

KIT CARSON COUNTY COMMISSIONERS

MINUTES DECEMBER 15, 2015

8:00 AM PUBLIC HEARING FOR NEW LIQUOR LICENSE
8:30 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS
8:30 AM DAWN JAMES – NFP BUDGET REQUEST
10:00 AM REVIEW BRENDA CONDREY’S CONTRACT FOR KITCHEN
10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;
REVIEW & APPROVE CONSENT AGENDA ITEMS
11:00 AM JEFF CURE – COUNTY ATTORNEY WEEKLY MEETING – *Work Session*
12:00 PM LUNCH
1:00 PM MICK LIVINGSTON – PURCHASE ORDER AND COPIER REPLACEMENT REQUEST
1:30 PM SHERIFF RIDNOUR & TRAVIS BELDEN – DISCUSS TRAINING
5:00 PM MEETING TOWN OF FLAGLER

CONSENT AGENDA:

- Accounts Payable
- Minutes – December 9, 2015
- Side Items

NEW ITEMS:

- Adopt 2016 budget and mill certification
- Resolutions to adopt 2016 budget, mill cert and appropriation
- November Financials for Administration
- November CAPP & CWCP report

SIGNATURES:

- ~~Core Immunization Contract~~ County Merit System Certification
- Condrey Kitchen Contract
- Veteran Condolence Letter
- Board appointment request letter
- Wagner 2016 Contracts for equipment

OLD ITEMS:

- MOU with Burlington Fire Department
- NextEra Bond
- CCI Voting Proxy for 2016

EMPLOYEE ITEMS:

FYI:

- Meet Steve Marshall/Cobitco at lunch – *canceled due to weather to be rescheduled on January 6, 2016.*
- Discuss Mandatory Active Shooter Training Exercise
- Cortez trip to look at compactor?

NOTES:

The Board of County Commissioners was called to order by Chairman Gary Koop at 8:00 A.M. in the Kit Carson County Courthouse Board of County Commissioners Room. Cory Wall led the American Pledge of Allegiance. Those present were Gary Koop, Dave Hornung, Cory Wall, Susan Corliss, Paula Weeks, Starla Walkinshaw, and Amanda Walkinshaw.

PUBLIC HEARING FOR NEW LIQUOR LICENSE

No correspondence for the Public Hearing was received. The Board of County Commissioners used the hearing time to ask Starla Walkinshaw and Amanda Walkinshaw questions about their application.

THE BAR – TAVERN LIQUOR LICENSE APPLICATION

The Board of County Commissioners reviewed the application for The Bar to obtain a Tavern Liquor License located at 555 Rose Avenue in Burlington that will be owned by Starla Walkinshaw and Amanda Walkinshaw. The building will be remodeled with a fenced outdoor area for smoking.

Dave Hornung moved to approve the Tavern Liquor License for The Bar owned by Starla and Amanda Walkinshaw located at the 555 Rose Avenue, Burlington, Colorado, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

DOUG SATTERLY – NFP BUDGET REQUEST

Doug Satterly presented a request to fulfill the NFP salaries for 2016 and an amendment to the Family Planning Contract (Colorado Department of Public Health and Environment FHLA-FPP, Agency -FAA, Contract Routing Number 16-84915) to increase the funds by \$13,320.00.

Cory Wall moved to approve the Family Planning Contract for the increase in funds by \$13,320.00, second by Gary Koop. The motion was passed with Dave Hornung voting No.

WAGNER 2016 CONTRACTS FOR EQUIPMENT

The Board of County Commissioners reviewed bids for the graders for 2016 from John Deere HONNEN and Wagner CAT. The Board of County Commissioners will be purchasing the following in the 2016 Budget:

District 1 – 2015 Wagner Caterpillar Model: 140M3 AWD Motor Grader Stock Number – 438024T; Serial Number – 0N9J00257; and SMU - 9 with the Trade Value: CAT 140M B9D01245 for \$102,000. The Warranty & Coverage of 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 6 months), and Extended Coverage of Governmental 5 year / 5000 Hour Premier Extended Coverage Plan. The Total after Trade Allowance is \$167,000.00.

District 2 – 2015 Wagner Caterpillar Model: 140M3 AWD Motor Grader Stock Number – 436728; Serial Number – 0N9J00213; and SMU - 11 with the Trade Value: CAT 140H APM03373 for \$92,000. The Warranty & Coverage of 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 6 months), and Extended Coverage of Governmental 5 year / 5000 Hour Premier Extended Coverage Plan. The Total after Trade Allowance is \$173,000.00.

District 3 – 2015 Wagner Caterpillar Model: 140M3 AWD Motor Grader: Stock Number – 437429; Serial Number – 0N9J00249; and SMU - 86 with the Trade Value of the Motor Grader: CAT 143H 1AL01230 for \$60,000. The Warranty & Coverage of 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 6 months), and Extended Coverage of Governmental 5 year / 5000 Hour Premier Extended Coverage Plan. The Total after Trade Allowance is \$205,000.00.

The Board of County Commissioners reviewed bids for a loader for 2016 and will be purchasing the following:

District 1 – 2015 Wagner Caterpillar Model: 950M Wheel Loader: Stock Number – 442783. The Warranty & Coverage of 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 6 months), and Extended Coverage of Governmental Premier Full Machine 5 Years or 4000 Hours. The Total after Trade Allowance is \$216,000.00.

Dave Hornung moved to accept the bids as listed above from Wagner CAT for three motor graders and one loader for Road and Bridge, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

The Board of County Commissioners recessed the meeting at 9:00 a.m. to go into work session.

The Board of County Commissioners reconvened at 1:00 p.m. Those present were Gary Koop, Dave Hornung, Paula Weeks, Susan Corliss, Ron Meyers and Scott Stinnett.

RON MEYERS – PURCHASE ORDER AND COPIER REPLACEMENT REQUEST

Ron Meyers and Scott Stinnett present two items for purchase for the CSU Extension Office. There is a need for a new laptop computer and copy machine.

Dave Hornung moved to approve Purchase Order #125 for the CSU Extension Office to Amazon.com for HP ProBook 650 G1 Laptop – Order #105-6110114-6824264 for a total for \$779.99, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Dave Hornung moved to approve Purchase Order #126 for the CSU Extension Office to Office Works for Ricoh MPC 4503 Color Digital Copier for a total for \$8,613.00 plus the labor and freight to be billed later, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

SHERIFF RIDNOUR & TRAVIS BELDEN – DISCUSS TRAINING

Travis Belden and Sheriff Tom Ridnour presented the Board of County Commissioners with the basic plan for the Active Shooter Training to be on Thursday, January 14, at 3:00 p.m. The Board of County Commissioners will close the courthouse at 3:00 p.m. for business so that all employees can attend the mandatory training.

DELLA CALHOON – EMERGENCY MANAGEMENT PROGRAM

Della Calhoon presented the FFATA/FSRS DATA Report and the Emergency Management Performance Grant (EMPG) / Local Emergency Management Support (LEMS) for the Board of County Commissioners to review and sign.

Dave Hornung moved to sign the FFATA/FSRS DATA Report and the 2016 Emergency Management Performance Grant (EMPG) / Local Emergency Management Support (LEMS), seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items: the minutes of December 9, 2015 and Accounts Payables.

Dave Hornung moved to approve the minutes of December 9, 2015, and to pay the Accounts Payables, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

CORRESPONDENCE

The Board of County Commissioners sent a condolence card to Scott Allacher.

RESOLUTIONS TO ADOPT 2016 BUDGET, MILL CERT AND APPROPRIATION

15-050

RESOLUTION TO SUMMARIZE EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR KIT CARSON COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2016, AND ENDING ON THE LAST DAY OF DECEMBER

The Board of County Commissioners appointed Paula S. Weeks, County Administrator, to prepare and submit a proposed budget that has been amended, and summarized by fund, that is to be approved and adopted for 2016.

Dave Hornung moved to approve Resolution 15-050 to adopt and sign the 2016 Budget as prepared, amended, and summarized by fund, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

RESOLUTION NO. 15-050

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 15th day of December, 2015, there were present:

Gary Koop.....Chairman
Cory WallCommissioner
David L. Hornung.....Commissioner
Susan Corliss County Clerk
Paula Weeks.....County Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO SUMMARIZE EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR KIT CARSON COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2016 AND ENDING ON THE LAST DAY OF DECEMBER, 2016

WHEREAS, the Board of County Commissioners of Kit Carson County appointed Paula S. Weeks, County Administrator to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Paula S. Weeks, County Administrator submitted a proposed draft budget to this governing body on Wednesday, October 15, 2015, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains balanced, as required by law.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISISONERS OF KIT CARSON COUNTY, COLORADO:

- Section 1. That the budget as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of Kit Carson County for the year stated above.
- Section 2. That the budget hereby approved and adopted shall be signed by the Board of County Commissioners and made a part of the public records of Kit Carson County.

DONE THIS 15th day of December, 2015 at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Cory Wall,
motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 15-052

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 15th day of December, 2015, there were present:

- Gary Koop.....Chairman
- Cory WallCommissioner
- David L. Hornung.....Commissioner
- Susan Corliss County Clerk
- Paula Weeks.....County Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO APPROPRIATE SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR KIT CARSON COUNTY, COLORADO, FOR THE 2016 BUDGET YEAR.

WHEREAS, the Board of County Commissioners has adopted the annual budget in accordance with the Local Government Budget Law, on December 15, 2015, and;

WHEREAS, the Board of County Commissioners has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the County.

GENERAL FUND	\$ 5,880,000.00
PUBLIC HEALTH AGENCY	\$ 1,614,511.00
ROAD & BRIDGE FUND	\$ 5,382,603.00
AMBULANCE FUND	\$ 694,648.00
SOLID WASTE FUND	\$ 950,000.00
CAPTIAL EXPENDITURE FUND	\$ 60,524.00
CONSERVATION TRUST FUND	\$ 36,985.00
SOCIAL SERVICES FUND	\$ 2,477,734.00
E-911 FUND	\$ 132,746.00
KCC FACILITIES FUND	\$ 15,000.00
CONTINGENCY FUND	\$ 377,000.00
TOTAL APPROPRIATIONS	\$17,621,750.00

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

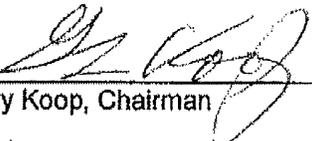
DONE THIS 15th day of December, 2015 at Burlington, Colorado.

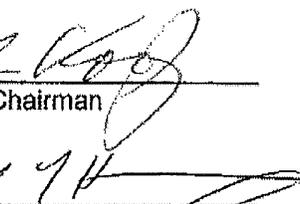
Motion made by Dave Hornung, seconded by Cory Wall.

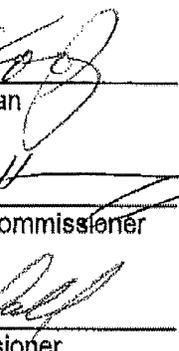
motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 15-052

Board of County Commissioners

By: 
Gary Koop, Chairman

By: 
David L. Hornung, Commissioner

By: 
Cory Wall, Commissioner

ATTEST:

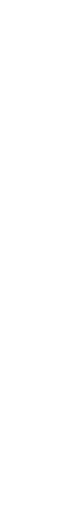

Susan Corliss, County Clerk



STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

I, Susan Corliss, Deputy County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 15th day of December, 2015.


Susan Corliss, County Clerk



2016 MILL CERTIFICATION

Dave Hornung moved to sign the Mill Certification upon receiving all the mill levy reports from the various agencies, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

OCTOBER AND NOVEMBER FINANCIALS FOR ADMINISTRATION

The Board of County Commissioners signed the October Financials.

NOVEMBER CAPP & CWCP REPORT

The Board of County Commissioners reviewed the November CAPP & CWCP Report. Cory Wall moved to approve the November CAPP & CWCP Report, seconded by Dave Hornung. The motion was carried by unanimous vote by Gary Koop.

VETERAN LETTER - BLANKENBAKER

The Board of County Commissioners signed a letter of condolence for Rodney Blankenbaker as a Kit Carson County Military Veteran.

BOARD MEETING APPOINTMENT LETTER

The Board of County Commissioners sent letter for the ECCOG representative reappointment.

15-053

COUNTY POLICIES

The Board of County Commissioners reviewed the County Employee Policies making the following changes:

Page 8 – 112 Drug Policy – change to all employees are required to have drug testing made in effect for 2015

Page 10 – 301.1 Step and Grade Plan – all were changed to a \$250 step.

Page 13 – the 90 waiting period for insurance was changed to 60 days for new employees

Page 16 – the county does not have to give a holiday time if the holiday falls on a weekend.

Page 29 – changed County Clerk's name to Susan Corliss

Dave Hornung moved to approve the 2016 County Employee Policies as amended above to go in to effect on January 1, 2016, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

15-053



Personnel & Employment Policies of Kit Carson County

Table of Contents

Table of Contents	1
Introduction	3
Welcome	4
Mission Statement	4
Chapter I Employment	5
Equal Employment Opportunity (EEO) Policy	5
ADA & Religious Accommodation	5
EEO Harassment.....	5
Sexual Harassment	5
Complaint Procedure (EEO/ADA/Sexual Harassment)	6
Problem Resolution – General.....	6
Employee Classification Status	6
Employment of Relatives	7
Personnel/Employee Records.....	7
Performance Appraisals	8
Job Posting	8
Drug Testing	8
Separation from Employment.....	8
Exit Interviews	8
Rehire.....	8
Chapter II Hours of Work	9
Hours of Work/Workweek.....	9
Time Reporting	9
Meal Time /Breaks.....	9
Inclement Weather	9
Chapter III Compensation and Payroll	10
Step and Grade Plan.....	10
Compensation Administration	11
Pay for Exempt Employees.....	11
Pay Day.....	11
Compensatory Time	12
Garnishments & Support Orders	13
Chapter IV Employee Benefits	12
Eligibility	13
Insurance Benefit Plans	13
Retirement.....	14
Other Benefits.....	15
Statutory Benefits.....	15
Holidays	15
Chapter V Leaves/Time-Off	16
Bereavement/Funeral Leave.....	16
Family & Medical Leave (FMLA).....	16
Jury/Witness Duty	19
Leave Without Pay	19
Military Leave.....	19
Sick Leave	20

Sick Donation20
Vacation Leave20
Voting.....21
Maternal/Paternal Leave.....21
Return to Work.....22
Domestic Abuse Law.....22
Chapter VI Conduct 22
Absence & Punctuality 23
Alcohol & Drugs..... 23
Appearance, Attire & Hygiene..... 23
Website 23
Confidential Information 23
County Property 23
Conflict of Interest 24
Gratuities & Gifts 24
Maternal Nurturing..... 24
Outside Employment..... 24
Parking..... 25
Political Activity 25
References..... 25
Searches & Inspections 25
Smoke-Free Workplace..... 25
Visitors..... 25
Work-Related Injury & Illness..... 26
Chapter VII Communications 26
Computer Systems 26
Personal Use of the Internet..... 26
Software & Copyright 26
Unauthorized Use 27
Email 27
Voice Mail 27
Telephones/Cell Phones..... 27
Chapter VIII Additional Information of Importance 28
Discipline/Discharge 28
Legal Defense of Claim 28
Exceptions 28
Amendments..... 28
Chapter IX Adoption 29
Acknowledgement of Receipt..... 30

INTRODUCTION

IMPORTANT INFORMATION

THIS HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS, LETTERS, MEMORANDA, OR INDIVIDUAL UNDERSTANDINGS.

EMPLOYMENT WITH KIT CARSON COUNTY IS "AT-WILL." EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COUNTY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COUNTY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF KIT CARSON COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES OFFICE. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.

Welcome to Kit Carson County!

A challenging and rewarding experience awaits you as an employee of Kit Carson County. These Personnel Guidelines have been written to answer some of the questions you may have concerning the County, as well as to provide a consistent framework for personnel management within the County. All employees should familiarize themselves with the contents of this handbook as soon as possible, for it may answer many questions about your employment with the County.

We believe that each employee contributes directly to the success of the organization, and we hope you will take pride in being a member of Kit Carson County's team.

We hope that your experience here will be challenging and enjoyable.

Board of Kit Carson County Commissioners

MISSION STATEMENT

The mission of Kit Carson County is to model excellence in local government through accountability to the community, and to strive daily to provide services as a responsive body to meet citizen needs and a quality of life.

We are dedicated to facilitating services that provide public health, well being, safety and infrastructure to the citizens of Kit Carson County, while continually improving and increasing our efficiency, therefore maximizing our tax-payers dollars.

CHAPTER I EMPLOYMENT

101 EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

The County is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

102 ADA & RELIGIOUS ACCOMMODATION

The County will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the county or a direct threat. Employees needing such accommodation are instructed to contact their supervisor or Human Resources (HR) immediately.

103 EEO HARASSMENT

The County strives to maintain a work environment free of unlawful harassment. In doing so, the County prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose of or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

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

This policy applies to all employees including Elected Officials, department heads, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, salespersons, etc.

104 SEXUAL HARASSMENT

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

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

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to:

- Written form such as cartoons, e-mail, posters, calendars, notes, letters, etc.

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

105 COMPLAINT PROCEDURE – EEO/ADA/SEXUAL HARASSMENT

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The County expects employees to make a timely complaint to enable it to investigate and correct any behavior that may be in violation of this policy.

Report the incident to County Administrator and/or their designee, who will investigate the matter and take corrective action, as necessary. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Chairman-Board of Kit Carson County Commissioners.

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

If the County determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination.

106 PROBLEM RESOLUTION - GENERAL

If problems and complaints arise in the workplace, we encourage you to use the following procedure:

1. Discuss the situation with your supervisor within three (3) to five (5) days, or at least in a timely basis. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.
2. If a resolution is not reached with your supervisor or if it is inappropriate to go to your supervisor, discuss the situation with your Elected Official/department head.
3. If the situation is not resolved, communicate the problem directly to the County Administrator.
4. Should further resolution be required, the Board of County Commissioners makes the final determination. The Board's decision is final.

107 EMPLOYEE CLASSIFICATION STATUS

107.1 Regular Full-Time Employee

An employee who is normally scheduled to work at least 32.0 or 40.0 hours per week (depends on department). Full-time employees are currently eligible for County benefits.

107.2 Part-Time Employee

An employee who is normally scheduled to work less than 30.0 hours per week with no more than 1,040 hours per year. Part-time employees currently are not eligible for County benefits other than those required by law or regulation.

107.3 Temporary/Seasonal Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees receive no County benefits other than those required by law or regulation.

107.4 Regular Contract Employee

An employee who is hired under the terms and conditions of a contract. This does not include "independent contractors." Such employees may be part-time or full-time, and receive no compensation or benefits other than those outlined in the terms and conditions of their specific contract. Such contracts shall be reviewed and authorized by the Board of County Commissioners.

107.5 Exempt Employee

An employee who is not eligible for overtime pay. Exempt employees are paid on a salary basis, and must meet certain criteria under the Fair Labor Standards Act (FLSA).

107.6 Non-Exempt Employee

Non-exempt employees are eligible to earn compensatory time at one and one-half times their regular rate of pay for all hours worked in excess of 40.0 hours per workweek, or other specified work period per the Fair Labor Standards Act. Overtime is given as compensatory time and will not be paid out unless approved by the board of commissioners. Any compensatory time will be paid out when the employee becomes separated from employment with the company.

108 EMPLOYMENT OF RELATIVES

The County may hire relatives of current employees except in the following situations:

- Relative would be in a position to directly supervise another relative.
- Relatives have access to confidential information including personnel records.
- Relatives would audit, verify, receive, or are entrusted with money handled by another relative.

A relative is defined as parent, spouse, child, grandchild, grandparent, brother, sister, nephew, niece, aunt, and uncle and current in-laws of the same relationship.

In the event two employees marry and one of the above situations applies, the County will try to arrange a transfer. If no such transfer is available, one of the employees must terminate within ninety (90) days from the date of marriage. The decision as to which one resigns will be left to the two employees.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and to individuals who are not legally related, but who reside with another employee. It is the employee's responsibility to disclose such a relationship. Failure to do so may result in disciplinary action.

109 PERSONNEL/EMPLOYEE RECORDS

The County maintains personnel files on each employee. These files contain certain documentation regarding aspects of the employee's employment with the county, such as performance appraisals, beneficiary designation forms, certifications, letters of commendation, etc. If you want to look at your file or discuss it with someone, contact the Human Resources Office to schedule an appointment.

To ensure that your personnel file is up-to-date at all times, notify the Human Resources Office of any changes in the following: Your name, telephone number, home address, marital status, number of dependents, beneficiary designations, education and training, emergency contact names & telephone numbers, and any other relevant information.

Generally, the employees' official personnel files are kept in the Human Resources Office (unless statute or regulations require different location). In those situations, a comprehensive supplemental file will be

submitted to the Human Resources Office. Access to all personnel files, regardless of where they are kept, is governed by C.R.S. 24-72-204, regarding allowances or denial of public records.

Copies of any personnel actions taken for or against an employee must be submitted to the Human Resources Office in order to maintain an accurate and current reporting of the employee's status.

110 PERFORMANCE APPRAISALS

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. Please contact and advise your supervisor or Human Resources if more than a year has passed since receiving formal feedback.

111 JOB POSTING

Recognizing the need to fill available positions with the best-qualified people, the County may recruit from outside as well as consider qualified candidates in the County.

Normally, job openings are posted in the county appointed newspaper and on the county website. Employees may submit applications to Human Resources office.

112 DRUG TESTING

Applicants agree to be tested as a condition of employment and are not hired if they produce a positive test. A positive test result or refusal to take the test shall result in the individual no longer being considered for employment with the County. In addition, random drug testing will be required for all employees. There are separate policies for Federal or Non-Federal drug and alcohol testing dependent on job requirements.

113 SEPARATION FROM EMPLOYMENT

The County requests all employees give at least two (2) weeks' notice of their intent to resign. The County requires that employees who wish to resign their positions notify their supervisor immediately. Supervisor must notify Human Resources Department of the employees' intent to resign within one (1) working day. At that time, an appointment will be scheduled with the employee of their anticipated departure date and to go over the "check out" procedures with the Human Resources Office. This includes conversion of insurance, return of property, delivery of final paycheck, etc.

Employees who plan to retire are asked to provide sufficient time to process pension forms to ensure that retirement benefits commence in a timely manner.

114 EXIT INTERVIEWS

Exit interviews with the Human Resources Office are normally scheduled for outgoing employees. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that necessary forms are completed, to collect all county property that may be in the employee's possessions (e.g., County credit cards, keys, identification cards, etc.), and to provide employees with an opportunity to discuss their job-related experience.

115 REHIRE

Employees considered for rehire with the County will need to meet satisfactory performance and attendance standards. Employees separated from employment through no fault of their own in the judgment of the County may also be considered for rehire. Any person seeking rehire may do so by applying to the Human Resources Office.

Typically, persons discharged from employment are not considered for rehire.

CHAPTER II HOURS OF WORK

201 HOURS OF WORK/WORKWEEK

Normally, our workday begins at 8:00 a.m. in the morning and ends at 5:00 p.m. in the afternoon. It may be necessary for employees in certain departments to work at times other than the regularly scheduled hours, depending on the needs of the County, i.e., Road & Bridge and Public Safety. Some departments may have an option of a four (4) day work week.

From time to time, you may be required to work overtime. For the purposes of calculating overtime, the workweek begins Sunday at 12:01 a.m. and ends Saturday at midnight. Different workweeks may be designated to facilitate the operation of a specific department.

202 TIME REPORTING

All employees (including those classified as exempt) are required to complete a daily time card. At the conclusion of each month, employees must sign the time card and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or time off.

Proper recording of time is important for both the employee and the County.

203 MEAL TIME/BREAKS

Meal and break times are currently provided to relax and refresh you for the day's work. Since each department's needs are different, ask your supervisor for the meal and break schedules in your department.

Generally, meal periods are 30-60 minutes in duration and breaks are fifteen (15) minutes long. While meal periods are counted as unpaid time, break periods are included in your paid work time.

We recognize the importance of taking "breaks" during the workday. It gives us an opportunity to enjoy a short rest period or to take a coffee break. Two rest periods, not to exceed fifteen (15) minutes each, are provided during the workday. Rest periods are to be scheduled with your supervisor so as to provide continuous coverage of the telephone and other services. Rest periods should not be used to shorten the workday or to extend the lunch period. When breaks must be skipped because of workload, it does not mean that you can leave early.

204 INCLEMENT WEATHER

The County rarely closes due to adverse weather conditions. In the event of an extreme weather situation, it may be necessary to close County facilities. The Board of County Commissioners is the only authority that may authorize such a closure. Each employee should decide whether it is safe to travel. We expect all employees to make a determined effort to report for work, even if they are late.

Employees who have not reported to work should check for closure announcements on local radio station KNAB 104.1FM.

If the County does officially close as a result of weather conditions, the following criteria shall apply:

- If the closure is authorized before normal working hours, employees will be paid for a regular work day.
- If the closure is authorized during a regular business day, employees at work will be excused at that time, and paid for their regular work hours. Exempt employees who are not at work may also be considered for regular day pay.

- Employees not at work when the closure is authorized because they are on leave will have the time charged against their leave accruals as though the office/department had remained open.
- Employees who, for personal reasons, wish to leave work early during severe weather conditions may do so with permission from their supervisor, and shall be charged leave time for the hours they are absent from work. If leave is not available, it will be charged as leave without pay.
- Employees who do not come to work due to weather conditions when a closure has not been authorized shall be charged leave time for their regular workday, or if leave is not available, it will be charged as leave without pay.

Some County services are required regardless of the weather. Elected officials/department heads responsible for providing these necessary services will specify which employees are to report to work, and make the proper notifications (if required).

CHAPTER III COMPENSATION AND PAYROLL

301 COMPENSATION ADMINISTRATION

The County considers a number of factors including organizational effectiveness, our need for attracting/retaining qualified and talented employees, as well as our financial position. Four main tools are utilized to determine compensation.

- *Job Description* – All of our jobs have been defined in a written job description. These typically identify the purpose, responsibilities, qualifications, and accountabilities of the job.
- *Job Evaluation* – This is a process used to rate a position within the organizational structure of the County. The purpose is to establish the relationship of each job in comparison to other jobs within the organization.
- *Salary Ranges* – Currently we have a formal salary structure in an attempt to keep our salaries aligned with comparable markets. These ranges are developed by blending our compensation philosophy, salary survey data, and current economic and financial conditions.
- *Performance Appraisal* – This process measures an employee's demonstrated job performance and results achieved. How well a job is performed is one of the major factors that determine eligibility for a merit increase.

In using the above tools the Board of County Commissioners may adopt a classification and compensation plan for all county employees paid in whole or in part by the county. Changes in benefits, pay grades, and job classifications of employees shall thereafter be made in accordance with the plan as established by law.

301.1 STEP & GRADE PLAN

The Commissioners reserve the right to freeze the plan due to budgetary constraints.

All full-time employees that work at least a 32 hour will be on the step & grade plan. Each step is \$250.00 When an employee is hired, he/she will be placed on a step & grade by recommendation from the Department Head and final decision by the Board of County Commissioners.

All new hires begin with a trial period of six months. At the end of six months he/she will receive a performance appraisal. If the appraisal is unsatisfactory, he/she will either be let go or given an extended introductory period as defined by the Department Head. An employee will not move to the next step until he/she receives a better than satisfactory performance appraisal. Step increases are requested by the department head with the final approval of the Board of County Commissioners.

If a cost of living increase is granted to all employees, the pay and compensation plan will be adjusted accordingly. The Commissioners reserve the right to freeze the plan due to budgetary constraints.

Job descriptions and any revisions will be created, maintained and issued to the employee by the Elected Official or Department Head. At no time will a job description be distributed without the description's final approval of the Elected Official, Department Head and the Board of County Commissioners.

302 PAY FOR EXEMPT EMPLOYEES

It is our guideline to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a pre-determined amount of compensation for each pay period. Exempt employees are expected to work forty (40) hours per work and any hours over the forty (40) hours per week as necessary to fulfill the job requirements. A time sheet must be presented monthly showing such hours worked or used for vacation/sick time. The County is committed to complying with salary basis requirements which allows properly authorized deductions.

Deductions from salaries that are permissible:

- *Personal absences.* Employers may deduct for full day absences for personal reasons other than sickness or disability.
- *Absences for illness or injury.* Employers may deduct for full day absences due to illness or injury if bona fide sick pay/disability plans are in place.
- *Absences for FMLA Leave.* Employers may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
- *Offsets.* Employers may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
- *Infractions of Safety Rules.* Employers may deduct for penalties imposed when salaried employees violate safety rules of major significance.
- *Infractions of workplace conduct rules.* Employers may suspend exempt employees without pay for full day for infractions of written workplace conduct rules, i.e., serious workplace misconduct such as sexual harassment, alcohol & drug violations, etc. Such action would be taken upon completion of an investigation of the situation by the County Administrator and/or designee. If the County determines that an employee's behavior is in violation of this its personnel guidelines, then such disciplinary action will be taken.
- *First or last weeks of employment.* Employers may make partial week payments during an employee's first or last weeks of employment.

If you believe an improper deduction has been made to your salary, you should immediately report this information to your supervisor.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be reimbursed.

303 PAY DAY

Paydays are on the last banking day of each month and cover the immediately preceding payroll period. If the regular payday occurs on a weekend or holiday, the payday is on the last banking day prior to the weekend or holiday.

No advance wages will be paid. If an employee's first day of work falls on a County holiday, the employee

will not be paid for the holiday. The County has established procedures and rules for the submittal of time sheets and other information, and these are available in the Human Resources Office.

The County requires that all employees use direct deposit.

304 COMPENSATORY TIME

304.1 Overtime Pay Vs. Compensatory Time

In accordance with the Fair Labor Standards Act (FLSA), Kit Carson County has a policy of granting FLSA non-exempt employees compensatory time off in lieu of compensation for hours worked in excess of forty (40) hours per week, or other permissible work schedules for law enforcement, seasonal and other employees. It is important to remember that all overtime must be authorized and approved in advance by your supervisor.

Compensatory time must be used prior to vacation hours.

304.2 Compensatory time Calculation

Non-exempt employees earn compensatory time at the rate of one and one-half (1 1/2) times their regularly hourly rate for hours worked in excess of forty (40) during their established workweek.

Law enforcement & Ambulance personnel (FLSA defines them as employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement) would receive overtime for hours worked in excess of a work period consisting of (173.33 hours) in a twenty-eight day (28) period.

For the purposes of calculating compensatory time, the workweek begins Sunday at 12:01 a.m. and ends Saturday at midnight. Different workweeks may be designated to facilitate the operation of a specific department. For purposes of calculating compensatory time, only hours actually worked are counted.

Consequently, hours paid but not worked, e.g., vacation, sick leave, holidays, etc. are not counted.

304.3 Compensatory Time

An employee may, under Federal Labor Standards Act, accrue a maximum of two hundred forty (240) hours of compensatory time; or four hundred eighty (480) if in applicable law enforcement position. Any accrual of Compensatory Time or Overtime Pay must be approved by their appropriate Elected Official/department head, and/or their designee. It is intended that employees who have earned compensatory time off will be granted use of that time as soon as practical after the time's accumulation. Compensatory time must be used prior to vacation time. Compensatory time will also be paid out upon termination. Such payment will be made from the appropriate departmental budget.

305 GARNISHMENTS & SUPPORT ORDERS

By court action, a creditor can require the County to withhold a certain percentage of your pay. If garnishments or similar proceedings are instituted against an employee, the County will deduct the required amount from the employee's paycheck. Garnishment actions are conducted in compliance with appropriate Federal and State laws.

CHAPTER IV EMPLOYEE BENEFITS

The Board of County Commissioners shall, by resolution, pass and adopt at the annual re-organizational meeting a complete list of the employee benefits. For more information about the following benefit plans,

eligibility requirements, etc., please contact the Human Resources Office or refer to the various Summary Plan Descriptions. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

401 ELIGIBILITY

The County currently offers a full range of benefits to regular full-time employees after the first 60 (sixty) days of employment.

402 INSURANCE BENEFIT PLANS

The County's comprehensive benefits package includes a number of different plans for employees. The County currently offers these plans:

- *Medical Insurance Plan* – helps pay covered medical expenses for you and your dependants.
- *Dental Insurance Plan* – helps pay covered dental expenses for you and your dependants.
- *Vision Insurance Plan* – helps pay covered vision expenses for you and your dependants.
- *Life Insurance Plan* – provides term insurance coverage for you and your dependants. Supplemental life insurance coverage is also available.
- *Other Insurance Plans* - various types of other insurance coverage is also available. These include cancer, personal accident, ICU, disability, and similar types of plans.

402.1 INSURANCE ELIGIBILITY

There is up to a sixty (60) day waiting period for all new hires for health insurance benefits. Any new employee will receive health insurance benefits beginning on the 1st day of the month, not more than 60 days following date of hire.

402.2 INSURANCE OPTIONS

1. Insurance Options of Regular Full-Time Employees and Dependents of Regular Full-Time Employees:

Upon the death, retirement, resignation, other job termination or another qualified event under COBRA, such as an employee's legal separation or divorce from a spouse of a regular full-time employee or elected official, he/she does have the right and option, at their sole expense, to continue their Medical Insurance coverage, together with the Dental and Life Insurance coverage, subject to the limitations and provisions of such continued insurance coverage and applicable law.

2. The premiums for the Medical Insurance coverage and the Dental and Life Insurance coverage for each County employee and/or elected official described above are paid on a month-to-month basis by the County, the amount of the premiums are determined on a month-to-month basis and are subject to the provisions contained in resolutions passed and adopted by the Board of County Commissioners at the annual re-organizational meeting.

402.3 DEDUCTIBLE REIMBURSEMENT, FLEX PLAN & HEALTH SAVINGS ACCOUNT (HSA)

In 2014, the KCC added a Health Savings Account (HSA) option along with a new high deductible health plan (HDHP).

A health savings account (HSA) is a tax-exempt account that is set up with a qualified HSA trustee to pay for certain medical expenses as defined by the IRS Publication 969. KCC has named McCook

National Bank and Eastern Colorado Bank as trustees of these HSA accounts.

Because of the added impact to the employees of KCC paying a high deductible, the county will reimburse the employees for any deductible expense up to the maximum amount per policy. County employees may submit a voucher with a copy of the Explanation of Benefits (EOB) from the insurance company for full reimbursement of the deductible.

To aid in this initial output of the deductible expense, KCC will put the first \$200.00 of the expected deductible reimbursement into an HSA for the employee if the employee chooses to have an HSA. The employee may continue to make deposits into their HSA through payroll. The HSA belongs to the employee, even if the employee leaves their job with KCC.

Any employee choosing to open an HSA will need to submit EOB's for reimbursement to show they have expended the first \$200.00. If the employee's job with KCC ends before they have expended the initial \$200.00 that was placed into the HSA, then any funds not expended up to that \$200.00 will be charged back to the employee in the final pay check.

KCC also offers employees the option of Flexible Spending Account (FSA) which is also a tax-exempt account.

403 RETIREMENT

The County currently provides a retirement program with County Employee Official Retirement Association (CCOERA) for eligible employees. This is in addition to your Social Security coverage.

403.1 REQUIREMENTS

When the employee is hired for employment with the County it is mandatory that the employee enrolls in the retirement plan. The employee must work for the County at least twenty (20) hours per week or an average of twenty (20) hours per week throughout the year, but no less than 1,040 hours in a twelve (12) month period during the year to remain eligible for retirement benefits.

403.2 CONTRIBUTIONS AND MATCH

The minimum monthly contribution by the employee is three percent (3%) of the employee's monthly salary with the County making a matching contribution of three percent (3%), and no more, of the employee's monthly salary.

An employee, in addition to the minimum three percent (3%) employee contribution, can contribute up to an additional twenty-two percent (22%) of the employee's monthly salary. In no event can an employee make a contribution to the employee's retirement plan of more than twenty-five percent (25%) of the employee's monthly salary.

Employee contributions to the employee's retirement plan can only change once in any calendar year. Any change in the percentage of contribution for any year in which the employee is employed needs to be made in writing to the County Finance Office on or before January 15th of the calendar year. Forms authorizing these changes are available from Human Resources.

403.3 VESTMENT

Employees hired after January 1, 2013 will be on a prorated vestment schedule as follows:

Year 1: 0% Vestment
Year 2: 20% Vestment

- Year 3: 40% Vestment
- Year 4: 60% Vestment
- Year 5: 80% Vestment
- Year 6: 100% Vestment

If the employee leaves Kit Carson County before he/she is full vested, he/she will only be able to take the earned percentage of vestment with them. If the employee is age fifty five (55) or above on the date of hire, or before the six (6) year vestment period is complete, he/she will be immediately vested.

403.4 VOLUNTARY RETIREMENT

A County employee must work for the County for a period of six (6) months from the date the employee is first employed by the County before the employee is eligible to enroll in a 457B or a 457 Roth deferred compensation (volunteer) retirement plan. This amount is not matched by the employer.

404 OTHER BENEFITS

The employee has the option to participate in any of the following benefit programs:

- *Flexible Spending Account (Section 125)* - these plans allow employees to deduct childcare expense, medical expense and medical insurance premiums from their "pre-tax" salary.
- *457B Deferred Compensation* – program allows an employee to defer compensation on a "pre-tax" basis. The employee is able to defer the tax consequence until a future date.
- *Other programs authorized by the Board of Commissioners.*

405 STATUTORY BENEFITS

Certain employee benefits are required by state or federal law. These include the following:

- *Social Security (FICA)* – program is intended to provide you and your family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare and survivor's benefits. Specific information is available through your local office of the Social Security Administration.
- *Worker's Compensation Insurance* – County carries insurance to cover the cost of a work-related injury or illness. Benefits help pay your medical treatment and may include some disability income while recovering. Detailed information is given to you if you are injured on the job, or suffer an occupational illness.

For more information about these benefits, please contact the Human Resources Office.

406 HOLIDAYS

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

- New Years' Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- County Events Day during fair

The list of authorized holidays is approved on an annual basis, and may be changed at the discretion of the Board of County Commissioners.

Should any of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted. This is considered Extra Holiday time.

Employees must either have worked or been on County paid leave the full working day before and the first full working day after the holiday in order to be granted holiday leave with pay. If a new employee's first day of work falls on a County holiday, the employee will not be paid for the holiday. Employees on a general leave of absence without pay or on work-related injury leave, or temporary/part-time employees are not eligible for holiday leave with pay.

Holidays are not counted as hours worked in the computation of overtime.

406.1 EXTRA HOLIDAY

Time earned during a holiday week is not overtime unless the employee physically works over 40 hours that week in addition to the hours credited for the holiday. The time earned in addition to the holiday will be called "Extra Holiday" on the pay stub. This time will be used by the employee as Compensatory time. Time earned in this fashion is calculated as straight time and must be used within the calendar year that it was earned. Extra Holiday time must be used before annual leave.

CHAPTER V LEAVES/TIME-OFF

501 BEREAVEMENT/FUNERAL LEAVE

A full-time employee may be granted a leave of absence with pay for a death in the employee's immediate family. Funeral leave will be granted by the employee's supervisor for a period not to exceed three (3) days. (1 week for spouse or child.) Entitlement to leave of absence under this section is in addition to any other entitlement for sick leave, emergency leave, or any other leave. For purposes of this section, "immediate family" means mother, stepmother, father, stepfather, husband, wife, son, stepson, daughter, stepdaughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchild, foster parent, foster child, or any other person in the legal position as a parent. One (1) day (if needed) is allowed for being a Pall-Bearer and all other funeral time off is to be used as vacation time.

502 FAMILY & MEDICAL LEAVE ACT (FMLA)

The County provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

502.1 Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed

Forces, including a member of the National guard or Reserves, who has a serious injury or illness incurred in the line of duty or on active duty. The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

502.2 Benefits & Protections

During FMLA leave, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave.

If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the County for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leave, paid leave will not accrue during the period of unpaid leave. Holidays, funeral leave, and other types of leave are not granted on unpaid leave. The County cannot guarantee reinstatement except as provided for by law concerning Military Leave and Family Medical Leave.

502.3 Eligibility Requirements

Employees are eligible if they have worked for the County for at least twelve (12) months, for 1,250 hours over the previous twelve (12) months, and if they work at a work site with at least fifty (50) employees within seventy-five (75) miles.

502.4 Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive full calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

502.5 Use of Leave

The maximum time allowed for FMLA leave is either twelve (12) weeks in the twelve (12) month period as defined by the county, or twenty-six (26) weeks as explained above. The County currently uses a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the County's agreement may be required to

temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

502.6 Substitution of Paid Leave for Unpaid Leave

The County requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave policies. If an employee fails to follow the County's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

502.7 Employee Responsibilities

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal-call in procedures.

Employees must provide sufficient information for the County to determine if the leave may qualify for the FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The County may require second and third medical opinions at the County's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the County's attendance guideline. Employees on leave must contact the Human Resources Office at least two (2) days before their first day of return.

502.8 County's Responsibilities

The County will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility. The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against an employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employee.

502.9 Unlawful Acts

FMLA makes it unlawful for the County to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relation to FMLA.

502.10 Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County.

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

503 JURY/WITNESS DUTY

503.1 Jury Duty

The County recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. The employee must make sure that their supervisor is notified of this selection for jury duty. If the employee is excused from jury duty during regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and a juror service certificate is submitted. No allowance shall be given for "overtime" in situations where the jury is required to stay past normal working hours. Beginning the fourth day and thereafter, employees serving as a juror are paid a set fee per day by the State of Colorado for state district or county courts.

503.2 Witness Duty

Employees who are required to appear as witnesses in cases that relate directly to their employment with the County will be granted court leave with pay on the condition that any compensation received for such services during working days shall be given to the County.

Employees who are required to appear in court on matters that do not relate directly to their duties (jury duty excepted), will not be granted court leave. Vacation, compensatory leave or general leave without pay may be authorized.

504 LEAVE WITHOUT PAY

Leave without pay may be available for employees facing a situation that requires time off in excess of their accruals. Requests for general leave without pay must be authorized by the employee's Elected Official/department head. Employees need to state the reason for the leave request and time of duration. Failure to obtain authorization or other such types of abuse may result in disciplinary action. Employee requests for leave without pay in excess of ten (10) work days must be submitted to the Board of County Commissioners for review and authorization. A maximum of thirty (30) days may be authorized.

The County may continue to provide health insurance benefits until the end of the month in which the approved leave begins. At that time, the employee will be responsible for the full costs of their health insurance benefits if the employee wishes coverage to continue. The County will resume payment of its share of the costs of these benefits when the employee returns to active employment.

Benefit accruals (e.g., vacation & sick leave, etc.) are suspended during the leave and may resume upon return to active employment.

When leave ends, the employee may return to the same position, if available, or to a similar one for which qualified, where practical. If the previous position or a comparable one is not available, the employee may apply for another position that is available and suitable. The County cannot guarantee reinstatement.

If an employee fails to report to work promptly at the end of the approved leave period, the employee is terminated.

505 MILITARY LEAVE

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veteran's re-employment rights. Currently, these requirements are defined in the Uniform Services employment and Re-employment Rights Act of 1994 (USERRA) and C.R.S. 28-3-601. The County cannot guarantee reinstatement except as provided for by law concerning Military Leave and Family Medical Leave.

506 SICK LEAVE

If you become ill or injured and cannot come to work, the best medicine is to get appropriate medical care and rest until you are better.

It is your responsibility to notify your supervisor each day at the beginning of your shift when you cannot come to work because of an illness or injury. Also, let your supervisor know when you expect to return to work. Your manager may request medical certification for sick leave pay at any time. In the event an employee is absent for more than three (3) days, medical certification from a healthcare provider is required. Refer to Section 510 for policy on Returning to work after sick leave.

Employees who are working 10.0 hour days will have 10.0 hours of sick leave taken against their accumulations for each day of leave taken. Employees who are on an 8 hour work day will be credited with 8 hours of leave taken.

If you are a full-time employee, you are granted sick leave time of 8 hours per month. Employees will be permitted to accrue sick leave until they reach the accrual cap of 1000 hours. Once an employee reaches the annual cap, no additional leave will be accrued. Accruals will again start when the employee's accrued falls below the maximum accrual cap. Upon separation from the county, employees hired before April 1, 2011 are eligible for a 25% payout of sick leave. The sick leave will be paid out at the pay rate in effect at the time of separation.

Sick leave is not used in the computation of overtime.

506.1 LEAVE DONATIONS

Full time employees are not eligible to request donated hours unless they are members of the Sick Bank and have exhausted their allotment of sick bank, accrued annual leave, and sick leave hours. These donations are not to create an additional sick bank nor will they be added to the existing sick bank.

506.2 DONATION PROCEDURE

An application for donated sick leave benefits must be made in writing on an authorization form.

1. Such forms are available to all supervisors through the Human Resources office.
2. A maximum of 240 hours per illness has been set.
3. The application must be accompanied by a doctor's statement specifying the nature of the illness, the dates and extensiveness of medical service to the member/family member and the date of the employee's release of release for return to duties.
4. Supervisors/department heads/directors will then present the request to the Board of County Commissioners' for their approval.
5. Upon approval, a notice will be sent out to all full time county employees that are in the sick bank asking for donations of sick leave. A maximum donation at any time will be forty (40) hours per each donor.
6. Donors will receive a copy of their donation with their pay stub when their donation is used. Donations that are not used immediately will be kept on file for future needs of the person initially donated to.

507 VACATION LEAVE

Vacation leave is granted to eligible employees on a monthly basis. Part-time employees are not eligible for vacation pay.

Full time employees hired before January 1, 2015 are granted vacation as follows:

Years Service	Monthly Accrual	Total Annual Accrual	Maximum Annual Carryover
1 month through 5 years	8 hrs	96 hrs	80 hrs
6 through 10 years	9 hrs	108 hrs	80 hrs
11 years through 20	12 hrs	144 hrs	80 hrs
21 years and up	17 hrs	204 hrs	80 hrs

Employees hired after January 1, 2015 are granted vacation as follows:

Years Service	Monthly Accrual	Total Annual Accrual	Maximum Annual Carryover
1 month through 5 years	8 hrs	96 hrs	80 hrs
6 through 10 years	9 hrs	108 hrs	80 hrs
11 years through 20	10 hrs	120 hrs	80 hrs
21 years and up	11 hrs	132 hrs	80 hrs

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

When a paid holiday falls within the employee's vacation period, an additional day of vacation may be granted. Vacation time will not be counted in the computation of overtime.

The County encourages its employees to take some time away from the job. You need time off to pursue your own interests and to rejuvenate your energies.

Employees who are working 10.0 hour days will have 10.0 hours of vacation leave taken against their accumulations for each day of leave taken. Employees who are on an 8 hour work day will be credited with 8 hours of leave taken.

Vacation is not used in the computation of overtime.

Upon separation of employment, employees hired prior to April 1, 2011 will be compensated for up to 40 (forty) hours of unused vacation leave. The vacation leave will be paid out at the pay rate in effect at the time of separation.

508 VOTING

Voting is an important responsibility we all assume as citizens. The County encourages employees to exercise their voting rights in all local, state, and federal elections.

Under most circumstances, it is possible for employees to voter either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to election. If properly requested as noted, an employee may be eligible to receive up to two (2) hours of "voting time" pursuant to the conditions outlined in C.R.S. 1-7-102.

509 MATERNAL/PATERNAL LEAVE

Maternal/Paternal leave of up to six (6) weeks time off is given to an employee, charged against an employee's accrued sick leave, annual leave, and/or compensation time, or approved leave without pay if

accrued leave is not available. When possible, the request for parental leave must be submitted in writing to your supervisor at least thirty (30) days prior to the expected date you will need to take parental leave. In the event that an employee finds that it is medically necessary to take more than six (6) weeks parental leave, you must submit a doctor's note that the additional leave is medically necessary. In addition, the doctor's note must state when you can reasonably be expected to return to work.

If additional leave is necessary, FMLA may be required. Refer to Section 502.

510 RETURN TO WORK

The Board of County Commissioners does not desire an employee to return to work when the employee is unable to perform his/her job duties, for reasons directly related to the employee's health. Therefore, the employee will, before returning to work after taking sick leave where a doctor's services were used, comply with the following provisions:

- a. Present to the employer a doctor's statement certifying that the employee is able to return to the employee's job and assigned duties;
- b. If the employee is able to return to work on a limited or restricted basis, the doctor's note needs to specifically set forth the job limitations and/or restrictions, all of which are directly related to protecting the employee's health. In addition, the employee's doctor must include in his/her statement when he/she believes the employee can reasonably be expected to return to their job and assigned duties without limitations and/or restrictions.

511 DOMESTIC ABUSE LEAVE LAW

Colorado Revised Statutes 24-34-402.7 permits an employee to request or take up to three (3) working days of leave from work in any twelve (12) month period, with or without pay upon the determination of the Board of County Commissioners, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. A copy of a police report may be required.

CHAPTER VI CONDUCT

601 ABSENCE & PUNCTUALITY

Absenteeism and tardiness can be a very serious problem for Kit Carson County. It is costly, causes unnecessary overtime, imposes additional work on co-workers and supervisors, disrupts schedules, and creates morale problems.

Employees are expected to be at work and on time as scheduled. It is recognized that occasional amounts of absence for bona fide sickness are often beyond the control of the employee.

If it is necessary for employees to be absent from work due to illness, injury, or emergency situation, they must notify the County as soon as possible. Employees should contact their immediate supervisor, or if unavailable, the department head or Human Resources office. Employees should notify the County of the specific reason for their absence and expected return date. Voice mail and text messages are not acceptable.

Tardiness is defined as being late in your arrival at your work site, i.e., after your scheduled reporting time. Tardiness is not an employee trait that elected officials/department heads are expected to tolerate. Absenteeism or tardiness that is excessive in the judgment of the County will not be tolerated. Continual absenteeism or tardiness will result in disciplinary action.

Employees who are absent for three (3) consecutive workdays without notifying their supervisor will be terminated.

602 ALCOHOL & DRUGS

The goal of the County is to provide our employees with a workplace which promotes health and safety. To meet this goal, the County strictly prohibits the illegal use, possession or sale of controlled substances by its employees. To support the County's safety and health program and to comply with minimum federal safety standards for drivers of commercial vehicles, the County has established an anti-drug program. All employees will have random drug testing enforced as an integral part of our anti-drug program as well as education and training to assist our employees in understanding their responsibilities in achieving a drug-free environment. Employees should refer to the separate policy statement for details of the County's anti-drug program.

603 APPEARANCE, ATTIRE & HYGIENE

The way you look, dress and act is vitally important to the County. Due to our employee's frequent interaction with the public, standards of personal appearance, hygiene, and attire have been determined. A clean, neat appearance is expected of you.

For Kit Carson County purposes, Business Casual dress may include jeans, polo shirts, etc. Shorts, midriiffs, jump suits, halter tops, and similar items of casual attire may not be appropriate. Casual never means sloppy. All clothes must be clean, wrinkle-free, and in good repair. The workday is not the weekend.

To create a favorable impression, one must be well groomed at all times. Body odor, bad breath, cigarette smoke and excessive use of perfume or cologne are offensive to co-workers and to the public.

If employees report for work improperly dressed or groomed in the County's opinion, their supervisor or department head may instruct them to return home to change clothes or clean up. Department heads may utilize a higher standard of appearance, attire or hygiene due to the nature of their unit's interaction with the public.

604 WEBSITE

The County provides an employee page on the website to notify employees of management decisions and other business-related matters. Employees are able to review the website for announcements, access forms and other notices.

605 CONFIDENTIAL INFORMATION

Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the County and its clients or customers. Confidential information includes, but is not limited to, information concerning case management files, personal financial information on application forms, legal issues, and similar subjects.

Misuse or disclosure of confidential information obtained in the course of County employment could result in personal legal liability and disciplinary action, up to and including termination from employment. Documents and copies of documents, generated in the course of County employment are the exclusive property of the County and are not to be used for personal use or retained in the possession of an employee.

The County will also comply with the provisions of the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)." This federal policy establishes rules and regulations governing personal medical information privacy issues. Further information on HIPAA is available in the Human Resources Office.

606 COUNTY PROPERTY

Employees who are issued County property, e.g., identification card, handbooks, vehicles, keys, and other similar items, are responsible for this property. Damaged or lost property due to carelessness, negligence,

or other such action, may result in disciplinary action or restitution of damages based on your employment status.

Office equipment such as copiers, fax machines, etc. are intended for conducting County business. These may not be used for any activity that could be construed as invasive, illegal or contrary to the best interests of the County.

607 CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This guideline establishes only the framework within which the County wishes the organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the County Administrator for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative.

If an employee has any situation, which may be an actual or potential conflict of interest, the employee must disclose this to the Board of County Commissioners or its designee as soon as possible.

Note: While the statutes are specific about conflict of interest, it is often the perception of conflict that needs to be reviewed and evaluated.

608 GRATUITIES & GIFTS

Article 29 of the Colorado Constitution was approved by Colorado voters in 2006, and is applicable to all County employees. It essentially established new standards of ethical behavior that must be recognized by all levels of Colorado government. It "forbids the acceptance of any money, forbearance or forgiveness of debt, by any regulated person, unless that person provides equal consideration in return." This applies to the employee, their spouse and dependents. It also provides an exception for a "gift or gifts" that have a cumulative value of \$50.00 or less.

609 MATERNAL NURTURING

The County recognizes the importance of nutrition and nurturing during an infant's early development. The maternal nurturing program is implemented pursuant to C.R.S. 8-13.5-104 and 25-6-301. Employers are required to provide "reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk". This does not imply that a child may come to work and stay with the parent. For more information, please contact the Human Resources Office.

610 OUTSIDE EMPLOYMENT

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Despite any outside employment or business venture, employees are still required to perform the duties with Kit Carson County.

Any outside employment must not affect an employee's ability to meet job requirements, perform competently, or accept overtime hours. Any outside employment must not create or appear to create a conflict with the County's interests. Employees are not permitted to use any of the County's equipment or supplies for purposes related to an outside job.

611 PARKING

The County currently provides free parking facilities for employees and visitors. When you enter the lot, please follow directions and do not park in reserved areas. Employees with special needs should obtain a handicapped permit through the County Clerk's Office.

The County is not liable for fire, theft, damage, or personal injury involving employees or automobiles. Protect your property by locking your vehicle.

You are expected to drive safely and comply with traffic control signs.

612 POLITICAL ACTIVITY

The County encourages employees to participate in the political and governmental affairs of the community. Employees are encouraged to be informed about, work for, contribute to, and communicate with candidates and officeholders. The County encourages its employees to exercise responsible citizenship and does not intend to interfere with their conduct and involvement with political activity, as long as those activities are pursued during hours when the employee is not on duty, and that the activities do not reduce the employee's efficiency or disrupt fellow employees at their job.

If engaging in any political activity, the employee must do so as an individual and not as a representative of the County. Campaigning, fund raising, and other partisan political activities must be conducted on the employee's own time. The County may deny time off for political activity where the activities, in the opinion of the County, would unduly interfere with the employee's fulfillment of any obligations to the County.

613 REFERENCES

Employees who are approached either formally or informally and asked to provide information about former employees of the County should refer such inquiries to the Human Resources Office.

614 SEARCHES & INSPECTIONS

The County reserves the right to conduct inspections. Cooperation in the conduct of inspections is required as a condition of employment.

Employees on the County's premises are subject to questions and search at the County's discretion. County property such as, County vehicles, lockers, desks, filing cabinets, computer files, E-mail, voice-mail, etc., are designated as having limited personal use, and may be searched at any time.

A County-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Employees refusing to cooperate with or submit to search will be subject to termination.

615 SMOKE-FREE WORKPLACE

In order to maintain a safe and healthy working environment and to ensure compliance with applicable law, i.e., "Colorado Clean Indoor Air Act," smoking is prohibited throughout the workplace. This includes all County offices, facilities, and vehicles. This restriction applies to all employees and visitors at all times, including non-business hours.

Employees can smoke outdoors only during regularly scheduled breaks and lunch periods. The duration or number of breaks cannot be extended in order to smoke. Smoking is prohibited within fifteen (15) feet of any building entrance.

616 VISITORS

Visitors are welcome, but their presence may be a distraction to other employees. The presence of personal visitors may present safety and liability problems for the visitor, employees and the County. In consideration

of fellow employees and their work, please limit the duration of personal visits. Children are not to be present during work hours, even when sick.

617 WORK-RELATED INJURY & ILLNESS

The County's goal is to provide a safe and healthy work environment. The biggest factor in ensuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Report any unsafe practices and conditions to your supervisor so corrective action can be taken.

Report all accidents in writing, no matter how minor, to your supervisor and the Human Resources Office immediately; or no less than 72 hours. We want to provide you with prompt medical treatment from one of our designated physicians. Treatment for on-the-job injuries must be obtained from one of these physicians or else you may be responsible for medical treatment. If the injury requires emergent care, the employee and supervisor should seek the nearest emergency care facility. Prompt reporting of the accident will help us to take steps necessary to reduce the possibility of future accidents.

CHAPTER VII COMMUNICATIONS

701 COMPUTER SYSTEMS

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

All computer files, documents, and software created or stored on the County's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including email either sent or received. Upon separation from employment, all communications tools should be returned to the County.

702 PERSONAL USE OF THE INTERNET

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or the lunch period. It must not interfere with employees' productivity. Regardless, the County prohibits the display, transmittal, or downloading of material that in violation of County guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

703 SOFTWARE AND COPYRIGHT

The County licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable software Agreements or as directed by management.

Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees may not use unauthorized copies of software on personal computers housed in County facilities.

704 UNAUTHORIZED USE

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other County guidelines. We reserve the right to determine when an employee is using the County communication systems inappropriately.

705 EMAIL

Because the County provides the email system to employees to help them with the performance of their job, it should be used for official County business. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. The County may monitor email from time to time. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

Also, employees cannot control where their messages will ultimately end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to another face-to-face. Regardless, the County prohibits the display, transmittal, or downloading of material that in violation of County guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

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

Any information containing personally identifiable information (name, address, date of birth, social security numbers) should always be encrypted before sending over email.

706 VOICE MAIL

The County voice mail system is intended for transmitting business-related information. Although the County does not monitor voice messages as a routine matter, the County reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum. As noted in Section 615, computer files, emails and voice mails have limited personal use, and may be searched at any time.

707 TELEPHONES/CELL PHONES

In the interest of good business practice, telephone calls, including those made with cell phones, must be minimal and not interfere with employees' performance of their jobs. Personal use of the county telephones for long distance is not permitted.

The County provides cell phones to those employees who need them to perform their jobs. Such phones are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and brief.

Employees are expected to follow the provisions of C.R.S. 42-4-239 that prohibits an individual eighteen (18) years of age or older using a wireless phone to perform text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle, unless in an emergency as defined in the statute. Persons under eighteen (18) years of age may not use a wireless telephone for any purpose while operating a motor vehicle.

CHAPTER VIII ADDITIONAL INFORMATION OF IMPORTANCE

801 DISCIPLINE/DISCHARGE

Good working relationships make demands on everyone, and employees have responsibilities to the County, themselves, and the people they work with.

Employees must at all times comply with County expectations for work, performance, and conduct. Failure to do so may result in any or all of the following actions: termination, suspension, demotion, written warning, reprimand, and counseling.

Management will decide in its judgment which of these actions would most effectively take care of the problem. The fact that the County has or has not utilized any of these actions does not set any precedent and should not be relied upon in future disciplinary situations by any employee.

802 LEGAL DEFENSE OF CLAIM

Under C.R.S. 24-10-110, the County would be responsible for legal costs, judgments, settlements, etc., for claims or suits brought against its employees in the performance of their job duties, provided those actions were not willful, wanton, or criminal. Employees need to immediately notify the County Administrator and Board of County Commissioners when any such legal action is brought against the employee. No private legal counsel arranged solely by the employee will be paid or reimbursed by the County. Any compromise or settlement of a claim by an employee without approval of the County shall result in the County's refusal to pay such costs, judgment, or settlement.

803 EXCEPTIONS

Any exceptions to the guidelines stated in this handbook must be submitted in writing to the Board of County Commissioners for their approval.

804 AMENDMENTS

The need may arise to change the guidelines described in the handbook. Except for the at-will nature of employment, the County therefore reserves the right to interpret them or change them without prior notice.

CHAPTER X ADOPTION

This personnel management handbook was amended on the 15th day of December, 2015 at Burlington, CO by the following:

Motion made by David Hornung, seconded by Cory Wall.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: [Signature]
Gary Koop, Chairman

By: [Signature]
David L. Hornung, Commissioner

By: [Signature]
Cory Wall, Commissioner

ATTEST:

[Signature]
Susan Corliss, County Clerk



STATE OF COLORADO)
)ss.
COUNTY OF KIT CARSON)

I, Susan Corliss, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 15th day of December, 2015.

[Signature]
Susan Corliss, County Clerk



ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED December 30, 2015. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- **EMPLOYMENT WITH KIT CARSON COUNTY IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COUNTY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON.**
- **THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.**
- **THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES.**
- **THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE COUNTY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR CHANGE THEM WITHOUT PRIOR NOTICE.**
- **NO REPRESENTATIVE OF KIT CARSON COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOARD OF COUNTY COMMISSIONERS AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

Employee Signature

Date

Printed Employee Name

This page must be returned to the Human Resources Department.

COUNTY MERIT SYSTEM – CDHS CERTIFICATION OF COMPLIANCE

The Board of County Commissioners reviewed the County Merit System required by Volume 22, 2.210 of the Colorado Department of Human Services for certification.

Dave Hornung moved to sign the certification of compliance for the County Merit System with the Colorado Department of Human Services, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

CONDREY KITCHEN CONTRACT

The Board of County Commissioners received the agreement for rate and amount of pay for kitchen work for Brenda Condrey.

Dave Hornung moved to approve the Agreement with Brenda Condrey for kitchen work in the jail at a rate of \$25.05/hr. that will be limited to maximum of 65 hours per month in each calendar month, any additional hours beyond the 65 hours per month must be approved in advance by the Board of County Commissioners and the Sheriff, and there will be no annual leave, sick leave, or holidays for duties as a kitchen worker, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

PURCHASE ORDER

Dave Hornung moved to approve Purchase Order #124 for the Sheriff Department to AV-TECH Electronics, Inc. for two lights for deputy pickup – Invoice #0063564-IN for a total for \$618.00, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

MOU WITH BURLINGTON FIRE DEPARTMENT

This item is tabled until the next meeting.

NEXT ERA BOND

This item is tabled until there is new information.

CCI VOTING PROXY FOR 2016

This item is table until the next meeting.

PLANNING BOARD – PHONE MEETING

Due to the weather the Planning Board meeting for Tuesday, December 15, 2015, was canceled. The board met via telephone to discuss and approve the following subdivision exemptions:

BRAD & LAURA CURE – SUBDIVISION EXEMPTION APPROVAL

The Board of County Commissioners reviewed the Brad and Laura Cure Subdivision Exemption Approval application.

Dave Hornung moved to sign the Brad & Laura Cure Subdivision Agreement for SW1/4 S30-T8-R46 with a total of 2.35 +/- acres, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

RUTH A. SACARTO – SUBDIVISION EXEMPTION APPROVAL

The Board of County Commissioners reviewed the Ruth A. Sacarto Subdivision Exemption Approval application.

Dave Hornung moved to sign the Ruth A. Sacarto Subdivision Agreement for TR#1SESE S34-T8-R44 with a total of 6.15 +/- acres, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

RICK & BONNIE PALKOWITSH – SUBDIVISION EXEMPTION APPROVAL

The Board of County Commissioners reviewed the Rick and Bonnie Palkowitsh Subdivision Exemption Approval application.

Dave Hornung moved to sign the Rick and Bonnie Palkowitsh Subdivision Agreement for NW ¼ S31-T10-R43 with a total of 19.72 +/- acres, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

DIAMOND J ENTERPRISES, LLC – COMMERCIAL LAND USE PERMIT APPLICATION

The Board of County Commissioners reviewed the Commercial Land Use Permit Application for Diamond J Enterprises, LLC.

Dave Hornung moved to sign the Commercial Land Use Permit Application for Diamond J Enterprises, LLC for a possible new grocery store and several other businesses on the SE¼ S2-T9-R44 with a total of 15.8 +/- acres, seconded by Cory Wall. The motion was carried by unanimous vote by Gary Koop.

Meeting adjourned at 4:00 p.m.



Gary Koop, Chairman

12 - 23 - 15

Date