or more of the following forms of discipline to the District Manager or a Designee:

- A. Probation;
- B. Action Plan;
- C. Suspension;
- D. Suspension without pay;
- E. Fine;
- F. Leave Reduction;
- G. Demotion; or
- H. Termination.

Exempt Employee Limitations. To comply with the FLSA "salary basis" requirements, the following limitations apply to disciplinary actions against FLSA exempt employees:

- A. A fine can be imposed against a FLSA exempt employee only for violations of a safety rule of major significance. An exempt employee cannot be fined to reimburse the District for lost or damaged District equipment or property;
- B. A FLSA exempt administrative employee can be suspended without pay for more than one workweek (no partial workweeks) for any act or omission forming a basis for discipline under this Handbook, any other District rule, or applicable law; and
- C. A FLSA exempt employee can be suspended without pay for one day or more (no partial days) for violations of the District's anti-discrimination/anti-harassment policies or workplace anti-violence policy.

Notice of Recommended Discipline. The supervisor will provide the employee with a written *Notice of Recommended Discipline* that contains:

- A. a brief, reasonably specific statement of the employee's wrongful conduct;
- B. the provision(s) of this Handbook or other District rule or applicable law violated, or the employee's deficient or unsatisfactory performance of duties; and,
- C. to the extent practicable, the time, date, and place where the alleged acts took place, and the names of witnesses.

The *Notice of Recommended Discipline* will state a date and time at which the employee is required to meet with the supervisor, which meeting will occur within five business days of the employee's receipt of the *Notice of Recommended Discipline*. If the supervisor cannot hold the meeting within the five-day period due to unavailability, the meeting will occur with the employee as soon as practicable. Before this meeting, the employee may submit a written response to the *Notice of Recommended Discipline*. The *Notice of Recommended Discipline* may be given to the employee in person, emailed to the employee, or mailed to the residential address the employee has provided to the District in accordance with this Handbook.

Employee Written Response. Employees may, but are not required to, submit a written response. If an employee wishes to submit a written response, the employee must submit it to the supervisor at least 12 hours before the employee meets with the supervisor to discuss the *Notice of Recommended Discipline*.

Supervisor's Recommendations to the District Manager. After meeting with the employee and considering the employee's written response, if any, the supervisor may submit written recommendations of discipline to the District Manager or may withdraw the disciplinary action.

District Manager's Decision on Recommendations Final. The District Manager will issue a written decision on the supervisor's recommendations within 10 business days of receiving the recommendations, or as soon thereafter as practical. The District Manager's decision is the final decision of the District for all purposes. Under no circumstances shall an employee attempt to appeal a disciplinary action directly to the Board. Any attempt to appeal a disciplinary action to the Board may result in the employee's immediate termination.

Disciplinary Action by the District Manager. The District Manager may, at any time, commence disciplinary action against any employee or volunteer. The District Manager will provide the employee with a *Notice of Recommended Discipline* that contains the information set forth in this section. The employee shall meet with the District Manager to discuss the discipline being considered. The employee may provide a written response as provided above. The District Manager will issue his/her decision within 10 business days of his/her meeting with the employee, or as soon thereafter as practicable. The District Manager's decision shall be the final decision of the District for all purposes. Under no circumstances shall the employee attempt to appeal the District Manager's decision to the Board. An attempt to appeal the District Manager's decision to the Board may result in the employee's immediate termination.

Board Discipline of the District Manager or Other Employees/Volunteers. The Board may, in its sole discretion, impose a disciplinary action against the District Manager or any other employee or volunteer. The District Manager or other employee/volunteer is not entitled to receive progressive or step-discipline; nor does any discipline imposed by the Board alter the District Manager's or other employee's status as an at-will employee. The Board will, to the extent practicable, in compliance with the Colorado Sunshine Law, and its ability to schedule regular or special meetings, follow the procedures contained in this section. The District Manager or other employee/volunteer and the Board will meet to discuss the discipline being considered. The District Manager or other employee/volunteer may submit a written response, which shall be submitted to the Board at least 24 hours before the meeting. The Board shall issue its final decision on the discipline as soon after the meeting as reasonably practicable.

Termination Due to Job Elimination. The Board or the District Manager may terminate an employee because of the elimination of the employee's position. The Board or the District Manager will provide the employee with a written *Notice of Intent to Eliminate Position*. The Notice will state the reason(s) for eliminating the position and will state a date and time for the employee to meet with the Board or District Manager to discuss elimination of the position. The employee may provide a written response at least 12 hours before the meeting to discuss elimination of the position. As soon as practicable after the meeting, the Board or District Manager, as appropriate, will issue a final decision on elimination of the position.

Termination for Reasons Other Than Discipline or Job Elimination. The Board or District Manager, on its/his/her own initiative or on a supervisor's recommendation, may terminate an employee for other than discipline or job elimination, where the Board or District Manager finds the employee's continued employment is not in the best interests of the District, its employees/volunteers, and/or the citizens it serves, including the employee's goals and needs are inconsistent with the District's goals and needs, the employee is not integrating into the District's work force, operations, or administrations, or the employee has attitude or behavioral problems that, while perhaps not rising to a level requiring discipline, are not in the best interests of the District, its employees/volunteers and/or the citizens it serves. In such circumstances the supervisor (if supervisor recommendations are involved) and the District Manager will follow the procedures set forth in this Section 8.3. The Board will, to the extent practicable, in compliance with the Colorado Sunshine Law, and its ability to schedule regular or special meetings, follow the procedures contained in this section.

9.0 Dispute Resolution

9.1 Dispute Resolution

Scope. This section does not apply to any aspect of any corrective action, disciplinary action or termination of employment/service; any personnel decision relating to payroll, appointment, hiring, promotion, or performance reviews; or any action a member perceives as illegal discrimination, harassment, or retaliation. Such matters must be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Handbook.

Informal Problem Resolution. You must first address the supervisor or other member with whom you have the dispute and attempt to resolve the dispute directly. If the informal means of problem resolution are not successful, you may utilize the dispute resolution procedures set forth below.

Dispute Resolution Procedures. After satisfying the Informal Problem Resolution section above, you may submit a written dispute to the District Manager or, if the dispute involves the District Manager, to a Board member.

- A. You must submit your written dispute within six business days of the issue or event that is the reason for the dispute. The written dispute must be placed in a sealed envelope. If the dispute is being submitted to the District Manager, the sealed envelope must be marked "Confidential Dispute Resolution for the District Manager." If the dispute is being submitted to the Board, then the sealed envelope must be marked "Confidential – Dispute Resolution for the Board." In either case, the sealed envelope must be delivered to the administrative office.
- B. The written dispute must, at a minimum, state the following:
 - The date of the disputed issue or event, and the date you submitted the written dispute;
 - Your name;
 - A description of the dispute; how, when and where it arose; the parties involved; and, its present status, including a description of the steps you took to resolve the dispute on an informal basis;
 - All documents or other materials supporting your position; and
 - The relief sought or a proposal for resolution of the dispute.
- C. If the dispute is submitted to the District Manager, he/she may make such an investigation as he/she deems appropriate under the circumstances and issue a written decision as soon as possible. The District Manager's decision is the final decision on the dispute, and you must not attempt to appeal it to the Board.

If the dispute is submitted to the Board, it will take whatever action it deems appropriate given the circumstances, which may include appointing a two-member committee or reviewing it as a Board. The Board or its Designee will notify the District Manager of the dispute and give the District Manager the opportunity to provide a written response. The Board or its designees may conduct such investigation as it deems appropriate under the circumstances, including hiring an outside investigator. The Board will issue a written decision as soon as practicable. The Board's decision is final and may not be appealed.

Appendix

Benefit Table

Benefit Type	Regular Full-Time	Variable Full-Time	Regular Part-Time	Variable Part-Time	Seasonal	Variable Temporary	Notes
Hours per Week	40	30-36	20-29	19 & below	Summer operational season; employed less than 26 weeks	Substitutes or employed on an as needed basis	Seasonals include aquatics, parks maintenance seasonals, and summer camp counselors (those not working in other youth programs during the year)
Annual Hours (52 weeks)	2080	1560-1923	1040-1559	1039 & below	N/A	N/A	
Medical Insurance	Eligible	Eligible					
Dental Insurance	Eligible	Eligible					
Vision Insurance	Eligible	Eligible					
Retiree Health Insurance	Eligible	Eligible					Must be 50; retiree must have a minimum of ten years of continuous coverage accumulated with any CEBT group OR retiree must have been employed by the District continuously for a minimum of fifteen years
Long-Term Disability	Eligible	Eligible					
Paid Family Medical Leave Insurance (FAMLI)	See Note						Most employees become eligible to take paid leave after they have earned at least \$2,500 in wages within the State within the last four calendar quarters. Contact HR for information.
Employee Assistance Program	Eligible	Eligible					
Group Life Insurance	Eligible	Eligible					
Flexible Spending Account	Eligible	Eligible					
FMLA Leave	Eligible	Eligible	*Eligible				*Eligible if worked at least 1250 hrs in previous 12 months
401a Retirement Plan	10% District Match						
457 Plan	Voluntary	6.2% District Match	6.2% District Match	6.2% District Match	6.2% District Match	6.2% District Match	
Annual PTO Hours	168	126	84				Accrues per pay period; increases following 4 th full calendar year of employment
Annual Sick Leave				*	*	*	*Accrue 1 hour for every 30 hours worked up to 48 hours
Comp Time Max	60	45	30				
Annual Holiday Hours	80	60	40				Hours may be used for: New Year's Day, MLK Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas
Bereavement Leave	up to 24 hrs	up to 18 hrs	up to 12 hrs	Depends on average schedule and shift worked			

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave.
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not** have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may** request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason.
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR





COLORADO
Department of
Labor and Employment

Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Division of Labor Standards & Statistics

Effective January 1, 2021
Must be updated annually; new poster
available 1st week of each December

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFVA"): Paid Leave Rights

Coverage: Employers with at least 16 employees are required to provide paid leave under the HFVA.

- Employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.
- Regular hours and pay set the rate of accrual and compensation for leave, during which benefits continue.
- Up to 48 hours of unused accrued leave carries over for use the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) has a family member experiencing a condition described in category (1) or (2); or
- (4) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

In a public health emergency (PHE), employees can use supplemental PHE leave for the following needs:

- (1) self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the PHE;
 - (2) seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
 - (3) being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
 - (4) caring for a child or other family in category (1)-(3), or whose school or child care is unavailable due to the PHE.
- During a PHE, employees still earn up to 48 hours of accrued leave and may use supplemental leave before accrued leave.

Employer Policies (Notice: Documentation: Incremental Use: Privacy: and Paid Leave Records)

- Written notice and posters. Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- Notice for "foreseeable" leave. Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but cannot deny paid leave for noncompliance with such a policy.
- An employer can require documentation to show that leave was for a qualifying reason only if leave was taken for four or more consecutive work days (i.e. days on which an employee would have worked, not calendar days).
- Documentation is not required to take paid leave, but can be required as soon as an employee can provide it after returning to work or separating from work (whichever is sooner). No documentation can be required for PHE leave.
- To document leave for an employee's (or an employee's family member's) health-related need, an employee may provide: (1) a document from a health or social services provider if services were received and document can be obtained in reasonable time and without added expense; otherwise (2) the employee's own writing.
- To document that an employee (or an employee's family member) required leave for a need related to domestic abuse, sexual assault, or criminal harassment, an employee may provide: a document or writing under (1) above (e.g. from a provider of legal or shelter services) or (2) above, or a legal document (e.g., a restraining order or police report).
- If an employer reasonably deems an employee's documentation deficient, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.

This Poster summarizes two Colorado workplace public health laws, SB 20-205 (paid leave) and HB 20-1415 (whistleblowing and personal protective equipment). It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

This poster must be displayed where it is easily accessible to workers, shared with remote workers, provided in languages other than English as needed, and replaced annually.

For full versions of these laws, more detailed fact sheets, or questions, information, or complaints as to these or other labor laws, contact:
Division of Labor Standards and Statistics, coloradolaborlaw.gov, cdle_labor_standards@state.co.us, 303-318-3441 / 888-390-7936.

- Incremental use. Depending on employer policy, employees can use leave in either hourly or six-minute increments.
- Employee Privacy. Employers cannot require employees to disclose "details" about an employee's (or their family's) HFVA-related health or safety information; such information must be treated as a confidential medical record.
- Records must be provided upon request. Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFVA leave arises.

Retaliation or Interference with HFVA Rights

- Paid leave cannot be counted as an "absence" that may result in firing or another kind of adverse action.
- An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.
- An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by, an employee who: (1) requests or takes HFVA leave; (2) informs or assists another person in exercising HFVA rights; (3) files a HFVA complaint; or (4) cooperates/assists in investigation of a HFVA violation.

- If an employee's reasonable, good-faith HFVA complaint, request, or other activity is *incorrect*, an employer need not agree or grant it, but cannot *act against* the employee for it. Employees *can* face consequences for misusing leave.

THE PUBLIC HEALTH EMERGENCY WHISTLEBLOWER LAW ("PHEWL");

Worker Rights to Express Workplace Health Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEWL covers not just "employees" and "employees," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors at a "principal").

Worker Rights to Oppose Workplace Health/Safety Violations During Public Health Emergencies:

- It is unlawful to retaliate against, or interfere with, the following acts during, and related to, a public health emergency:
 - (1) raising reasonable concerns, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker's PHEWL-related concern, but it still cannot fire or take other action *against* the worker for that reason, as long as the concern was reasonable and in good-faith.

Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):

- A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

COMPLAINT RIGHTS (under both HFVA & PHEWL)

- Violations may be reported to the Division as complaints or anonymous tips, or may be filed as in court after exhausting pre-lawsuit remedies.

Wage Deduction Required Agreement

____ ("Employee") expressly agrees that the Ken-Caryl Ranch Metropolitan Recreation and Park District ("District") may reduce the Employee's wages or compensation for loans, advances, goods or services, and equipment or property the District provides the Employee during the course of his or her employment by the District.

Without relieving the Employee from his or her obligation to return District money or property to the District upon separation from employment, Employee acknowledges that the District may set off against Employee's final paycheck the amount or value of the property he or she failed to return. Nothing in this agreement authorizes a deduction below minimum wage.

This Agreement is not intended to be an employment contract and does not alter the Employee's at-will employment status.

Employee

Date

Employee Acknowledgement

I, the undersigned, hereby acknowledge and state that I have been provided with a copy of, and have read and understand, the January 1, 2024 Employee Handbook ("*Handbook*") of the Ken-Caryl Ranch Metropolitan District ("*District*"), and that the Handbook and any subsequent amendments supersede all prior District rules, policies, procedures and benefits dealing with similar subject matter.

I understand the District Board of Directors has the right to change the District rules, policies, procedures and benefits, including any aspect of the Handbook, at any time without notice, subject only to applicable law.

I further understand the Handbook, as amended from time to time, applies to all District employees. I understand the Handbook does not constitute an express or implied contract of employment. Notwithstanding any statement to the contrary in the Handbook or any other District document (whether in electronic or paper form), or any statements made by any District Director, employee, or agent, I understand District employees are employed on an "at will basis." As a result, I understand that employees may terminate their employment with the District without notice at any time. Similarly, the District may terminate an employee's employment at any time with or without cause, subject only to the requirements of applicable law.

By signing this Employee Acknowledgment, I further acknowledge that I have read the District's policy for reporting claims of alleged discrimination, harassment, and retaliation.

Name

Signature

Date

**RESOLUTION
BOARD OF DIRECTORS
KEN CARYL RANCH METROPOLITAN DISTRICT**

A RESOLUTION ADOPTING THE 2024 KEN-CARYL RANCH METROPOLITAN DISTRICT EMPLOYEE HANDBOOK

WHEREAS, the Ken-Caryl Ranch Metropolitan District ("***District***") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("***Special District Act***");

WHEREAS, the District has developed an employee Handbook to establish personnel policies and procedures for its employees and District Board of Directors adopted a new Employee Handbook in December of 2020 with an effective date of January 1, 2021; and

WHEREAS, the District recognizes that the Employee Handbook should be reviewed periodically to ensure its policies are current.

NOW, THEREFORE, be it hereby resolved by the Ken-Caryl Ranch Metropolitan District Board of Directors the 2024 Employee Handbook is approved on December 12, 2023 with an effective date of January 1, 2024:

ADOPTED this 12th day of December 2023.

BOARD OF DIRECTORS OF THE
KEN-CARYL RANCH METROPOLITAN DISTRICT

Ken-Caryl Ranch Metropolitan District Agenda Item Executive Summary

Agenda Item: Reciprocal Employee Benefits Policy

Meeting Date: December 12, 2023

Executive Summary:

The District and Master Association require formalization of the historical practice of providing reciprocal employee benefits. The topic was to be discussed at the November 2023 Joint Study Session; however, the meeting was cancelled due to lack of agenda items, so each Board is addressing the issue individually. The Master Association approved the reciprocal benefits at its November Board meeting, and the District is scheduled to do so at its December meeting. For future years, staff will include a discussion of reciprocal benefits as part of a fall Joint Study Session to receive input for inclusion into respective budgets, and recommends a review of this policy be included in the annual budget process so it can be approved for the following calendar year once it has been formally recognized and approved by each organization.

Current Utilization

Year to date total usage for Master Association employees utilizing District benefits was five recreation program uses and one Community Center pass for an estimated cost of \$400. Year to date total usage for District employees utilizing Master Association open space bracelets is 44 individuals.

Reciprocal Employee Benefits from District to Master Association

Eligibility. Each of the reciprocal recreational benefits provided are available to regular full-time, variable full-time, and regular part-time employees, and their spouse and dependent children. "Dependent children" means any son, stepson, daughter, stepdaughter, or eligible foster child of the employee. The Facility Access and Fitness Class benefits are also available to variable part-time, variable temporary, and seasonal employees during the season they are working; however, their spouses and dependent children are not eligible.

Facility Access. All eligible Master Association employees and family may utilize the fitness center and aquatic facilities at no cost during regular business hours. All eligible Master Association employees and family may participate at no charge as a "drop-in" participant for Community Center fitness classes; however, they must register using required registration processes.

Recreation Program Registration and Participation. All eligible Master Association employees and family may register for any District-provided program or class, including specialty fitness classes, at a 20% discount off the District resident rate or non-resident rate, as applicable depending on whether the eligible Master Association employee is a District resident or non-resident at the time of registration. Eligible Master Association employees and family must register using the required registration processes.

Facility Rentals. All eligible Master Association employees and family may rent any District rental facility, including Bradford Room, Dakota Lodge, Shaffer Room, pools, and tennis courts, at a 20% discount off the regular rental rate charged to District residents or non-residents, as applicable depending on whether the eligible Master Association employee is a District resident or non-resident at the time of the rental. Eligible Master Association employees must pay the full damage deposit applicable to the rental facility or room and is subject to all rental rules, regulations, and policies of the District.

Identification. Master Association employees utilizing the reciprocal recreation benefits must comply with identification requirements established by administrative services, which may include presenting an ID card and/or mobile bar code.

Modification. The District Board may modify the reciprocal recreational benefits at any time in its discretion, subject to the requirements of applicable federal, state, and local laws, rules, regulations, and ordinances.

Benefit Type	<i>Regular Full-Time</i>	<i>Variable Full-Time</i>	<i>Regular Part-Time</i>	<i>Variable Part-Time</i>	<i>Seasonal</i>	<i>Variable Temporary</i>
KC Ranch Community Center/Fitness	Drop-in use free for eligible employee, spouse, and dependent children			Drop-in use free for eligible employee during working season only		
Aquatic Facility Use	Drop-in use free for eligible employee, spouse, and dependent children			Drop-in use free for eligible employee during working season only		
Recreation Program Registration Fees	20% Discount					
Facility Rental Fees	20% Discount					

Reciprocal Employee Benefits from Master Association for District

Eligibility. The open space benefit is available to all classifications of District employees. Dependents or family members are not eligible.

Facility Access. All eligible District employees will receive one open space bracelet during the season within which they work.

Identification. Employees utilizing the reciprocal Master Association benefits must comply with identification requirements established by administrative services, which may include presenting an ID card and/or mobile bar code.

Modification. The Master Association Board may modify the reciprocal Master Association benefits at any time in its discretion, subject to the requirements of applicable federal, state, and local laws, rules, regulations, and ordinances.

Ken-Caryl Ranch Metropolitan District Agenda Item Executive Summary

Agenda Item: Records Retention Policy Update

Meeting Date: December 12, 2023

Executive Summary:

By statute, all Colorado local governments are required to adopt a records retention and destruction schedule (called a "records schedule" in this executive summary) in the template form prepared and approved by the Colorado State Archivist; however, the State Archivist may (and routinely does) approve local amendments to its template records schedule. Once adopted and approved, the records schedule guides a public agency's records retention practices and serves as legal authorization to destroy records once their retention period has expired. The District adopted the State Archivist's records schedule in 2009 and received State Archivist approval for the same. A local government may, but is not required to, update its records schedule from time to time.

Over the years, the State Archivist's records schedule has gone by different titles. Currently, it is referred to as a "Records Management Manual". The State Archivist's current template [special district records management manual](#) is available on its website, and contains 17 schedules for all types of special districts including fire protection, water and sanitation, metropolitan, and other special districts. For purposes of the Ken-Caryl Ranch Metropolitan District, there are numerous record types and schedules contained within the template records schedule that do not pertain to the District's business.

The Board has proposed updating the District's records schedule to be in line with the State Archivist's most current versions. There are three options to move forward with an update to the District's records schedule:

1. The quickest, least expensive, and less refined option is for the Board to approve the State's template records schedule knowing there will be many record types and schedules that do not apply to District business. This process would require approximately two hours of legal assistance (\$710). An Approval Request Form must be completed and returned to the State for review and approval of the State Archivist.
2. The slowest, most expensive, and most refined option is for the Board to eliminate all sections of the State's schedule that do not apply to District business and possibly identify areas of the State's schedule for local amendments to meet District business needs. This process would require approximately 15 hours of legal assistance (\$5,325). An Approval Request Form including all local amendments must be completed and returned to the State for review and approval of the State Archivist.
3. The option in between the previous options would be for the Board to identify targeted areas for revision within the State's template schedule. This option's cost and hours estimate is dependent upon the number of areas required for revision and cannot be estimated without further information. An Approval Request Form including the local amendments in the targeted areas must be completed and returned to the State for review and approval of the State Archivist.

Staff and legal counsel are requesting direction from the Board in order to move forward with the process.

Ken-Caryl Ranch Metropolitan District
Agenda Item Executive Summary

Agenda Item: Community Planning Committee (CPC) Appointment Process

Meeting Date: December 12, 2023

Executive Summary:

The Community Planning Committee (CPC) is a joint committee with the Master Association. The Committee currently has seven members that are seeking reappointment (listed below). Two applications were received for appointment consideration (see attached applications). This information was reviewed by the Board Presidents, Board representatives, and staff who make the following recommendations for appointments:

Chris Figge
Meg Hollingsworth
John Hamilton
Brian Lee
Kristin Potts
Rilla Reinsma
Jerry Palmer
Ashley Verville – new
Sandy Rinow - new

A motion is included in the Action Items section of the agenda. The Master Association will be considering the same appointments at its meeting on December 19, 2023.



KEN-CARYL RANCH MASTER ASSOCIATION

7676 S. Continental Divide Rd.
Littleton, CO 80127

303-979-1876
info@kcranch.org
ken-carylranh.org

Community Planning Committee – 2024

Ashley Verville:

Name
Ashley Verville
Resident Since (Year)
2020
Street Address
Phone
Email
Which committee are you applying for? (If you wish to apply for multiple committees, please submit a separate form for each committee.)
Community Planning Committee (7 openings)
Have you previously served on any Ken-Caryl Ranch committees, task forces or boards?
No
Why do you want to serve on this committee?
I think community participation in issues surrounding our neighborhood, community and collective quality of life is hugely important. Every Ken Caryl committee and community effort - big and small - should include the

voices and perspective of a range of community members and residents to ensure it can come up with innovative and fresh solutions and meet the needs of the most residents.

How can you contribute to this committee? How can you help it achieve its goals?

In my professional career, I have experience in community relations and outreach and familiarity with land use and planning efforts. I would like to use that expertise in my personal and community life as a member of the Community Planning Committee. I would like to better understand the short- and long-term goals of the committee and how they will impact the quality of life for Ken Caryl residents.

What are your qualifications for serving on this committee?

I am a Colorado native and resident of Ken Caryl for 3+ years. As a relatively new member to the community and a mother to two young children, I share a passion with many others for continuing to make our community the best it can be for current and future families. I am a communications professional and believe I can bring my professional experience and personal passion for community engagement to this committee and our community.

Name

Sandy Rinow

Resident Since (Year)

1978

Street Address

Phone

Email

Which committee are you applying for? (If you wish to apply for multiple committees, please submit a separate form for each committee.)

Community Planning Committee (7 openings)

Have you previously served on any Ken-Caryl Ranch committees, task forces or boards?

Yes

If yes, which ones?

Fence task force
Violations committee

Why do you want to serve on this committee?

I feel I have a lot to offer. Working as a human resource manager for 29 years I. Feel I have great communication skills along with leadership skills and daily worked with employees serving as a liaison between them and supervisors I feel I have a lot to offer as far as past history on the ranch. I feel as though we have a lot to work on concerning how the ranch operated in the past and where we are today

How can you contribute to this committee? How can you help it achieve its goals?

Hopefully by communicating with other members showing respect with other opinions but expecting the same from others

What are your qualifications for serving on this committee?

Past experiences.
Future needs and why they are important to all ranch members. Taking into account ALL ranch residents not just certain interest groups. Find out what all residents think. Not just the vocal ones. Communicate with everyone