

# KIT CARSON COUNTY COMMISSIONERS

## MINUTES JANUARY 12, 2016

8:00 AM PRE-DEPARTMENT HEAD MEETING  
8:30 AM ANNUAL REORG – DEPARTMENT HEAD MEETING  
10:00 AM WORK SESSION – INCLUDING CONSENT AGENDA ITEMS  
10:30 AM MEETING TO CONVENE WITH PLEDGE OF ALLEGIANCE;  
REVIEW & APPROVE CONSENT AGENDA ITEMS  
11:00 AM JEFF CURE – COUNTY ATTORNEY – *work session*  
12:00 PM LUNCH  
1:00 PM MEETING WITH NEPH DIRECTOR, TONY CAPELLO  
TO DISCUSS REGIONAL PUBLIC HEALTH  
3:00 PM BREANNA LIGHTLE – PURCHASE ORDER  
AND DISCUSS WHICH AMBULANCE WILL BE REPLACED  
5:00 PM ADJOURN

### CONSENT AGENDA:

- Minutes – January 6, 2016
- Accounts Payable
- Side Items

### NEW ITEMS:

- Designation of Rep to County Health Pool

### PURCHASE ORDERS:

- #113 – Sheriff – KUBL – Jail Foot opening system (Nov. 15)
- #140 – VOID
- #141 – Sheriff – DHE – 4 Lenovo Computers
- #142 – Sheriff – E911 phone system batteries for backup

### MONTHLY REPORTS:

- Clerk's December Report

### OLD ITEMS:

### PERSONNEL ITEMS:

### FYI:

### TABLED:

<u>2016 Resolution #</u>		Original Resolution #	
<b>REORGANIZATION FOR 2016</b>			
1		Roll Call	N/A
2		Consider Prior Year's Unfinished Business	N/A
3		Organization of the Board of County Commissioners	N/A
4	16-002	Authorized County Signature	N/A
5	16-003	Review Official Bond	N/A
<b>ADMINISTRATIVE SECTION</b>			
6	16-004	Setting Regular Meeting Dates; Special Meeting Requirements	N/A
7	16-005	Employment of County Personnel and Special Personnel Appointments	N/A
8	16-006	County Employees' Salaries	N/A
9	16-007	Employee and Elected Official Insurance	N/A
10	16-008	Reimbursement Out of County and Away From Home Expenses	18666
11	16-009	Medical Services Providers - County Employees	N/A
12	16-010	Sick Leave Pool – Hours Set for Bank	N/A
13	16-011	Consider Unemployment Insurance	N/A
14	16-012	Adoption of Personnel and Employment Policy Manual - <i>attached</i>	15-053
15	16-013	Hiring policy and procedures - <i>attached</i>	14-072
16	16-014	Limitation and Approval of Extra Help	N/A
17	16-015	Drug and Alcohol Testing	14-063
18		Forms-Manuals-Plans-Policies	N/A
19	16-016	Purchase Order Limitation	14-074
20		Depositories for County Funds	N/A
21	16-017	Travel by County Officials and Staff	17776
22	16-018	Consider Road and Bridge District Division	
23	16-019	Soil Erosion - Dust Blowing Act, 1954	Based on CRS

24	16-020	Right to Farm and Ranch	21009
25	16-021	Farming of County Roads	
26	16-022	Colorado Open Records Request - <i>attached</i>	14-056
<b><u>FEES</u></b>			
27	16-023	Ambulance Fees	13-12282
28		Assessor Fees	N/A
29		County Clerk and Recorder	CRS 30-1-103
30		County Public Trustee Fees	N/A
31		County Treasurer's Fees	N/A
32		Health Specialist, Human Services, Nursing Service	N/A
33		Landfill - Hours - Rules & Regulations	N/A
34	16-024	County Landfill and Transfer Sites Fees	15-025
35	16-035	Road & Bridge - Equipment and labor charge	
36	16-036	Sheriff - Antabuse Monitoring Fees and Bond Fees at the Kit Carson County Jail	
37	16-037	Civil Fees of Kit Carson County Sheriff	
38	16-038	Sheriff - Fee for Fingerprinting	14-075
39	16-039	Increase Medical Treatment Charges for Inmates	
40	16-040	Sheriff - Model Traffic Code Adoption	18898
41	16-041	Sheriff - Work release fees	20476
42		Weed District	
<b><u>OTHER COUNTY BUSINESS</u></b>			
43	16-042	Designation of Official Newspaper, Publications and Publication Rates	
44	16-043	Lease Payments - County Translator Towers	N/A
45	16-044	Noxious Weed Plan	13-12263

Minutes of the Annual Re-organizational  
Meeting of the Board of County Commissioners  
of Kit Carson County, Colorado, Held With  
All of the Elected Officials and Department Heads of the County - **January 12, 2016**

The Regular Annual Re-organizational Meeting was called to order by **Gary Koop**, Chairman of the Board of County Commissioners, at the hour of **8:40 A.M.** on the **12<sup>th</sup>** day of **January, 2016** in the Kit Carson County Ambulance meeting room in Burlington, Kit Carson County, Colorado, in accordance with prior Resolution of the Board of County Commissioners setting this time, date, and place for the “Annual Re-organizational Meeting of the Board of County Commissioners of Kit Carson County, Colorado, Held With All of the Elected Officials and Department Heads of the County”. The Pledge of Allegiance was led by Cory Wall.

**6. Roll Call:** Thereupon, Chairman **Gary Koop** requested **Susan Corliss**, the County Clerk and Recorder, to call the roll of the Members of the Board of County Commissioners, **Susan Corliss**, Clerk and Recorder, called the roll of the Members of the Board of County Commissioners and reported that the following Commissioners were present:

**Gary Koop- Chairman – District #1**  
**Cory Wall– Chairman Pro-tem – District #2**  
**Dave Hornung – Commissioner – District #3**

Chairman **Gary Koop**, declared a quorum of Commissioners present, the meeting duly called and legally convened and ready to transact the business of the County in accordance with the Agenda which has previously been prepared and duly posted by the County Clerk and Recorder.

Thereupon, Chairman **Gary Koop** requested the County Clerk and Recorder to call the roll of the elected officials and Department Heads present and to record any elected official or Department Head of the County who was not present. The County Clerk and Recorder reported the following persons present:

Administrator – Paula Weeks  
Ambulance C.O. Director – Breanna Lightle  
Ambulance Department – Nicole Richards  
Assessor – Abbey Mullis  
Clerk & Recorder – Susan Corliss  
Commissioner-Dist #1 – Gary Koop  
Commissioner-Dist #2 – Cory Wall  
Commissioner-Dist #3 – Dave Hornung  
Coroner, Solid Waste Director – Randy Gorton  
Extension Service – Mick Livingston  
Grounds & Building – Jason Richardson

Interim Human Services Director – Shelley Hornung  
Interim Public Health Director – Dawn James  
Sheriff – Tom Ridnour  
Treasurer & Public Trustee – Pam Mills

The County Clerk reported that the following persons were not present:  
County Attorneys at Law – Jeff Cure (Cure & Bain)  
Emergency Preparedness – Della Calhoon  
Weed District – Terry Hubbell

**2. Consider Prior Year’s Unfinished Business Which Was Not Completed By January 6, 2016:** Chairman **Gary Koop** called the Board’s attention to the following items of unfinished business:

All other business was completed except the Minutes for January 6, 2016. **Dave Hornung** moved that all business for 2015 is complete, seconded by **Cory Wall**, motion carried.

3. **Organization of the Board of County Commissioners for the Next Ensuing Year:**

**Dave Hornung** moved for **Cory Wall** to serve as Chairman for this meeting and the coming year, **Gary Koop** seconded motion. Motion carried by unanimous vote.

**Dave Hornung** moved for **Gary Koop** to serve as Chairman Pro-tem, **Cory Wall** seconded the motion. Motion carried.

The Board of County Commissioners will continue to have **Susan Corliss**, County Clerk continued as Secretary to the Board of County Commissioners of Kit Carson County.

Chairman **Cory Wall** declared the Board of County Commissioners duly organized and ready to transact the business of this Regular Annual Re-organizational Meeting.

4. **Authorized County Signature:** The next item of business to come before the Board of County Commissioners was the matter of authorizing a member or members of the Board of County Commissioners to execute and deliver legal documents on behalf of the Board of County Commissioners. Thereupon, upon motion of **Dave Hornung** and seconded **Gary Koop** by the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-002**

“BE IT RESOLVED: That **Cory Wall**, as Chairman of the Board of County Commissioners, is, by these presents, appointed, authorized and directed to execute and deliver all legal documents on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado, his signature to be attested to by **Susan Corliss** Clerk and Recorder of Kit Carson County, Colorado, with the Seal of the County being placed thereon.

BE FURTHER RESOLVED: That in the absence of **Cory Wall**, as Chairman of the Board of County Commissioners, **Gary Koop** is, by these presents, appointed, authorized and directed to execute and deliver all legal documents on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado, his signature to be attested to by **Susan Corliss**, Clerk and Recorder of Kit Carson County, Colorado, with the Seal of the County being placed thereon.

BE IT FURTHER RESOLVED: That in the absence of **Susan Corliss**, as Clerk and Recorder of Kit Carson County, Colorado, **Patricia A. Witzel** or **Crystal A. Richards**, as Deputy Clerk to the Board of County Commissioners, is appointed, authorized and directed to attest to the signature of **Cory Wall**, or in his absence **Gary Koop**, on legal documents executed and delivered by them on behalf of the Board of County Commissioners and the County of Kit Carson, Colorado.”

5. **Review Official Bonds/Insurance:** Chairman **Cory Wall** did declare that the next item of business to come before the Board of County Commissioners was the matter of reviewing the required official Bond/Crime Insurance for all County Elected Officials in accordance with CRS 30-10-311. The Board of County Commissioners did find and determine that the use of the phrase “first day of each term”, for the purpose of this Resolution for the office of County Treasurer, means the first day of the next calendar year. Other Elected Officials will take office in accordance of Colorado Constitution Article XIV Section 8, shall take office on the second Tuesday in January next following their election.

After the Commissioners had been fully advised, upon motion by **Gary Koop** and seconded by **Dave Hornung**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-003**

“BE IT RESOLVED: That the Board of County Commissioners, pursuant to the provisions of C.R.S., 1973, Title 30, Article 10, Section 311, as amended, has this day examined and has made inquiry into the sufficiency of the official Bond/Crime Insurance for the following:  
County Commissioners in accordance with CRS 30-10-311,312,313,  
County Clerk and Recorder in accordance with CRS 30-10-401,  
County Clerk as Registrar of titles in accordance with CRS 38-36-109,110,  
County Treasurer in accordance to CRS 30-10-107,  
County Treasurer as the Public Trustee in accordance with CRS 38-37-102,  
County Assessor in accordance with CRS 30-10-801,  
County Sheriff in accordance with CRS 30-10-501,  
County Coroner in accordance with CRS 30-10-601,  
The Board of County Commissioners determined that the Bond/Crime Insurance does meets the requirements as set forth in the Colorado Revised Statutes.

BE IT FURTHER RESOLVED: That the Clerk and Recorder of Kit Carson County shall record the Bond/Crime Insurance policy in the records of the County and that the County Clerk and Recorder make an entry to the records of the Board of County Commissioners noting the Board’s approval and acceptance of the respective Bonds/Crime Insurance of the County officials, as set forth under the provisions of C.R.S., 1973, Title 30, Article 10, Section 311.”

## **ADMINISTRATION SECTION**

### **6. Setting Regular Meeting Dates; Special Meeting Requirements:**

Chairman Cory Wall did declare that the next item of business was to set the regular monthly meeting dates where in addition to a specific subject the Board of County Commissioners could consider any and all other County business which might come before a regular meeting of the Board of County Commissioners. After this matter had been fully reviewed and the Board of County Commissioners was fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-004**

## 2016 Meetings and Holidays

**Commissioner Meetings** are usually held on Wednesday in the Commissioners' Board Room of the Kit Carson County Courthouse. **\*These dates are subject to change.\*** Please call 719-346-8133 (304) to verify the Commissioners meeting dates or to schedule an appointment. Please note this schedule does not include special meetings that are held for budget or other purposes.

**Department Head Meetings** are scheduled for the second Wednesday of each month, except in January and June, and are noted below in grey. These meetings are held at 8:30AM in the KCC Ambulance Shed in Burlington, CO. Please insure a representative from your department attends every meeting and information is shared with all of your employees.

**Holidays** are noted in the table below.

### Board of County Commissioners Meeting Dates and County Holidays for 2016

Month	Dates					Holidays
January		6	12*	20	27	Jan. 1 – New Year's Day
February	3	10	17	24		Feb. 15 – President's Day
March	2	9	16	23	30	March 25 – Good Friday
April	6	13	20	27		
May	4	11	18	25		May 30 – Memorial Day
June	1		15	22	29	CCI Conference – June 6-8 – No BOCC
July		6	13	20	27	July 4 – July 28- County Events, July 29 – ½ day Fair after noon
August	3	10	17	24	31	
September	7	14	21	28		Sept. 5 – Labor Day
October	5	12	19	26		Oct. 10 – Columbus Day
November	2	9	16	23		Nov. 11 – Veterans Day, Nov. – Nov. 24 & Nov. 25 Thanksgiving; CCI Conference Nov 28-30 No BOCC
December	7	14	21	28		Dec. 26 – Christmas Jan 2, 2017 New Year's

\*Meeting day is not a Wednesday

#### Invoices and Billing

Please try to get bills to the Finance Office as soon as you have coded and approved them so we can process them for payment more quickly. Please do not hold bills for processing once a month. Invoices received by 4:00PM Monday will be presented to the BOCC for approval and paid the following week.

#### Time Sheets

**Time sheets** are due to Supervisors by 4:00PM on the first working day after the 1<sup>st</sup> day of each month. Supervisors have two working days to get these sheets signed and returned to the Finance Office. Late time sheets and those without pay vouchers may result in a one month delay in paychecks. Remember: Paid out or used overtime, sick leave and vacation needs to be clearly identified on the time sheet. All Paid overtime will need prior commissioner approval. It is up to the Supervisor to obtain approval from the BOCC prior to overtime being paid out and to make sure it is noted.

#### Time Sheet Due Dates

Jan 4/7	Feb ¼	March ¼	April 1/6	May 1/6	June 1/6
July 1/6	Aug ¼	Sept 1/6	Oct 3/6	Nov. ¼	Dec 1/5

7. **Employment of County Personnel and Special Personnel Appointments:** The next item of business was the matter of employing County personnel and special appointments of County personnel. The Board of County Commissioners did review the present list of previous County employees and appointments of County personnel and, after this matter was fully discussed, upon motion by **Gary Koop** and seconded by **Dave Hornung**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-005**

“BE IT RESOLVED: That the following persons are employed by the County or by special appointment as County personnel, being employees and County personnel, employed and/or appointed at will, each being subject to review and termination and if not sooner terminated, such employment or appointment being effective until the second Tuesday of January of the year **2017**, to-wit:

**COUNTY ELECTED OFFICIALS**

---

HORNUNG, DAVID L	COUNTY COMMISSIONER
KOOP, GARY L	COUNTY COMMISSIONER
WALL, CORY	COUNTY COMMISSIONER
CORLISS, SUSAN	COUNTY CLERK & RECORDER
MILLS, PAMELA J	COUNTY TREASURER & PUBLIC TRUSTEE
MULLIS, ABBEY J	COUNTY ASSESSOR
RIDNOUR, TOM M	COUNTY SHERIFF
GORTON, RANDY B	COUNTY CORONER

**ADMINISTRATION**

---

DECKER, PHILIP E	PAYROLL
DUNLAP, PEGGY	ACCOUNTS PAYABLE
WEEKS, PAULA S	ADMINISTRATOR

**AMBULANCE**

---

GRAMM, CHRISTOPHER A	EMT
LIGHTLE, BREANNA K	CHIEF OPERATIONS MANAGER
MCCOMBS, LUCINDA L	EMT-ALS
RICHARDS, NICOLE C	DEPUTY OPERATIONS MANAGER

**CSU EXTENSION**

---

DUSATKO, KAREN	FAIR CLERK
WEISSHAAR, JEAN E	4-H/FAIR/CLERK

**COUNTY ASSESSOR**

---

STEWART, NANCY S	DEPUTY ASSESSOR
WEIBEL, PEGGY A	CLERK

**COUNTY ATTORNEY**

---

JEFF CURE	ATTORNEY
-----------	----------

**COUNTY CLERK & RECORDER**

---

CARLIN, JANA G	CLERK
GILLEY, NANCY K	CLERK
MITCHELL, SUSAN R	CLERK
RICHARDS, CRYSTAL A	DEPUTY CLERK – ELECTIONS
ROSS, AMANDA D	CLERK
WITZEL, PATRICIA A	DEPUTY CLERK

**COUNTY CORONER**

---

GUY, GERALD D	DEPUTY
RUSSELL, BRYAN C	DEPUTY
RICHARDS, NICOLE	DEPUTY

**COUNTY SHERIFF**

---

BELDEN, TRAVIS F	DEPUTY
CISNEROS, JONATHAN W	DEPUTY
DANIEL, DENA K	ADMIN SUPERVISOR
FURROW II, ROBERT M	UNDERSHERIFF
LAVERENZ, SHANE M	DEPUTY
NEWBERRY, DARRIN E	DEPUTY
WEISSHAAR, BRIANNA K	CIVIL CLERK

**COUNTY SHERIFF – COMMUNICATIONS CENTER**

---

BROWN-EPPERLY, RANA R	DISPATCHER
CONDREY, BRENDA K	DISPATCHER/KITCHEN
FLYNN, CHELSEA R	DISPATCHER
FREIMAN, JACQUELINE A	DISPATCHER
ISENBART, STEPHANIE S	DISPATCHER
FRANZ, SHAWN A	DISPATCHER
LAVERENZ, DAMARA M	DISPATCHER

**COUNTY SHERIFF – JAIL**

---

AARON, ROBERT D	DEPUTY
BECK, LLOYD G	CPL. – D3
BORCHERT, PATRICK	DEPUTY
LOMBARDO, SAMANTHA	DEPUTY
MULLIS, CARL E	CAPTAIN – D1
POWERS, MARCUS A	DEPUTY
SAUER, WILLIAM C	DEPUTY
SMITH, SALLY M	SGT. – D2
TAYLOR, KYLE J	DEPUTY
WEISSHAAR, SKYLAR R	DEPUTY
WILLIS, WILLIAM A	DEPUTY
ZERGER, TYLER S	DEPUTY

---

**COUNTY SHERIFF – JAIL NURSE/PRACTITIONER**

---

DORMAN, SUSAN	NURSE/PRACTITIONER
---------------	--------------------

---

**COUNTY SHERIFF DEPARTMENT – VICTIM’S ASSISTANCE**

---

KIRBY, KATHERINE L	VICTIM’S ADVOCATE
--------------------	-------------------

---

**COURT SECURITY**

---

KLINE, HELEN R	PT SECURITY DEPUTY
MONROE, EVERETT W	SECURITY DEPUTY
RUDNIK, LORI A	SECURITY SARGENT

---

**COUNTY TREASURER**

---

BEECHLEY, SUSAN K	CLERK
RUNGE, GRACE	DEPUTY TREASURER

---

**EMERGENCY MANAGEMENT**

---

CALHOON, DELLA M	EMERGENCY MANAGER
------------------	-------------------

---

**GROUNDS & BUILDING**

---

RICHARDSON, JASON J	GROUNDS & BUILDINGS DEPT. HEAD
RODRIGUEZ, JOSHUA L	GROUNDS & BUILDINGS
TILLITSON, BRIGETT	MAINTENANCE

---

**HUMAN SERVICES**

---

BURCIAGA, VIRGINIA	SOCIAL SERVICES
FRANK, SORAYA L	SOCIAL SERVICES
HALDE, NICOLE M	SS ACCOUNTING
HORNUNG, SHELLEY K	SOCIAL SERVICES
HUDDLESTON, SHELLI A	SOCIAL SERVICES
JAMES, ALISSA L	SOCIAL SERVICES
LIKE, BARBARA J	SOCIAL SERVICES
MADER, MARIE L	SOCIAL SERVICES
MILLER-TRUMBLE, DIANNA L	SOCIAL SERVICES
SCHREIVOGEL, LINDA D	SOCIAL SERVICES/PUBLIC HEALTH

---

**INFORMATION TECHNOLOGY**

---

TROBEE, KATRINA L	IT
-------------------	----

---

**LANDFILL**

---

BELLOMY, LORIE K	LANDFILL
CHRISTENSEN, SHIRLEY L	PT LANDFILL
GORTON, RANDY B	LANDFILL DEPT. HEAD
GRAMM, WILLIAM	LANDFILL
HALL, JOSHUA A	PT LANDFILL
HICKMAN, DENNIS R	PT LANDFILL
KING, DORIS A	PT LANDFILL

KING, JAMES M

PT LANDFILL

**PUBLIC HEALTH**

---

ALVAREZ, KELLY S	LAND USE/ENVIRONMENTAL HEALTH
BERRY, ANGELA	OLTC
BLACKWELDER, LINDSEY T	PT NURSE FAMILY PARTNERSHIP
BLAZIER, SHELLY D	PT NURSE FAMILY PARTNERSHIP
DUELL, JOHNNA K	CLERICAL
GRINNAN, ERIN	HEALTH PROMOTIONS
HOUSE, LISA	NURSE
JAMES, DAWN M	NURSE
KASTER, DELORES A	WIC
KOURI, MINDY C	PT NURSE FAMILY PARTNERSHIP
MITCHEK, JUDI	PT NURSE
ORTEGA, ARACELY	PUBLIC HEALTH
RICHMOND, REBECCA S	PUBLIC HEALTH
ROBLES, KRISTIE L	PUBLIC HEALTH
SATTERLY, DOUGLAS W	PUBLIC HEALTH CONTRACT MANAGER
WEBBER, WHITNEI	NURSE FAMILY PARTNERSHIP

**ROAD & BRIDGE #1**

---

BOYD, WILLIAM P	ROAD & BRIDGE DIST #1
CLAPPER, TODD M	ROAD & BRIDGE DIST #1
EKBERG, GERALD L	ROAD & BRIDGE DIST #1
HAINES, NICKY L	ROAD & BRIDGE DIST #1
KUHN, JOHN D	ROAD & BRIDGE DIST #1
PAINTIN, ROGER E	ROAD & BRIDGE DIST #1
ROBINSON, ALLAN J	ROAD & BRIDGE DIST #1
STALTER, GALE D	ROAD & BRIDGE FOREMAN
TALAMANTES, DEAN H	PT R&B DISTRICT 1
WEBB, STEVEN R	ROAD & BRIDGE DIST #1
WEEKS, STANLEY R	ROAD & BRIDGE DIST #1

**ROAD & BRIDGE #2**

---

LEOFFLER, JOSEPH M	ROAD & BRIDGE DIST #2
LEVIN, TIMOTHY E	ROAD & BRIDGE DIST #2
LONG, DAVID L	ROAD & BRIDGE DIST #2
MALONE, RUSSELL G	ROAD & BRIDGE DIST #2
MASON, JAMES L	ROAD & BRIDGE DIST #2
PACE, CHAD W	ROAD & BRIDGE DIST #2
RUTLEDGE, HEITH R	ROAD & BRIDGE DIST #2
SMITH, DAVID A	ROAD & BRIDGE DIST #2
TATKENHORST, SHELDON E	ROAD & BRIDGE DIST #2
TOVREA, AARON S	ROAD & BRIDGE FOREMAN

**ROAD & BRIDGE #3**

---

ALLACHER, SCOTT E	ROAD & BRIDGE DIST #3
CRISP, CHARLES R	ROAD & BRIDGE FOREMAN
GOODWIN, SCOTT J	ROAD & BRIDGE DIST #3
GRAHAM, JOHN E	ROAD & BRIDGE DIST #3
HASZ, RYAN E	ROAD & BRIDGE DIST #3
HELDERMAN, CHARLES L	ROAD & BRIDGE DIST #3
MILLER, FRANK L	ROAD & BRIDGE DIST #3
NICKS, TIMOTHY R	ROAD & BRIDGE DIST #3
PAYNE, TERRY	ROAD & BRIDGE DIST #3

**WEED DISTRICT**

---

HUBBELL, TERRY E	WEED DISTRICT DEPT. HEAD
------------------	--------------------------

Agriculture, Wildlife and Rural Affairs	Public Lands
General Government	Taxation and Finance
Health and Human Services	Tourism, Resorts and Economic Development
Land Use and Natural Resources	Transportation and Telecommunications

**COMMISSIONER BOARDS**

**CCI STEERING COMMITTEES**

**Dave Hornung**

CAPP – Designated Rep  
 CDOT Eastern Transportation Region/Engineering  
 Colorado East Community Action Agency (CECAA)  
  
 CWCP – Designated Rep  
 District Attorney Task Force  
 E.C.O.G. (Council of Governments)  
 Eastern Colorado Recycling Board  
 EMS Council/RETAC-Alternate  
 Fair Board

**Gary Koop**

911 Hearing Board  
  
 CCA Public Relations Board  
 CDOT Eastern Transportation Region/Engineering  
 Centennial Mental Health (non expiring)  
 EMS Council/RETAC-Alternate  
  
 Fair Board

**Cory Wall**

Burlington Economic Development  
 CDOT Eastern Transportation Region/Engineering  
  
 CHP – Designated Rep  
  
 Courthouse Security  
 Fair Board  
  
 KCC Child Protection Team  
  
 Morgan Community College

**BOARD OF COUNTY COMMISSIONERS APPOINTMENTS AND COMMITTEES**

**BOOK MOBILE**

Janice Salmans	Aug. 8, 2017
----------------	--------------

**CEMETERIES**

**Fairview Cemetery Board**

Ivan Wachs	<b><u>(6 Year Term)</u></b>
Marsha Jackson	Nov. 13, 2016
<del>Dave Statler</del> -will need to be replaced	Nov. 13, 2018
	Nov. 13, 2020

**Flagler Cemetery Board**

Linn Stone

**(6 Year Term)**

July 6, 2017

Dallas Saffer

July 6, 2019

John Nichols

July 6, 2020

**Seibert Cemetery Board**

**(6 Year Term)**

Dovey Petersen

July 6, 2017

Dick McAuley

July 6, 2020

Meredyth Herman

July 6, 2021

**Stratton Cemetery Board**

**(6 Year Term)**

Theo Borden

Sept. 2, 2017

Deborah K Conrads

Sept. 2, 2019

Walt Isenbart

Sept. 2, 2021

**Vona Cemetery Board**

**(6 Year Term)**

Ronald "Rocky" Stone

Aug. 31, 2017 filling a 2 year term

Virginia Hubbell

Aug. 7, 2019

Karen Towns

Aug. 7, 2021

**CITIZENS REVIEW PANEL**

Jim Poole

Non expiring

**PRAIRIE DEVELOPMENT CORP.**

**(2 YEAR TERM)**

Ed Rarick

Jan. 2017

Rol Hudler

Jan. 2017

**EAST COLORADO SERVICES FOR THE DEVELOPMENTALLY DISABLED INC. (2 YR TERM)**

Kent Jostes

June 30, 2017

**ECONOMIC DEVELOPMENT FOR ECCOG (1 YEAR TERM)**

Valerie Rhoades

January 1, 2017

**EMS COUNCIL**

Breanna Lightle

Kit Carson County Chief Ambulance Operations Director

Della Calhoon

Kit Carson County OEM, Vice Chair

Gary Koop

Kit Carson County BOCC

Dave Hornung

Kit Carson County BOCC

Mark Weber

Burlington Fire

Kevin Freund

Stratton Fire

Ryan Bancroft

Community Ambulance Service

Marilynne Jones

Community Ambulance Service/MCC EMT Instructor

Randy Fagerlund

Community Ambulance Service Director

Scott Sayles

Seibert Fire

Marion Brouwer

Flagler Fire

Christi Romans

Kit Carson County Memorial Hospital Representative

Shawn Franz

Kit Carson County Dispatch

Dawn James

Kit Carson County Public Health Representative

Dr. David Steinbrenner	Medical Director
Tom Ridnour	Kit Carson County Sheriff
Barry Romans	Burlington Police Department
Dan Cooper	Stratton Marshal
Randy Gorton	Kit Carson County Coroner
Valerie Rhoades	Training Center Rep

**FAIR BOARD**

Jason Foose	<b><u>(3 Year Term)</u></b>
Raymond Dobler, Chairman	Sept. 2016
Cory Wedel	Sept. 2016
Terry Tagtmeyer	Sept. 2017
Justin Stephen	Sept. 2018
Christa Gilbert	Sept. 2018
Allen Charles	Sept. 2018

**FAIR ROYALTY DIRECTOR**

Sheri Rider	<b><u>(1 Year Term)</u></b>
	Nov. 1, 2016

**HUMAN SERVICES DIRECTOR - INTERIM**

Shelley Hornung	Until Position Filled
-----------------	-----------------------

**KIT CARSON COUNTY CAROUSEL ASSOCIATION MEMBERS (updated 4/27/2015)**

Larry & Kay Ballard	Heidi & Mark Hillman	Donna Williams
Dolores Crisp	Marion Lambert	Britt & Amanda Thew
Steve & Deb Daniel	Norma Pankratz	Anita Queen
Jo Downey	Trisha Reeder	
Kim Driscoll	Iris Roths	<b>Honorary Members</b>
Adrienne Fasse	Deidra Shutte	Dorothy Brown
Dave & Robbie Fearon	Dog & Kate Stolz	Dorothy Penny
Lois Henry	Ken & Kathy Viken	

**KCC FACILITIES BOARD – Non Expiring**

Melody Campbell	Dave Gwyn	Gary Rhoades
-----------------	-----------	--------------

**KIT CARSON COUNTY PLANNING COMMISSION**

Gary Pautler	<b><u>(5 Year Term)</u></b>
Norbert Dvorak	Jan. 2017
Chris Bledsoe	Jan. 2019
Kyle Franz	Jan. 2021
Jerry Guy	Jan. 2021
	Jan. 2021

**PUBLIC HEALTH DIRECTOR - INTERIM**

Dawn James	Until Position Filled
------------	-----------------------

**PUBLIC INFORMATION OFFICER**

Paula Weeks	Alternate – Della Calhoon
-------------	---------------------------

**REPUBLICAN RIVER WATER**

Tim Pautler

**(3 Year Term)**

Oct. 2018

**VETERANS OFFICER**

Glen Marciniak

**(2 Year Term)**

June 2017

**VICTIM ADVOCATE VOLUNTEERS**

Tammy Cooper

DeMara Laverenz

Mindy Neve

Helen Kline

Kathy Nelson

Lori Rudnik

**8. County Employees' Salaries:** The next item of business to come before the Board of County Commissioners is the matter of setting the salaries and wages of County employees. After the previous year's salaries and wages were fully reviewed, the Bruce Amendment (Amendment #1) was again reviewed, as well as the budget, and after the Board of County Commissioners was fully advised, upon motion by **Gary Koop** and seconded by **Dave Hornung**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-006**

"BE IT RESOLVED: That the salaries and wages for County employees are hereby set for the next ensuing year of operation as follows:

**KIT CARSON COUNTY PAY RANGE BY POSITION**

<b>DESCRIPTION</b>	<b>Range</b>	
Clerk	27,000.00	- 34,250.00
Clerk with Driver's License	28,250.00	- 36,000.00
Deputy Clerk	31,250.00	- 39,750.00
Clerk with Election Cert	30,500.00	- 39,750.00
Deputy Treasurer	31,250.00	- 39,750.00
Treasurer Clerk	23,750.00	- 30,250.00
Deputy Assessor	31,250.00	- 39,750.00
Assessor Clerk	23,750.00	- 30,250.00
G& B Maintenance Supervisor	34,500.00	- 44,000.00
G&B Assistant	29,000.00	- 37,000.00
G&B Janitor	25,000.00	- 32,000.00
Victim's Asst Coordinator	35,250.00	- 45,000.00
Undersheriff	36,250.00	- 46,250.00
Sheriff Captain	36,250.00	- 46,250.00
Sheriff Sergeant	32,750.00	- 41,750.00
Sheriff Corporal	32,000.00	- 40,750.00
Sheriff Deputy 2	31,250.00	- 39,750.00
Sheriff Deputy 1	29,750.00	- 38,000.00
Civil Clerk	24,250.00	- 31,250.00
Secretary/Civil Clerk	29,750.00	- 38,000.00
Detention Captain	31,250.00	- 39,750.00
Detention Sergeant	28,250.00	- 36,000.00
Detention Corporal	27,500.00	- 35,250.00

Detention Deputy 2	25,500.00	-	32,750.00
Detention Deputy 1	25,000.00	-	32,000.00
Dispatch Captain	31,250.00	-	39,750.00
Dispatch Sergeant	29,750.00	-	38,000.00
Dispatch Corporal	28,250.00	-	36,000.00
Dispatch Deputy 3	27,500.00	-	35,250.00
Dispatch Deputy 2	25,750.00	-	32,750.00
Dispatch Deputy 1	23,750.00	-	30,500.00
4-H/Fair/Clerk	19,500.00	-	24,750.00
Fair/Clerk	27,500.00	-	35,250.00
Administrator	45,250.00	-	57,500.00
Finance Clerk	27,000.00	-	34,250.00
Finance Clerk/Registrar	32,000.00	-	40,750.00
Security Sergeant	25,500.00	-	32,750.00
Security Deputy	22,000.00	-	28,250.00
Public Health Secretary	27,000.00	-	34,250.00
Public Health Program Coordinator	37,000.00	-	47,250.00
Public Health Program Coordinator II	32,000.00	-	40,750.00
Public Health Program Assistant	22,000.00	-	28,250.00
Public Health Program Assistant NFP	26,500.00	-	33,500.00
Public Health Program Assistant II	27,000.00	-	35,250.00
Public Health Program Assistant III	29,750.00	-	38,000.00
Public Health Nurse I	32,750.00	-	41,750.00
Public Health Finance Clerk	32,750.00	-	41,750.00
Public Health Director	35,250.00	-	45,000.00
Public Health Assistant Director	50,000.00	-	63,500.00
Public Health Specialist	37,000.00	-	47,250.00
Combined Director- PH/SS	50,000.00	-	63,500.00
Road Foremen	32,000.00	-	40,750.00
Road Worker	28,250.00	-	36,000.00
Mechanic	26,250.00	-	33,500.00
Ambulance Director	35,250.00	-	45,000.00
Ambulance Deputy	22,000.00	-	28,250.00
Ambulance	29,000.00	-	37,000.00
Finance Director	32,000.00	-	40,750.00
SSIM3	31,250.00	-	39,750.00
SSCA1	43,000.00	-	54,750.00
SSIM1	25,000.00	-	32,000.00
SSCA3	32,750.00	-	41,750.00
SSIV5	28,250.00	-	36,000.00
SSCA3	43,000.00	-	55,000.00
SSCAS	27,500.00	-	35,250.00
SSCA1	27,500.00	-	35,250.00
SSIM4	36,250.00	-	46,250.00
Social Service Director	32,750.00	-	41,750.00
Manager Landfill	38,000.00	-	48,500.00
Landfill Clerk/Op	28,250.00	-	36,000.00

**9. Employee and Elected Official Insurance:** The next item of business to come before the Board of County Commissioners was the matter of paying for the following insurance coverage by the County on behalf of each County employee and each elected official of the County. After the matter was fully discussed and the Board of County Commissioners was fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-007**

"BE IT RESOLVED: That full-time permanent employees, while employed by the County, shall be insured, at the expense of the County, with Colorado Counties Health and Life Co-operative, as follows:  
**Health and Hospitalization Insurance:**

**Three Tier Plan:** This coverage extends to and covers a County employee and the employee's immediate family and an elected official of the County and an elected official's immediate family, subject to Policy limitations and provisions, the cost of which will be as follows:

	Single	Employee + 1	Family
Vision	\$5.70	\$11.35	\$14.75
Medical	\$557.00	\$1,044.00	\$1,284.00
Life	\$2.40	\$2.40	\$2.40
Dental	\$16.80	\$33.70	\$43.80
Per month	\$581.90	\$1,091.45	\$1,344.95
Annual cost	\$6,982.80	\$13,097.40	\$16,139.40

**Deductible:** This plan has a \$2,500.00 deductible with a maximum deductible of \$5,000.00 per family. 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. County Employee may submit EOB or prescriptions within one year of date of service.

**Health Savings Account:** On Jan. 8, 2014 by Resolution #14-002, the Kit Carson County Board of County Commissioners added a Health Savings Account (HSA) option along with a new deductible health plan (HDHP).

**Life Insurance:** A Life Insurance Policy, as hereinafter described, paid for by the County shall be provided for each County employee and each elected official, which Policy shall cover the life of the County employee and the life of the elected official while the employee and the elected official are on the County job carrying out County job-related activities, to-wit:

a. The life of an employee and an elected official shall be covered while on the County job by a Group Life Insurance Policy in the face amount of **TEN THOUSAND and NO/100 Dollars (\$10,000.00)** for each insured, the cost of such coverage being **TWO and 40/100 Dollars (\$2.40)** per month, subject to Policy limitations and provisions."

Age	Coverage	Cost
Under 70	\$10,000.00	\$2.40
70 thru 74	\$8,250.00	\$1.56
75 thru 79	\$5,000.00	\$1.20
80 or over	\$3,750.00	\$0.84

**10. Reimbursement Out of County and Away From Home Expenses:**

The next item of business to come before the Board of County Commissioners was the matter of determining meal allowance for the cost of meals incurred by County employees who are required to be outside of the County and/or must stay overnight away from home to carry out their job assignment or job duties at any time during the next year of the operation of the County. After these matters were reviewed and after the Board of County Commissioners had been fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-008**

"BE IT RESOLVED: That when employees of the County are required to work outside of the County and/or are required to stay away from home and outside of the County overnight in order to carry out their job assignment or the duties of the County job, each such employee shall be entitled to a reimbursement for meals in an amount which shall not exceed the sum of **THIRTY-FIVE and NO/100 Dollars (\$35.00)** per day, and when such employee is also required to stay overnight and away from home, such employee shall be entitled to reimbursement for such lodging on 9-14-09 under #18666.

All applications for reimbursement of meals and lodging shall be supported by meal checks and lodging receipts, an employee shall not be reimbursed for meals in excess of the above stated sum unless the employee receives written permission from the Board of County Commissioners prior to making such additional expenditures."

**11. Medical Services Providers - County Employees:**

The next item of business to come before the Board of County Commissioners was the matter of designating for the next calendar year of operation the medical service providers in conjunction with "Worker's Compensation Claims" for Kit Carson County employees. After the available and qualified medical personnel were reviewed and discussed and after the Board of County Commissioners was fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-009**

"BE IT RESOLVED: That the following medical personnel are, by these presents, designated and appointed as medical service providers in conjunction with "Worker's Compensation Claims" for Kit Carson County employees for the next calendar year of County operation or until their successors are designated and appointed by further Resolution and order of the Board of County Commissioners:

Dr. Wayne Hoppe, M.D  
291 16<sup>th</sup> St. (719)346-  
5301  
Burlington, CO 80807

Kit Carson County Memorial Hospital  
286 16<sup>th</sup> St. (719)346-5311  
Burlington, CO 80807

Flagler Family Practice  
305 Pawnee Ave. (719)765-4340  
Flagler, CO 80816

Parke Health & Wellness Center  
182 16<sup>th</sup> St. (719)346-9481  
Burlington, CO 80807

## **12. SICK LEAVE POOL - HOURS SET FOR BANK**

The Board of County Commissioners established the limit of hours that are available to the Sick Leave bank, following a recommendation by the Sick Leave Pool Committee. Upon review of the hours used and the hours remaining in the bank, the Board of County Commissioners set the hours available at 1600 hours for the year of 2016. The Sick Leave Pool Committee members for 2016 are Randy Gorton, Katrina Trobee, Erin Grinnan, Katie Kirby, and Della Calhoon.

Resolution No. **16-010**

"BE IT RESOLVED: That the Board of County Commissioners has approved the Sick Leave Pool of Kit Carson County."

## **13. Consider Unemployment Insurance:**

The next item of business to come before the Board of County Commissioners was the matter of carrying "Unemployment Compensation Insurance" to pay possible awards granted under the provisions of C.R.S., 1973, Title 8, Articles 70 through 82, as amended, being the "Colorado Employment Security Act". This matter was fully reviewed by the Board of County Commissioners, such review including the history of claims filed against the County, the monetary amount of claims paid, the legal costs incurred by Departments of the County in resisting the claims for unemployment benefits, and the annual cost of insurance premiums if the County would elect to carry insurance with a private carrier to meet possible awards for benefits given under the Act. After the Board of County Commissioners was fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-011**

"BE IT RESOLVED: That until further Resolutions and order of the Board of County Commissioners, Kit Carson County will insure itself against possible awards of benefits to terminated County employees granted under the provisions of the 'Colorado Employment Security Act' - C.R.S., 1973, Title 8, Articles 70 through 82, as amended."

## **14. Adoption of Personnel and Employment Policy Manual:**

The next item of business to come before the Board of County Commissioners was the matter of the review of the proposed revised Personnel and Employment Policies of Kit Carson County, Colorado. After the proposed Manual had been fully reviewed by the Board of County Commissioners, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted on **December 15, 2015, Resolution #15-053** by the Board of County Commissioners and attached to the Reorganization Minutes.

Chairman **Cory Wall**, did order that a copy of the Personnel and Employment Policy Manual of Kit Carson County, Colorado, be attached to these Re-Organization Minutes.

Resolution No. **16-012**

"BE IT RESOLVED: That the Board of County Commissioners has approved the Personnel and Employment Policies Manual of Kit Carson County."

**15. Hiring Policy and Procedures**

The next item of business to come before the Board of County Commissioners was the matter of the review of the Kit Carson County Hiring Policy and Procedures. After the proposed policy was fully reviewed by the Board of County Commissioners, and upon motion by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop the Hiring Policy and Procedures was unanimously passed and adopted on **December 17, 2014, Resolution #14-072** by the Board of County Commissioners and attached to the Reorganization Minutes.

Chairman **Cory Wall**, did order that a copy of the Hiring Policy and Procedures for Kit Carson County, Colorado, be attached to these Re-Organization Minutes.

Resolution No. **16-013**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Hiring Policy and Procedures for Kit Carson County.”

**16. Limitation and Approval of Extra Help:** The next item of business to come before the Board of County Commissioners was the matter of elected officials, Department Heads and/or supervisors employing extra help to carry out the governmental functions of the County. All new employees hired shall have the application filed in the Personnel/Accounting office. After the matter was fully discussed, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-014**

"BE IT RESOLVED: That no extra help shall be hired by any elected official, Department Head or supervisor without first obtaining written approval for such employment from the Board of County Commissioners."

**17. Drug and Alcohol Testing**

The next item of business to come before the Board of County Commissioners was the matter of the review of the Drug and Alcohol Testing of all County employees. After the proposed policy by **Resolution #14-063 dated October 29, 2014** was fully reviewed by the Board of County Commissioners, upon motion by Dave Gwyn, second by Dave Hornung, motion carried by unanimous vote of Gary Koop.

Resolution No. **16-015**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Drug and Alcohol Testing for Kit Carson County.”

**18. Forms-Manuals-Plans-Policies:**

The next item of business was the matter forms, manuals, plans and policies that have Kit Carson County on them from any office needs to be signed off by the Board of County Commissioners since it represents Kit Carson County and could affect liability for the county.

**19. Kit Carson County Purchasing Policy and Procedures:**

The Board of County Commissioners adopted the Kit Carson County Purchasing Policy and Procedures on **December 17, 2014 #14-074**. Motion to adopt was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop. The Purchasing Policy and Procedures are attached to these minutes.

Resolution No. **16-016**

"BE IT RESOLVED: That no County official, including any elected official, Department head or supervisor, may make any purchase in an amount of Five Hundred and no/100 Dollars (\$500.00) or more unless such purchase is supported by a Purchase Order and is approved in writing by the Board of County Commissioners."

**20. Depositories for County Funds:**

The Board of County Commissioners designated the following Banks and Savings and Loans as depositories for Kit Carson County Funds. Kit Carson County receives "eligible depository" certificates issued by the State Division of Banking before any money is deposited.

Bank of the West

The Bank of Burlington

The Colorado East Bank

Colorado East Bank & Trust

First Financial Equity

Frontier Bank

Equitable Savings and Loan

High Plains Bank of Flagler

McCook National Bank

**21. Travel by County Officials and Staff**

Travel by County officials, County Road Supervisors, Extension Personnel, and County Coroner to and return of Investigation, to and return of Inquest, .32 cents per mile. This was established by the Board of County Commissioners on **Nov. 26, 2008 #17776**.

Resolution No. **16-017**

"BE IT RESOLVED: That the Board of County Commissioners has approved the Travel by County Officials and Staff for Kit Carson County per Resolution #17776."

**22. Consider Road and Bridge District Division:**

The next item of business was the matter of considering for the operation of the County Road System the division of the County into three (3) area Districts with a Commissioner designated as the Department Head for each District who would be responsible for the construction, repair and maintenance of County roads within his designated District. After the matter had been fully reviewed and the prior division of the County into Road and Bridge Districts had been reviewed, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-018**

"BE IT RESOLVED: That the County of Kit Carson is hereby divided into three (3) Road and Bridge Districts with a Commissioner hereby appointed as the Department Head to oversee and be primarily

responsible to the County residents in that District of the construction, repair and maintenance of County roads and bridges in that District.

District 1 shall be all of that portion of the County east of County Road 44 including County Road 44

District 2 shall be all of that portion of the County, which lies west of County Road 44 and east of County Road 23; and

District 3 shall be all of that portion of the County west of County Road 23 including County Road 23.

In no event does the Board of County Commissioners designate its ultimate authority and/or duty to any one (1) Commissioner and all budgetary actions and determinations related to the final operation of the County Road and Bridge System shall be a determination made by a majority vote of the Board of County Commissioners. The day to day administration of the County Road and Bridge System shall be the responsibility of the designated Commissioner in his respective District. Any material violation of the power or authority by any one (1) Commissioner will be subject to review and correction by the full Board of County Commissioners."

**23. Soil Erosion - Dust Blowing Act, 1954:** The next item of business to come before the Board of County Commissioners was the matter of enforcing the Soil Erosion - Dust Blowing Act - 1954, C.R.S., 1973, Title 35, Article 72, Section 101. The Commissioners, in reviewing this statute, do find and determine that when the Board of County Commissioners is advised in writing, or otherwise informed that soil is blowing from any land in the County, and is supplied with a description of such land and it does appear that by reason of such blowing that private property described in the statute is being damaged, the Board of County Commissioners is required, as soon as practicable, to give notice of such complaint to the owner or occupier of such land from which the soil is blowing and to inspect, or cause to be inspected, such land. Thereupon, and upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-019**

"BE IT RESOLVED: That the Commissioner designated as the Commissioner for each Road and Bridge Division, the County being divided into three (3) Districts, is hereby designated as the investigating Commissioner from the Board of County Commissioners to investigate and inspect any written complaint filed under this statute regarding land and real estate located within his designated District and thereafter, such Commissioner shall determine and report to the Board of County Commissioners the following:

It appears that by reason of such blowing from any land in the County:

1. Private property, including but not limited to crops, grasslands, fences, fence rows, irrigation canals, ditches, or livestock on adjacent land or other land, or
2. Roads, barrow ditches, fences or other public property is being damaged.'

Thereafter, the inspecting Commissioner, on behalf of the Board of County Commissioners, shall, as soon as practicable, give notice of such complaint to the owner or occupier of the land from which soil is blowing and inspect, or cause to be inspected, such land.

If the Board of County Commissioners finds, after consultation with a member or members of the local Soil Conservation District, with the State Conservation Board, or with local owners or occupiers, including the owner or occupier of the land from which soil is blowing, that soil is blowing from such land in sufficient quantity to be in violation of the specific provisions of the statute because of soil being blown there from, the Board of County Commissioners shall determine what, if anything, can be done to prevent or materially lessen such blowing of soil from such land. Thereafter, and depending upon the finding of the Board of County Commissioners, appropriate action authorized under the statute shall be taken by the Board of County Commissioners to stop the soil erosion and resulting damage.

#### **24. Right to Farm and Ranch**

The Board of County Commissioners recognizes the need to protect the viability and emphasize the importance of farming, ranching and other agricultural activities and operations in Kit Carson County and the changes that are occurring within our county demography and the potential for conflicts between agricultural operations and visitors to and residents of rural Kit Carson County. After the matter was fully discussed, upon motion by Jim Whitmore and seconded by Dave Hornung, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

The Board of County Commissioners adopted the Kit Carson County Right to Farm and Ranch on **January 10, 2012 #21009**. After the matter was fully discussed, upon motion by Jim Whitmore, and seconded by Dave Hornung, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

**WHEREAS**, the Board of County Commissioners of Kit Carson County (“Board”) recognizes the need to protect the viability and emphasize the importance of farming, ranching and other agricultural activities and operations in Kit Carson County; and,

**WHEREAS**, the changing nature of land use and demography in Kit Carson County has increased the potential for conflicts between agricultural operations and visitors to and residents of rural Kit Carson County; and,

**WHEREAS**, examples of such conflicts include, but are not limited to: harassment of livestock and livestock losses due to free roaming dogs; trespass by livestock; movement of livestock and machinery on highways and county roads; gates inappropriately left open or shut; fence construction and maintenance; chemical applications, either by airplanes or spray apparatus of various kinds; complaints regarding noise, dust and odor; disposal of dead animals; weed and pest control; and trespass; and,

**WHEREAS**, residents moving from urban or suburban settings need to realize that public services in a rural area are not at the same level as what they may be accustomed to. Road maintenance and/or surface quality may be at a lower level; in certain situations, surface maintenance may not be the county’s

responsibility; mail delivery may not be as frequent; utility services may be nonexistent or subject to interruption; water is a valuable resource and is not available in all locations of the county and, if it is available, the costs associated with obtaining it may be prohibitive; a permit from the State of Colorado is required before drilling a well, with different requirements for domestic and livestock wells; law enforcement, fire protection and ambulance service will have considerably longer response times; and snow may not be removed from county roads for several days following a major snow storm or it may not be the county's responsibility to remove snow in subdivisions. First priority for snow removal is school bus routes and mail routes; and,

**WHEREAS**, it is desirable to protect agricultural operators from complaints about legal and non-negligent agricultural operations and activities; and,

**WHEREAS**, it is desirable to educate the public and nonagricultural residents and visitors to Kit Carson County about the existence, value and importance of Kit Carson County's agricultural operations and activities; and,

**WHEREAS**, the Board shall attempt and aspire to:

- a. Conserve, enhance and encourage farming, ranching and associated agricultural activities and operations within Kit Carson County;
- b. Minimize financial conflicts between agricultural and nonagricultural users of land in the County;
- c. Educate and notify new rural residents and long time agricultural operators alike of their rights and obligations relating to agricultural activities;
- d. Integrate planning efforts to provide for the retention of traditional and prime agricultural lands, agricultural production, as well as the opportunity for reasonable residential and other development; and

**WHEREAS**, the Board, pursuant to Colorado statute, has the power to regulate the use of land and to preserve the culture and history of Kit Carson County; and

**WHEREAS**, pursuant to Article 3.5, Title 35, C.R.S., it is the declared policy of the State of Colorado to conserve, protect and encourage the development and improvement of agricultural lands for the production of food and other agricultural products. The Colorado General Assembly has also recognized that when nonagricultural land uses extend into agricultural areas, agricultural operations often become the subject of nuisance suits and that a number of agricultural operations have been forced to cease operations and many others are discouraged from making investments in farm improvements. The State has also stated that the purpose of the Article 3.5 is to reduce the loss to the State of Colorado of its agricultural resources by limiting the circumstances under which agricultural operations may be deemed to be a nuisance; and

**WHEREAS**, pursuant to Section 35-3.5-102(1)(a), C.R.S., an agricultural operation shall not be found to be a public or private nuisance if the agricultural operation alleged to be a nuisance employs methods or practices that are commonly or reasonably associated with agricultural production; and

**WHEREAS**, pursuant to Section 35-3.5-102(1)(b), C.R.S., an agricultural operation that employs methods or practices that are commonly or reasonably associated with agricultural production shall not be found to be a public or private nuisance as a result of any of the following activities or conditions: change in ownership; nonpermanent cessation or interruption of farming; participation in any government sponsored agricultural program; employment of new technology; or change in the type of agricultural product produced; and

**WHEREAS**, pursuant to Section 35-3.5-102(2)(a), C.R.S., an agricultural operation shall not be found to be a public or private nuisance if such agricultural operation was established prior to the commencement of the use of the area surrounding such agricultural operation for nonagricultural activities; employs methods or practices that are commonly or reasonably associated with agricultural production; and is not operating negligently; and

**WHEREAS**, pursuant to Section 35-3.5-102(2)(b), C.R.S., employment of methods or practices that are commonly or reasonably associated with agricultural production shall create a rebuttable presumption that an agricultural operation is not operating negligently; and

**WHEREAS**, the Board has determined that it is desirable and beneficial to the citizens of Kit Carson County to establish and adopt by resolution a Right to Farm/Ranch Policy involving the elements of protection of agricultural operations, and education of property owners and the public; and

**WHEREAS**, the establishment and adoption of such a right to farm/ranch policy would serve and promote the public health, safety, welfare and morals of the citizens of Kit Carson County;

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Kit Carson County that:

1. Policy Statement. The Kit Carson County Right to Farm and Ranch Policy, attached hereto and by reference made a part hereof, shall be and hereby is adopted as an official policy of Kit Carson County.
2. Public Education and Information Campaign. The Board, with the primary assistance of the CSU Extension Office and through the use of county staff as needed, shall support efforts to educate and inform the public of the Right to Farm and Ranch Policy. Such efforts shall include dissemination of written information and oral presentations to community associations and organizations and schools; providing information at the Kit Carson County Fair; preparation and distribution of press releases relating to the Right to Farm and Ranch Policy.
3. Property Owner Notification. The Board shall notify owners of land within the county by the following means:
  - a. Whenever a development permit is submitted to the Kit Carson County Planning Commission or the Kit Carson County Board of County Commissioners for the unincorporated area of Kit Carson County, the Land Use Department shall provide a copy of the policy to the applicant. As a condition of the development permit, the applicant shall sign the receipt

and statement of understanding, attached hereto, which shall be maintained by the Land Use Department in the applicant's file.

- b. The Board shall initiate amendments to the County Subdivision Regulations to provide that notification of the right to Farm and Ranch Policy shall be made at the time of any subdivision or related land use application.

**BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 10th day of January, 2012.**

Resolution No. **16-020**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Right to Farm and Ranch for Kit Carson County per Resolution #21009.”

**25. Farming of County Roads:**

The next item of business to come before the Board was the matter of abutting land owners, or someone on their behalf, farming portions of County road rights-of-way which can create road hazards restricting the use of County roads by the traveling public. After the matter was fully discussed, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-021**

"BE IT RESOLVED: That complaints have been received by the individual members of the Board of County Commissioners, wherein it is alleged that people are farming shoulders and in some instances traveled portions of the County road right-of-way, which could, if circumstances were right, create a hazard to the traveling public traveling a particular County road right-of-way.

Therefore, the road supervisor of each of the three (3) Districts, under the direction of the respective Commission, should investigate each complaint arising in his District and that he should examine the road system in his District and if he finds that a road way is being farmed, determine the location and the possible person responsible for such act and report the same forthwith to his Commissioner, who shall report the same to the full Board for appropriate review and action.

**26. COLORADO OPEN RECORDS ACT (CORA)**

The Board of County Commissioners implemented procedures for CORA requests on October 1, 2014 #14-056 under C.R.S. 24-72-201. Motion to adopt the amended Colorado Open Records Request was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop. All requests, submitted pursuant to C.R.S. 24-72-201 to inspect public records in the custody or control of Kit Carson County must be submitted in writing to the official custodian. A copy of the Records Request is attached to the Reorganization minutes.

Resolution No. **16-022**

“BE IT RESOLVED: That the Board of County Commissioners has approved Colorado Open Records Request for Kit Carson County per Resolution #14-056.”

# COUNTY FEE SCHEDULES

## 27. AMBULANCE FEES

The Board of County Commissioners reviewed and adjusted the fees for the Kit Carson County Ambulance Service on Nov. 20, 2013 under #13-12282. The following fees are adopted as of January 1, 2014.

### Weekday and Weeknight Call Pay

First Responder	\$ 0.90	per hour
EMT	\$ 0.97	per hour
EMT-Basic/IV	\$ 1.05	per hour
RN w/o ACLS	\$ 1.11	per hour
EMT-I or RN w/ACLS	\$ 1.28	per hour
EMT-Paramedic	\$ 1.39	per hour

### Weekend and Holiday Call Pay

Crew members that cover a consecutive 24-hour period will be paid \$50.00 for on-call pay, plus run pay.

### Transfers

First Responder	\$ 75.00
EMT	\$ 85.00
EMT-B/IV or RN w/o ACLS	\$ 100.00
RN w/ACLS or EMT-I	\$ 140.00
EMT-PARAMEDIC	\$ 170.00

BLS (Basic Life Support)	\$ 1,096.00	
BLS Bariatric	\$ 1,246.00	
ALS (Advanced Life Support)	\$ 1,301.00	
ALS Bariatric	\$ 1,451.00	
Specialty Care	\$ 2,225.00	
Commercial Ins/Shelf pay Mileage	\$ 20.00	loaded mile
Medicare/Medicaid Mileage 1-17 miles	\$ 10.74	loaded mile
Medicare/Medicaid Mileage 17.1 + miles	\$ 7.15	loaded mile

*All County Residents will receive a 60% discount on any balance after insurance has paid toward service that was provided.*

<b>Stand-by Time</b>	\$15.00 per hour all cert levels
<b>Football Games</b>	\$20.00 per game for High School Varsity
	\$15.00 per game for High School JV/Junior High/Youth

### Run Pay (All cert Levels)

0-10 miles	\$ 15.00
------------	----------

11-20 miles	\$ 20.00
21-30 miles	\$ 25.00
31-40 miles	\$ 30.00
41-50 miles	\$ 40.00
51-60 miles	\$ 50.00
61-70 miles(Goodland Flight, take patient over)	\$ 60.00
71-99 miles	\$ 70.00

**OTHER PAY - Varies Monthly, see time sheet**

WEEKEND/HOLIDAY	\$50.00
SUPERVISOR PAY	\$40.00

Resolution No. **16-023**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Ambulance Fee Schedule for Kit Carson County per Resolution #13-12282.”

**28. ASSESSOR FEES**

The County Assessor collects the following fees:

**Copies**

Appraisal Card	\$.25 per page
Plat Map	\$2.00 per map
Index Card	\$.25 per page
Research/Records Request (CORA)	

**GIS and Data Files:**

GIS (ArcView) map & data file	\$1,000.00
Records system data download file	\$100.00
(Minimum of \$100.00, additional charge for data manipulation)	
Tax Roll files	\$25.00

**ARBITRATORS OF PROPERTY VALUATION DISPUTES**

According to Colorado Revised Statute § 39-8-108.5 states “in order to give taxpayers an alternative to pursuing an appeal of the county board of equalization’s decision through either the board of assessment appeals or the district court, an arbitration process shall be established. The board of county commissioners shall develop a list of persons who shall be qualified to act as arbitrators of property valuation disputes.” On November 10, 2015, the Kit Carson County Commissioners approved a list of qualified arbitrators for the 2015 Property Valuation process. The name(s) of the arbitrator(s) are as follows:

1.)

Donna Shaver  
O’Neil and Company  
Certified General Appraiser

P.O. Box 917  
Brush, CO 80723  
(970)842-5016 office  
(970)380-9707 cell

**29. COUNTY CLERK**

<b>EASTERN REGION COUNTY CLERK AND RECORDER FEE CHART</b>	
<b>BACA, CHEYENNE, ELBERT, KIOWA, KIT CARSON, LINCOLN, LOGAN, MORGAN, PHILLIPS, PROWERS, SEDGWICK, WASHINGTON, YUMA COUNTIES</b>	
<b>30-1-103 Colorado Revised Statutes, As Amended</b>	<b>FEES</b>
<b>GENERAL RECORDING: Documents 8 ½" x 11" &amp; 8 ½" x 14"</b>	
FIRST PAGE OF THE DOCUMENT \$10.00 Plus \$1.00 surcharge	\$11.00
EACH ADDITIONAL PAGE OF DOCUMENTS	\$5.00
<b>GENERAL RECORDING: Documents Larger than 8 ½" x 14"</b>	
FIRST PAGE OF THE DOCUMENT \$10.00 Plus \$1.00 surcharge	\$11.00
EACH ADDITIONAL PAGE OF DOCUMENTS	\$10.00
<b>DOCUMENTARY FEES: 39-13-102</b>	
Must add to general recording fee if more than \$500 is exchanging hands in transfer of ownership, i.e. Property transferring ownership for \$500,000 would be \$50 doc fee.	\$ .10 per \$1,000 over \$500
<b>Documents that often have documentary fees:</b>	
Warranty Deed, Quit Claim Deed, Personal Rep. Deed, Easements, Mine Deed,	
Sale Deed(Bill of Sale), Bargain & Sale Deed, Mineral Deed, Grant Deed	
<b>Documents that are exempt from documentary fees:</b>	
Treasurer's Deed, Public Trustees Deed, Sheriff's Deed, PT Certificate of Purchase	
Sheriff's Certificate of Purchase, Patents	
<b>Documents that have no documentary fees:</b>	
Deed of Trust (Mortgage), Real Estate (Mortgage), Indentures (Mortgage), Mineral & Royalty Deeds	
<b>EXCEPTIONS TO GENERAL RECORDING:</b>	
<b>1. AFFIDAVIT OF LABOR/INTENTION TO HOLD CLAIM: 34-43-114</b>	\$6.00 first page/\$5.00 for each additional page plus \$.25 for each mining claim named
<b>2. UCC FILINGS FOR REAL ESTATE ONLY:</b>	
ALL UCC FORMS – 1-2 pages	\$11.00 Flat Fee
ALL UCC FORMS- 3+ pages	\$16.00 Flat Fee
<b>3. MARRIAGE LICENSES (Recording fee is included in initial license fee): 14-2-105/// CIVIL UNION (14-16-101)</b>	\$30.00 of which \$10.00 is retained by county
<b>4. PLATS</b>	\$11.00 first page/\$10.00 each additional page
(Add if County Surveyor's signature is required)	\$10.00
<b>5. SURVEY PLATS</b>	\$20.00 for first page
<b>Deposited survey</b> (\$10.00 for the land survey book, \$10.00 for indexing in survey plat book, & \$10.00 for each additional page)	\$10.00 first page/\$10.00 each additional page

6. Department of Transportation-State of Colorado Plat Maps	
<b>NOTE: The only exemptions from recording fees are counties &amp; the State of Colorado. Even though other entities may be exempt from Documentary Fees, only counties &amp; the State of Colorado are exempt from Recording Fees</b>	
<b>COPIES</b>	<b>FEEES</b>
NON-CERTIFIED COPY OF A MARRIAGE LICENSE	\$.25
CERTIFIED COPY OF A MARRIAGE LICENSE	\$1.25
CERTIFIED COPY OF A VOTER REGISTRATION	\$1.25
UNRECORDED DOCUMENTS/XEROX COPIES (GENERAL COPIES)	\$.50 per page
RECORDED DOCUMENTS (8 1/2" x 11" & 8 1/2" x 14") <b>Includes Monument Records</b>	\$.25 per page
CERTIFICATION PER DOCUMENT	\$1.00 per document
RECORDED PLATS (11" x 17" COPY)	\$.25 per page
RECORDED PLATS (24" x 36" COPY) (VARIES BY COUNTY DUE TO CALCULATIONS)	\$.25 per page
RECORDED MYLAR PLATS	\$.25 per page
USER DEFINED REPORTS ( could use this for the voter registration lists)	\$25.00 set up fee + \$.01 per name
FAX	\$1.00 per page
MINUTES	\$.25 per page
POSTAGE CHARGE FOR MAILING OF COPIES: Standard size documents with 10 pages or less Standard size documents with 11 pages or more Plat size copies (11" x 17" or 24" x 36") with 2 or fewer pages Plat size copies (11" x 17" or 24" x 36") with 3 or more pages	\$1.00 flat rate \$2.00 flat rate \$2.00 flat rate \$5.00 flat rate
<b>SCANNER-will vary depending on if county performs this function</b>	<b>FEEES</b>
REDUCTION TO 8 1/2" x 11" with 1 copy	\$4.00
- WITH ADDITIONAL COPIES (8 1/2" x 11" OR 8 1/2" x 14)	\$0.50
- WITH ADDITIONAL COPIES (OVER 8 1/2" x 14)	\$1.00
<b>MONTHLY SCANS</b>	<b>FEEES</b>
1 MONTH COPY OF SCANS – REPORT REQUEST Image CDs – back records \$25.00 Per CD and \$.02 per image	\$25.00 report fee + \$.10 per reception line
1 MONTH COPY OF SCANS – REPORT REQUEST Image CDs – back records \$25.00 Per CD and \$.02 per image	\$25.00 report fee + \$.10 per reception line
CDS FOR SCANNED IMAGES – COPIED BY COUNTY CLERK’S OFFICE	\$200.00
CDS , ZIPS, THUMB DRIVE COPIES SCANNED IMAGES – COPIED BY PUBLIC	\$175.00 monthly
<b>SPECIAL REPORTS- MIN. \$5 PARTIAL LIST \$25.00 FULL LIST SET-UP/HR &amp; IF LABELS ARE REQUESTED .02¢</b>	

30. COUNTY PUBLIC TRUSTEE FEES

<b>PUBLIC TRUSTEE FEE SCHEDULE</b>	
<b>RELEASE FEES: 38-37-104(1)(a)</b>	
For executing a Release of Deed of Trust* .....	\$15.00
<b>FORECLOSURE DEPOSIT: 38-38-101(10)</b>	
To be applied to Fees and Costs.....	Up to \$650.00
or the amount of the fee permitted pursuant to 38-37-104(1)(b)(I), whichever is greater	
<b>FORECLOSURE FEES: 38-37-104(1)(b)</b>	
<b>(I) Opening and Administering a Foreclosure</b>	
For original principal balance under \$480,000.00 .....	\$150.00
For original principal balance over \$480,000.00 .....	1/32 of 1%
of the original principal amount or outstanding balance, whichever is less, but no less than \$150.00	
<b>(II) Accepting the filing of an Intent to Redeem (per notice) .....</b>	<b>\$50.00</b>
<b>(III) Processing and Executing a Certificate of Redemption* .....</b>	<b>\$30.00</b>
<b>(IV) Executing a Confirmation Deed* .....</b>	<b>\$30.00</b>
<b>(V) Processing a Withdrawal* .....</b>	<b>\$35.00</b>
<b>(VI) Processing an Administrative Withdrawal* .....</b>	<b>\$50.00</b>
<b>(VII) Recommencing Sale when Held in Violation of Automatic Stay.....</b>	<b>\$50.00</b>
<b>(VIII) Recommencing Sale after Bankruptcy where Publication was not Completed .....</b>	<b>\$75.00</b>
<b>(IX) Performing Actions Caused by a Partial Release as Described in 38-38-101(9).....</b>	<b>\$100.00</b>
<b>(X) The Sum of all Amounts paid by the Public Trustee to Third Parties in Connection with Processing a Foreclosure</b>	
<b>(XI) Processing a Rescission of Sale pursuant to 38-38-113 .....</b>	<b>\$100.00</b>
<b>(XII) Rescheduling a Sale after a Rescission of Sale pursuant to 38-38-113(4) .....</b>	<b>\$50.00</b>
<b>OTHER FEES:</b>	
<b>38-37-104(1)(e):</b> Convey and dispose of property of a dissolved for profit or nonprofit corporation after death of the last surviving director as described in §38-30-171(3)(b) and §38-30-173(3)(b) ...	<b>\$25.00</b>
Serve as Trustee of an unexecuted express trust after the death of the surviving trustee as described in §38-34-104.....	<b>\$25.00</b>
<b>38-37-104(1)(d):</b> Serve as Escrow Agent for Contract for Deed as described in §38-35-126(1), annually for each Taxable Year .....	<b>\$75.00</b>
<b>38-38-101(1)(h):</b> Fee for restarting a foreclosure if the document notifying the Public Trustee that the property referred to in the notice of election and demand is property that requires posting under section 38-38-802 is not filed at the time the documents required for commencing a foreclosure are filed with the Public Trustee, and the holder determines at a later date that the property requires posting (Repealed 6/30/2011).....	<b>\$75.00</b>
<b>38-38-109(2)(d):</b> The fees prescribed in section 38-37-104 (1) (b) (VII) and (1) (b) (VIII) Recommencing sale after being enjoined by court order where publication was not completed...	<b>\$75.00</b>
Recommencing a sale after being set aside by court order .....	<b>\$50.00</b>
<b>38-38-704:</b> The fees and costs for providing educational or other information or material to the property owner or any person liable on the debt, not to exceed .....	<b>\$25.00</b>
* Additionally, recording costs of \$5.00 per page plus \$1.00 surcharge per document are applicable, pursuant to §30-1-103 and §30-10-421	
<b>FORM OF PAYMENTS TO THE PUBLIC TRUSTEE</b>	
<b>C.R.S. 38-37-108:</b> All moneys payable to a public trustee at any foreclosure sale under the provisions of this article or upon redemption or cure pursuant to article 38 of this title shall be in the form of cash, electronic transfer to an account of the public trustee available for such purpose or a certified check, cashier's check, or teller's check, or draft denominated as an official check that is a teller's check or a cashier's check as those terms are defined in and governed by the "Uniform Commercial Code", title 4, C.R.S., made payable to the public trustee and certified or issued by a state-chartered bank, savings and loan association, or credit union licensed to do business in the state of Colorado or a federally chartered bank, savings bank, or credit union.	
<b>SPECIAL NOTICE</b>	
<b>C.R.S. 30-1-108:</b> All officers of this state who are required to collect fees for their services are required to make fair tables of their respective fees, and keep the same posted in their respective offices in some conspicuous place for the inspection of all persons who have business in said office; and, if any such officer neglects to keep a table of fees posted in his office, such officer, for each day of such neglect, shall forfeit and pay the sum of five dollars, to be recovered by action at law before the county court for the use of the county in which the offense has been committed.	
<b>C.R.S. 30-1-116(1):</b> Every officer shall collect every fee, as prescribed, for services performed by him in advance, if the same can be ascertained, and when any officer negligently or willfully fails to collect any such fee, the same shall be charged against his salary.	
© COLORADO PUBLIC TRUSTEES' ASSOCIATION - EFFECTIVE JANUARY 1, 2010	

31. COUNTY TREASURER FEES

<h1 style="margin: 0;">COUNTY TREASURERS' FEES</h1> <h2 style="margin: 0;">STATE OF COLORADO</h2> <p style="margin: 0;">EFFECTIVE 8/5/2009</p>					
<h3 style="margin: 0;">FEE CLASSIFICATION OF COUNTIES</h3>					
FIRST CLASS - Denver (1)		SECOND CLASS - Adams, Arapahoe, Boulder, Douglas, El Paso, Jefferson, Pueblo and Weld (8)			
THIRD CLASS - Delta, Garfield, Larimer, Las Animas, Logan, Mesa, Montezuma, Montrose, Morgan and Otero (10)					
FOURTH CLASS - Alamosa, Archuleta, Bent, Broomfield, Chaffee, Cheyenne, Clear Creek, Conejos, Costilla, Crowley, Eagle, Elbert, Fremont, Gilpin, Gunnison, Huerfano, Kit Carson, Lake, La Plata, Lincoln, Ouray, Park, Phillips, Prowers, Rio Grnade, Routt, Saguache, San Miguel, Sedgwick, Teller, Washington and Yuma (32)					
FIFTH CLASS - Baca, Custer, Dolores, Grand, Hinsdale, Jackson, Kiowa, Mineral, Moffat, Pitkin, Rio Blanco, San Juan and Summit (13)					
<b>LIST OF COUNTY TREASURERS' FEES AND COMMISSIONS</b> <small>C.R.S. 30-1-102</small>					
	FIRST CLASS	SECOND CLASS	THIRD CLASS	FOURTH CLASS	FIFTH CLASS
Upon all moneys received by him for town and city taxes, whether such town or cities are incorporated under the general laws or by special charter, and anything in said charter to the contrary notwithstanding.	1%	1%			
In counties of every other class for collecting town and city taxes			2%	2%	2%
For collecting school taxes (General Fund)	¼%	¼%	¼%	¼%	¼%
Upon all moneys received by him for taxes of every other kind	1%	1½%	2%	3%	5%
For receiving all moneys other than taxes, except moneys received from all federal funds derived from any and all sources	1%	1%	1%	1%	1%
For each Certificate of Purchase delivered	4.00	4.00	4.00	4.00	4.00
For each Certificate of Redemption delivered	7.00	7.00	7.00	7.00	7.00
For processing an application for a Treasurer's Deed - Advertised	75.00	75.00	75.00	75.00	75.00
For processing an application for a Treasurer's Deed - Not Advertised	35.00	35.00	35.00	35.00	35.00
For Certificate of Taxes on any parcel of real estate, and for certifying outstanding sales for unpaid taxes	10.00	10.00	10.00	10.00	10.00
For copy of duplicate Tax Receipt (current year)	2.00	2.00	2.00	2.00	2.00
For copy of duplicate Tax Receipt (prior year)	5.00	5.00	5.00	5.00	5.00
For assignment of Certificate of Purchase from county, city, town or city and county	4.00	4.00	4.00	4.00	4.00
For endorsing payment of subsequent taxes on Tax Certificate and books of tax sales for each tract therein described	5.00	5.00	5.00	5.00	5.00
Penalty assessment against person who issued a check returned for insufficient funds in payment of taxes, fees or other charges collectable by the Count Treasurer (amount authrozed in 13-21-109 (1) (b), C.R.S.	20.00	20.00	20.00	20.00	20.00
For preparation of a Distrain Warrant	15.00	15.00	15.00	15.00	15.00
<b>Penalty assessment for advertising real estate for sale for delinquent taxes applicable at any time after list has been given to the county printer - estimated cost of advertising, but not less than \$10.00.</b>					
<b>For services in collecting irrigation and drainage district assessments - such amount as the Board of Directors of said district may allow, but not less than \$25.00 nor more than \$100.00 per annum.</b>					
<b>For Advertising delinquent personal property - \$10.00 or the cost of advertising, whichever is greater.</b>					
<b>For services rendered in handling the payment of principal and interest on bonds of a school district, such amount as the county treasurer and the board of education shall agree upon, which shall be determined in accordance with the prevailing rate charged for similar services rendered by commercial banks in the state of Colorado.</b>					
<b>For research - \$15.00 per hour or portion thereof, but not less than \$15.00.</b>					
<b>SPECIAL NOTICE</b>					
Ch. 30-1-108: "All officers of this state who are required to collect fees for their services are hereby required to make fair tables of their respective fees and keep the same posted in their respective offices in some conspicuous place, for the inspection of all persons who shall have business in said office." - penalty \$5.00 per day for each day not posted.					
Ch. 30-1-116: "Every officer shall collect every fee, as prescribed, for services performed by him in advance, if the same can be ascertained, and when any officer negligently or willfully fails to collect any such fee, the same shall be charged against his salary."					
Sections referred to in this table are in Colorado Revised Statutes, as amended.					

**32. HEALTH AND HUMAN SERVICES**

**Fees for Health Specialist**

<b>Retail Food Establishment License Fees</b>	<b>Fee</b>
No Fee License (Schools, Charitable, Other)	\$0.00
Mobile Unit	\$255.00
Mobile Unit (Prepackaged Food)	\$115.00
Temporary/Special Event Establishment	\$255.00
Temporary/Special Event (Prepackaged Food)	\$115.00
Restaurant 0-100 Seats	\$255.00
Restaurant 101-200 Seats	\$285.00
Restaurant Over 200 Seats	\$310.00
Grocery Store 0-3,500 Sq. Ft.	\$115.00
Grocery Store 3,501-16,000 Sq. Ft.	\$180.00
Grocery Store 16,001-25,000 Sq. Ft.	\$200.00
Grocery Store 25,001-45,000 Sq. Ft.	\$235.00
Grocery Store 45,001-65,000 Sq. Ft.	\$290.00
Grocery Store 65,001-85,000 Sq. Ft.	\$415.00
Grocery Store Over 85,000 Sq. Ft.	\$500.00
Grocery w/Deli 0-3,500 Sq. Ft.	\$207.00
Grocery w/Deli 3,501-16,000 Sq. Ft.	\$338.00
Grocery w/Deli 16,001-25,000 Sq. Ft.	\$360.00
Grocery w/Deli 25,001-45,000 Sq. Ft.	\$395.00
Grocery w/Deli 45,001-65,000 Sq. Ft.	\$450.00
Grocery w/Deli 65,001-85,000 Sq. Ft.	\$575.00
Grocery w/Deli Over 85,000 Sq. Ft.	\$690.00
Oil & Gas Temp. 0-50 (Initial License)	\$750.00
Oil & Gas Temp. Over 50 (Initial License)	\$1,250.00
Oil & Gas Temp. 0-50 (Renewal)	\$275.00
Oil & Gas Temp. Over 50 (Renewal)	\$500.00

<b>Description of Sewage System</b>	<b>Fees</b>
New Sewage System	\$223.00
Repair of Sewage System	\$175.00
Privy	\$100.00
Perk Test for Sewage System	\$175.00

<b>Description of County Land Use Fees</b>	<b>Fees</b>
Residential	\$50.00
Commercial	\$150.00

Industrial	\$250.00
Concentrated Animal Feeding Operation	\$150.00
Additional Structure - Different Use	\$75.00
Additional Structure - Same Use	\$50.00
Cluster Development	\$250.00
Variance - In Addition to Other Fee	\$50.00
Other	\$50.00

**General Assistance Fees**

The Human Services 2001 General Assistance Fee Schedule is kept in the Human Services Office. General Assistance is a program of County only funds with no State participation and is used for all needs, not just medical. Usually it is used only for those not qualifying for any other program. We are only allowed to budget a set amount each year to last the entire year and because it is used for any sort of need, we cannot usually pay the full amount of fees. By setting our rates at the beginning of the year, our fund will hopefully last the entire year.

**NURSING SERVICE**

Charges will be based on cost of service and goods by the Kit Carson County Health Department. As cost of goods fluctuate monthly and sometimes daily you may call the department for cost and sliding fee scales if applicable.

**33. LANDFILL – HOURS – RULES & REGULATIONS**

**KIT CARSON COUNTY LANDFILL  
AND TRANSFER SITES**

January 1, 2016

**Operational Rules and Regulations**

<b>DAYS OF OPERATION:</b>	
KIT CARSON COUNTY	MONDAY THRU FRIDAY 8:00AM TO 4:30PM
LANDFILL AT BURLINGTON	SATURDAYS 8:00AM TO 12:00PM
	CLOSED SUNDAYS AND HOLIDAYS
STRATTON TRANSFER SITE	MONDAY, WEDNESDAY
SUMMER HOURS	1:00PM TO 6:00PM
	SATURDAY 10:00AM TO 5:00PM
WINTER HOURS	MONDAY, WEDNESDAY
	12:00PM TO 5:00PM
	SATURDAY 11:00AM TO 5:00PM
SEIBERT TRANSFER SITE	TUESDAY, THURSDAY
SUMMER HOURS	1:00PM TO 6:00PM
	SATURDAY 11:00AM TO 6:00PM
WINTER HOURS	TUESDAY, THURSDAY
	12:00PM TO 5:00PM
	SATURDAY 11:00AM TO 5:00PM

FLAGLER TRANSFER SITE	MONDAY, WEDNESDAY
SUMMER HOURS	1:00PM TO 6:00PM
	SATURDAY 11:00AM TO 6:00PM
	MONDAY, WEDNESDAY
WINTER HOURS	12:00PM TO 5:00PM
	SATURDAY 11:00AM TO 5:00PM

Summer hours are effective the first full week of May.  
Winter hours are effective the first full week of October.

The Kit Carson County Landfill will be closed on days of high winds or inclement weather, as determined by the Operator in charge. To check on closures you may call **719-346-8198**. If you have questions you may call **719-346-8198**.

**All loads must be secured or covered to prevent the losing or blowing out of trash and/or other solid wastes (shingles, wood, tree branches, etc.). All unsecured loads will be charged double.**

The following materials will not, under any circumstances, be accepted at any of the sites: Hazardous Wastes, including but not limited to; Chemicals, Pesticides, Herbicides, Poisons, Acids, Caustics, Explosives, Fuel Oils, batteries containing lead or acids, Dead Animals (Household Pets {dogs, cats, etc.} or livestock, oil field sludge and wastes or liquids.

All chemical, pesticide, herbicide or liquid containers must be triple rinsed and punctured in at least 3 places before they will be accepted for disposal.

**34. Fees for the Kit Carson County Landfill and Transfer Sites**

The next item of business to come before the Board of County Commissioners was the matter of fees to be charged at the Kit Carson County Landfill and Transfer Sites. Thereupon, and upon motion made by **Gary Koop**, seconded by **Dave Hornung**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

**Resolution 16-024**

WHEREAS, the Board of County Commissioners of Kit Carson County has the power, pursuant to C.R.S. 30-11-107(k), to provide and manage a county landfill; and  
WHEREAS, pursuant to C.R.S. 30-1-116 the Board of County Commissioners is also authorized after a public hearing, to fix, modify, and collect service charges from users of solid wastes disposal sites and facilities or transfer stations for the purpose of financing solid wastes management in the County; and  
WHEREAS, a public hearing was held, following proper notice, on November 16, 2005; and  
WHEREAS, establishing tipping fees is in the best interests of the citizens of the County of Kit Carson, Colorado, and such fees distribute the costs to the actual users of the landfill and transfer sites.  
NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the following tipping fees shall be approved and charged by the manager of the Kit Carson County landfill:

## **SHREDDER FEES**

**Shredder:** The Kit Carson County Landfill will do paper shredding for all individuals or entities at the rate of \$5.00 a box (size of box: (H)10”X(W)11”X(L)17 ½”). If it is a large quantity, the charge will be \$5.00 per 30 pounds and weighed on the scales at the landfill.

## **LANDFILL FEES (AS OF JULY 01, 2015)**

Appliance/Furniture (each)	\$5.75 per unit
*Appliances with Freon	\$17.50 per unit
*Farm trucks or dump trailers	\$30.00
*Full pickup or pickup box trailer	\$11.50
*Mattress/Box Springs (each)	\$5.75 per unit
*Minimum Fee	\$5.75
*Semi truck	\$117.00
*Tandem axle truck	\$58.50
Tire 16.5” to 24.5”	\$7.00 per unit (\$11.00 with rim)
Tire 16” and smaller	\$4.00 per unit (\$9.00 with rim)
Tire larger than 24.5”	\$25.00 per unit (\$35.00 with rim)
*Trailers	\$17.50
Trees – pickup load	\$7.50
Trees – trailer	\$12.50
Trees – truck or truck size trailer	\$20.00
Trees – semi or larger trailer	\$50.00
Used Oil	\$.25 per gallon
Bulk Tires	\$140.00 per ton
Commercial Trash in County	\$17.50 per ton
Commercial Trash out of County	\$35.00 per ton
Concrete in County	\$8.50 per ton
Concrete out of County	\$17.00 per ton
Construction & Debris in County Secured	\$17.50 per ton
Construction & Debris in County Unsecured	\$35.00 per ton
Construction & Debris out of County Secured	\$35.00 per ton
Construction & Debris out of County Unsecured	\$70.00 per ton
Contaminated Soil	\$25.00 per ton
Metal in County	\$5.00 per ton
Metal out of County	\$10.00 per ton

Residential trash in County Secured	\$17.50 per ton
Residential trash in County Unsecured	\$35.00 per ton
Residential trash out of County Secured	\$35.00 per ton
Residential trash out of County Unsecured	\$70.00 per ton
Shingles in County Secured	\$17.50 per ton
Shingles out of County	\$35.00 per ton
Shingles in County Unsecured	\$35.00 per ton
Shingles out of County Unsecured	\$70.00 per ton
Special Wastes and Handling	\$117.00 per ton

In regards to the above R.R.E.O. FUND the Colorado Department of Public Health and Environment applicable User's fees will be assessed. C.R.S. 25-16-104.5 and 6 CCR 1007-2§1.7

\*All Unsecured Loads will be charged double!

\*Unsorted Loads will be charged double!

**All vehicles will be weighed at the Burlington landfill.**

\*Also applies to transfer sites

All materials brought to the site will be placed where directed by the Operator in charge. There will be areas designated for Tires, Metal, Concrete, Trees and Grasses, Furniture and Used Oil. Doors must be removed from appliances such as refrigerators and freezers.

Compactor Trash Trucks, Roll-Offs and Transfer Trailers will only be accepted at the Kit Carson County Landfill at Burlington.

Tires will not be accepted at any Transfer Site, only at the Kit Carson County Landfill at Burlington.

Trees or branches will not be accepted at the Stratton Transfer Site.

Truck and trailer loads of shingles and roofing materials must be hauled to the Kit Carson County Landfill at Burlington.

Waste grain, grain cleanings and grain screenings will no longer be accepted at the Transfer Sites and must be hauled to the Kit Carson County Landfill in Burlington.

No burning will be permitted on the sites, except by Supervisor.

There will be no trespassing allowed after hours and any violators will be prosecuted.

All salvage rights are the sole right of Kit Carson County. No salvaging will be allowed except by permission of attendant or the County Commissioners.

**ROAD AND BRIDGE FEES**

**35. Equipment and labor charges:**

The next item of business to come before the Board of County Commissioners was the matter of Equipment and Labor charge fees to be charged for county residents using the equipment and labor on a non-commercial contractor basis. Thereupon, and upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **16-035**

“BE IT RESOLVED: That the Kit Carson County Road & Bridge Department will charge the following fees:

**EQUIPMENT OPERATOR**

Bull Dozer with Operator	\$128.00 + 25.00 Per Hr
Hydraulic Crane with Operator	\$128.00 + 25.00 Per Hr
Truck with Operator (Small)	\$ 80.00 + 25.00 Per Hr
Loader with Operator	\$128.00 + 25.00 Per Hr
Self-Propelled Roller with Operator	\$ 92.00 + 25.00 Per Hr
Broom with Operator	\$ 104.00 + 25.00 Per Hr
Motor Grader with Operator	\$128.00 + 25.00 Per Hr
Rubber Tired Roller + Tractor	\$ 128.00 + 25.00 Per Hr
Low Boy with Tractor & Operator	\$128.00 + 25.00 Per Hr
(\$3.50 Loaded Mile)	
Belly Dump Trailer with Tractor may need adjusted	\$128.00 + 25.00 Per Hr
(\$3.50 Loaded Mile)	
Chip Spreader & Operator	\$162.00 + 25.00 Per Hr
Back Hoe with Operator	\$128.00 + 25.00 Per Hr
Sheep Foot Packer with Tractor	\$128.00 + 25.00 Per Hr
Terracer + Tractor with Operator	\$128.00 + 25.00 Per Hr
Scraper with Operator	\$200.00 + 25.00 Per Hr
Air Compressor (Dist #1,2 &3)Without Hammer	\$ 62.00 + 25.00 Per Hr
Air Compressor (Dist #1,2 &3)With Hammer	\$ 68.00 + 25.00 Per Hr
Welder	\$ 80.00 + 25.00 Per Hr
Pickup/Trailer	\$ 50.00 + 25.00 Per Hr
Forklift	\$ 68.00 + 25.00 Per Hr
Grid Roller + Tractor	\$128.00 + 25.00 Per Hr

No equipment shall leave the County without prior approval. Equipment will not go beyond 160 miles from the county shop. The Operator hourly rate would be paid at \$20.00 in addition to the fee.

**GRAVEL CHARGES**

\$ .40¢ per yard (20 yards per load x .40¢=\$8.00)

**FILL DIRT CHARGES**

\$ .25 Per Yard

## **SHERIFF FEES**

### **36. Antabuse Monitoring Fees and Bond Fees at the Kit Carson County Jail**

The next item of business to come before the Board of County Commissioners was the matter of Antabuse Monitoring Fees and Bond Fees at the Kit Carson County Jail. Thereupon, and upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

#### Resolution No. **16-036**

Whereas, the Board of County Commissioners of Kit Carson County has the power, pursuant to CRS §17-26-101, to provide and maintain a county jail, at the expense of the county, and has the duty to make personal examination of the jail, its sufficiency, and its management pursuant to CRS §17-26-126;

WHEREAS, The Board of County Commissioners of Kit Carson County has the power to determine accounting decisions for the county jail, and to set reasonable fees and charges, and to cooperate with the sheriff to keep an accurate account of jail expenses and charges collected, pursuant to CRS §17-26-125; and

WHEREAS, imposing a reasonable fee to be paid by prisoners to the sheriff to cover the expenses of monitoring Antabuse dosages, and to cover the administrative expenses of preparing jail bonds, is necessary for the benefit and protection of the residents of Kit Carson County; and

WHEREAS, imposing a reasonable fee for the above-described services provided by jail personnel is necessary to equitably offset additional expense incurred by the county in providing these services.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that a fee of \$5.00 will be charged for each separate daily monitoring of Antabuse consumption, and that a fee of \$5.00 will be charged for the preparation of each jail bond.

### **37. Civil Fees of Kit Carson County Sheriff:**

The next item of business to come before the Board was the matter of increase in Civil Fees to be charged for services rendered. After the matter was fully discussed, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

#### Resolution No. **16-037**

WHEREAS, the Board of County Commissioners of Kit Carson County has the power, pursuant to C.R.S. 30-1-104(gg)(2), to set the fees for each type of service performed by the County Sheriff, within the limitations of that statute; and

WHEREAS, C.R.S. 30-1-104 has increased the fees of the County Sheriff for service of pleadings and other documents in all non-criminal actions through House Bill 1288, which was effective August 8, 2001; and

WHEREAS, increasing the fees is in the best interests of the citizens of the County of Kit Carson, Colorado.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the following fee schedule shall be approved and charged by the Sheriff of Kit Carson County, Colorado, in accordance with stature:

<b>Service Fee:</b>		
30-1-104	DOCUMENT	INCREASED FEE
a.5	Summons (with or without Complaint)	\$35.00
b.5	Summons (not actually served)	\$20.00
c.5	Subpoena	\$60.00
d.5	Subpoena (not actually served)	\$20.00
E	Service of Juror	\$10.00
F	Writ of attachment or replevin	\$75.00
G	Garnishment	\$20.00
Gg	Writ of restitution (Actual Eviction/Move Out)	100.00 up to 200.00
Gg	Order of possession of premises-preposting	\$35.00
O	Writ with aid of posse comitatus	\$60.00
O	Writ without aid	\$4.00
Bb	Writ of ne exeat or body attachment	\$20.00
Cc	Copy of execution (when making levy on shares of stock under execution)	\$60.00
set on	Service fee (Changed to zip code based)	
9-1-1010	Burlington	\$2.00
	Bethune	\$4.00
	Stratton	\$8.00
	Vona	\$12.00
	Seibert	\$16.00
	Flagler	\$20.00
	Second Service to same address/same time-same case	\$10.00
	Any service of any writ of process not Specified above	\$35.00
	<b>FOR OTHER SERVICES:</b>	
	Sex Offender Fees	\$25.00 Initial \$15.00 there after
J	Levying execution or writ of attachment	Actual Expense
K	Levying writ of replevin	Actual Expense
M	Making and filing for record a certificate of Levy on attachment or other cases	\$30.00
R	Advertising property for sale	\$30.00
S	Making certificates of sale	\$30.00
T	Executing and acknowledging deed of sale Of real estate	\$40.00
Dd	Making certificates of levy on shares	\$30.00
Ee	Making return on execution	\$60.00
Ff	Executing certificate of redemption	\$30.00

**38. FEE FOR FINGERPRINTING**

The next item of business to come before the Board of County Commissioners was the matter of the Fee for Fingerprinting charged by the County Sheriff's office. A resolution **#14-075 was passed on November 17, 2014** to set the fee at \$10.00. Motion to approve was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

Resolution No. **16-038**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Fee for Fingerprinting for Kit Carson County per Resolution #14-075.”

**39. Resolution to Increase Medical Treatment Charges for County Jail Prisoners**

The next item of business to come before the Board of County Commissioners was the matter to Increase Medical Treatment Charges for County Jail Prisoners. Thereupon, and upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **16-039**

WHEREAS, the Kit Carson County Sheriff has the authority to assess medical treatment charges for prisoners being held in custody in the Kit Carson County Jail, pursuant to C.R.S. 17-26-104.5; and

WHEREAS, the County Jail may assess a reasonable medical treatment charge for each visit by a prisoner in custody to an institutional or non-institutional physician, dentist, optometrist, nurse, or licensed hospital, and the jail may assess any such medical treatment charge against the prisoner's jail account; and

WHEREAS, the current fee charges for medical treatment are insufficient to cover the reasonable costs incurred by jail personnel; and

WHEREAS, increasing the fees is in the best interests of the citizens of the County of Kit Carson, Colorado.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County, Colorado that the medical treatment charge to be assessed against any prisoner held in custody in the County Jail, to be paid by the prisoner from such prisoner's jail account, shall be \$20.00 per visit. Nothing in this Resolution shall preclude the Sheriff of Kit Carson County from requiring the prisoner to be primarily responsible for the payment of the cost of medical care for any self-inflicted injury or any pre-existing condition, in accordance with C.R.S. 17-26-104.5(3), and nothing in this resolution shall preclude the County for seeking payment or reimbursement for any medical treatment costs from a person being held in custody and receiving such services, and for collecting medical treatment charges as a cost of care, pursuant to C.R.S. 17-26-104.5(1) and (4).

**40. MODEL TRAFFIC CODE ADOPTION**

The Board of County Commissioners made motion to adopt the current schedule of the Model Traffic Code for Kit Carson County on December 16, 2009. These are found the Kit Carson County Commissioners minutes under **#18898** with a copy of the notice from the public notice.

Resolution No. **16-040**

“BE IT RESOLVED: That the Board of County Commissioners has approved Model Traffic Code Adoption for Kit Carson County per Resolution #18898.”

**41. Work release fees:**

The next item of business to come before the Board of County Commissioners was the matter of work release fees to be charged under C.R.S. 17-26-107 for county sentenced prisoners and out of county sentenced prisoners. Thereupon, and upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of Commissioners, to-wit:

Resolution No. **16-041**

“BE IT RESOLVED: That the Kit Carson County Sheriff’s Department of Kit Carson County will charge \$35.00 per day for county sentenced prisoners, and \$40.00 per day for out of county sentenced prisoners. This fee is charged for everyday held in work release and includes all meals served at the Kit Carson County Jail. Any meal taken outside the Jail is above this charge.

The Board of County Commissioners approved \$9.00 fee to cover cost for ankle bracelet / GPS Tracker which will be added to the \$35.00 for a total of \$44.00 for County sentenced prisoners and \$40.00 for a total of 49.00 for out of county sentenced prisoners that are approved for work release for a total of \$44.00 to \$49.00. This was adopted June 22, 2011 under #20476 as show in the Commissioner minutes.

**42. WEED DISTRICT**

The Kit Carson County Weed District will only provide spraying services on county road right of ways as of January 1, 2011.

## **OTHER COUNTY BUSINESS**

**43. Designation of Official County Newspaper, Publications and Publication Rates:** The next item of business to come before the Board of County Commissioners was the designation of an official newspaper published within the County as the official newspaper of the County. After the Board of County Commissioners had been fully advised, the Board of County Commissioners found that the only newspaper published in Burlington, Kit Carson County, Colorado, the County seat of the County, having general circulation throughout the County and which meets the requirements of a legal newspaper as set forth by statute (C.R.S., 1973, Title 24, Article 70, Section 103), is The Burlington Record. Upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-042**

"BE IT RESOLVED: That The Burlington Record, a weekly newspaper published in Burlington, Kit Carson County, Colorado, with general circulation within the County, is hereby designated as the official legal newspaper of Kit Carson County, Colorado. Therefore, all legal notices and/or advertisements caused to be published by the Board of County Commissioners and/or by any elected County official or a Department Head, as the case shall be, shall be published in The Burlington Record, Burlington, Colorado.

The rates for legal notices or advertisements caused to be made by the Board of County Commissioners and/or by any elected County official or a Department Head, as the case may be, shall be in accordance with the provisions of C.R.S., 1973, Title 24, Article 70, Section 107, as amended, or in accordance with any effective amendment thereto. The designated official legal newspaper shall, upon publication of any legal notices or advertisements, cause proof of publication to be made and delivered in accordance with C.R.S., 1973, Title 24, Article 70, Section 105.

BE IT FURTHER RESOLVED: That in accordance with C.R.S., 1973, Title 30, Article 25, Section 111, as amended, the Board of County Commissioners shall publish in at least one (1) legal newspaper published in Kit Carson County, Colorado, the Board finding and determining that presently The Burlington Record, Flagler News and Stratton Spotlight are all legal newspapers published weekly in Kit Carson County, Colorado, as defined by C.R.S., 1973, Title 24, Article 70, Section 103, a report of each claim, except salary warrants, and expenditure allowed and paid by the County and taxes rebated, disclosing the name and the amount paid to each individual or firm, a description of the service or material furnished to the County, and as to other items, the nature of the claim, disclosing the fund charged with each expenditure. Such report shall contain a statement of any contracts for the expenditure of money not paid immediately made by the Board of County Commissioners, disclosing the nature and purpose of the contract, the parties thereto, and the amounts involved therein.

Such reports shall be published at least monthly within thirty (30) days following the end of the period for which made. The County Clerk and Recorder shall provide to the Board of County Commissioners all information necessary for the publication. The published report shall state that it is published under the direction of the Board of County Commissioners.

Nothing contained in this Resolution shall be construed as requiring the Board of County Commissioners to publish or make public the names of, or individual public welfare payments to or on behalf of, indigent persons receiving assistance from public welfare programs financed, in whole or in part, by Federal and State funds, or any combination thereof, when such publication is specifically forbidden by law.

BE IT FURTHER RESOLVED: That the foregoing monthly publications shall be published on an alternate monthly basis rotating the publication each month between the Stratton Spotlight, Flagler News and The Burlington Record.

Salary information for all County employees and officials shall be published twice annually in the manner provided in subsection (1) of C.R.S., 1973, Title 30, Article 25, Section 111, as amended. The first publication shall be in August and shall include each employee's name, title, and gross monthly salary for the period prior to July 1<sup>st</sup> of that year. The second publication shall be in February and shall list each employee by name and title, along with the total amount of gross salary paid to such employee during, up to, and including December 31<sup>st</sup> of that fiscal year.

Each publication of salary information shall be accompanied by the County-wide average percentage of salary that is paid in addition to regular wages as fringe benefits, including but not limited to insurance, medical care, retirement plans, housing, transportation, or other subsidized expenses.

The semi-annual salary and wage publications referred to herein and the delinquent tax list shall be published in the Burlington Record.”

**44. Lease Payments - County Translator Towers:**

The next item of business to come before the Board of County Commissioners was the matter of considering the payment of the lease payment for the use of the land upon which the County TV translator towers are now located. After this matter was reviewed and after the Board of County Commissioners had been fully advised, upon motion by **Dave Hornung** and seconded by **Gary Koop**, the following Resolution was unanimously passed and adopted by the Board of County Commissioners, to-wit:

Resolution No. **16-043**

"BE IT RESOLVED: That TV reception over most of the area in Kit Carson County, Colorado, is enhanced by the maintenance and operation of the three (3) translator towers making up the County UHV TV translator system and, therefore, such system does provide a definite communication and entertainment service to the residents of Kit Carson County, Colorado; therefore, staff is authorized and directed to make the lease payments for the use of the land upon which the towers are located, to-wit:

- |  |  |
|--|--|
| a. Donald LeRoy Koepke and<br>Chad Lee Koepke<br>41777 County Rd T<br>Burlington, Colorado 80807<br>\$200.00<br>Reception # 540127 – Tract 11-9-45 | b. Nova Joy Blancken Life Estate<br>19206 County Rd 3<br>Flagler, Colorado 80816<br>\$200.00<br>Reception #527200 – Tract 9-9-51 |
|--|--|

**45. NOXIOUS WEED MANAGEMENT PLAN**

The Board of County Commissioners made a motion to adopt a Noxious Weed Management Plan on May 1, 2013 filed under #**13-12263**. The Board of County Commissioners will act as the Kit Carson County Weed District.

Resolution No. **16-044**

“BE IT RESOLVED: That the Board of County Commissioners has approved the Noxious Weed Management Plan for Kit Carson County per Resolution #13-12263.”

  
\_\_\_\_\_  
Cory Wall, Chairman

  
\_\_\_\_\_  
Date

## **DEPARTMENT HEADS MEETING**

Cory Wall asked those present to review what was happening in their offices.

Jason Richardson stated that the new hire for Grounds and Buildings is working out well. Gary Koop requested that Jason look at a hole on the south side of the courthouse by the curb.

Paula Weeks indicated the Administration Office survived the end of the year. They are still waiting on one department to get their time sheets in to close the year, then the W-2s will be sent out. Anthem has a new feature to go online to go to the doctor for simple symptoms. A flyer was handed out explaining the program which may be sent out to the employees. It is very similar to what the VA is doing now. There was a glitch with the prescriptions being accepted with the insurance due to the change of year again but it has been resolved. The insurance for a family has \$5,000 deductible and \$1,650 out of pocket this year. Employees received an account on their 2016 wages and benefits with their December paycheck.

Tom Ridnour reported that the Sheriff Department needs to upgrade four XP computers. There will be a test run on the upgraded control board next week that will be installed in February. The department is still short one road deputy. There will be an Active Shooter training on Thursday at 3:00 p.m. at the Courthouse. The Annex will have an Active Shooter training in the future.

Randy Gorton shared that there will be a meeting on March 1 in Sterling concerning landfills hosted by a committee hired by the Colorado Department of Public Health. He would like the commissioners to attend and ask other counties also. This may be leading to regional landfills with counties only having transfer sites.

Breanna Lightle has been working on grant for this year to apply for another ambulance. Rob is helping with the grant. The Ambulance Department had 643 calls for 2015 which was down from the year before. The commissioners will be meeting with Kim Schallenberger about the possibility Regional Ambulance District/Service since the small communities are having trouble finding enough volunteers.

Dawn James – Interim Director of Public Health stated that transition is going smoothly. The department just hired 1 1/2 FTE nurses the past week but is still down two employees. There will be a State run functional exercise for an outbreak scenario on March 2 for all 11 counties in the Northeast Region which are working together on this with the state plan that is already designed. This exercise will be the last region in the state.

Shelley Hornung – Interim Director of Human Services shared that things are going really smoothly. The November financials have been received from the state and December financials should be received in the next 10 days. The Human Services Department is preparing updated plans and the working employment first plan. She is planning to meet with the commissioners on January 27<sup>th</sup> for the financials and plan/program updates.

Abbey Mullis indicated that the Assessor Office is very slow and quiet until the tax notices are sent out. There will be a goldenrod paper with senior exemption notification inserted with the tax notices for 2016, so they will be sharing postage with the Treasurer's office. Notices with the same address are being grouped together to save postage. The only changes this year will be if there are changes like: new, tear something down, change in use. Best Western did not go to a hearing, after tax agent reviewed the information - Comfort Inn withdrew with the BAA and provided information on the Best Western, which led to a BAA Stipulation. The office is dealing with new construction that is crazy good. Trying to establish what they have all permits and whether the construction is fully complete as of January 1. Those in construction are billed a percentage of the amount finished as of January 1<sup>st</sup>.

Pam Mills reported that the Treasurer's office is full of tax notices that will be sent out by the end of the week. The office is working on completing the 1099s. The amount of prepaid taxes were approximately \$385,000.

Mick Livingston shared that the current 4-H enrollments are being inputted in the state system. He will have an update on the numbers in the future. Scott Stinnett has been a real asset to the office.

Susan Corliss said that the Clerk's office will be installing a new recording system to go live on May 1<sup>st</sup> and the Driver's License will see new equipment possibly this spring. The staff is gearing up for two elections this year with the Primary and Presidential Elections in 2016. The Secretary of State selected a Unified Voting System for the state. Kit Carson County will be able to extend their contract on a yearly basis with Hart InterCivic, this will allow the Clerk's staff to train on the other new equipment and begin purchasing Dominion election equipment in 2017 for the smaller election and finishing with the additional and backup equipment in 2018 for the General Election.

Dave Hornung, Commissioner District 3, thanked Dawn James and Shelley Hornung for agreeing to serve in the Interim positions while the commissioners look at different options before they make a final decision. The update on the pipelines: Blue Gramma may not go through unless the project is purchased and White Cliffs is coming across the county at this time.

Gary Koop, Commissioner District 1, thanked everyone for putting up with him as chairman. Gary announced that he will be running for the re-election. If you need help feel free to call him.

Cory Wall, Commissioner District 2, informed the department heads that the plate for signatures has not arrived so the commissioners will have Gary Koop's signature for a couple weeks until the correct one arrives. Cory wanted to let the Department Heads know that the Commissioners room is always open, he feels that communicating in person makes things run smoother. Road & Bridge is running smoothly at this time and all districts are purchasing some new equipment. Cory thanked everyone for their support and the things they do for the county.

The next meeting will be February 10, 2016 and conducted by Terry Hubble. A main item for the February meeting is the Strategic Plan. All Department Heads should have the Strategic plan for their department submitted to Paula Weeks prior to the meeting.

The Board of County Commissioners was reconvened by Chairman Cory Wall at 11:30 A.M. in the Kit Carson County Courthouse Board of County Commissioners Room. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks, and Susan Corliss.

### **CONSENT AGENDA**

The Board of County Commissioners reviewed the following items: the minutes of January 6, 2016, and Accounts Payables.

Dave Hornung moved to approve the minutes of January 6, 2016, and to pay the Accounts Payables for 2015 and 2016, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

### **SIGNATURE PLATES**

The new signature plates for Cory Wall and Susan Corliss have been lost in the mail. It will be about two weeks until the replacements will arrive.

Dave Hornung moved to continue to use the Gary Koop and Susan Corliss plates until the new signature plates arrive, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**CLERK’S DECEMBER FINANCIALS**

Following is a list of warrants that need approved by the Board of County Commissioners for the month of **December 2015** for the County Clerk’s office:

Colo. Dept. of Revenue (MV Remittance/License Fees)	\$99,906.45
Colo. Dept. of Revenue (State & Flagler Sales Tax)	\$16,851.00
City of Burlington Sales Tax	\$6,628.87
Town of Seibert Sales Tax	\$483.44
Town of Stratton Sales Tax	\$29.00
State Treasurer (Driver’s License)	\$1,676.45
Colorado Department of Health Marriage License	\$20.00
State Treasurer (Domestic Abuse) Marriage License	\$3.00
	<hr/>
	\$125,598.21

Dave Hornung moved to approve the Clerk’s December Financials, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**DESIGNATION OF REP TO COUNTY HEALTH POOL**

Dave Hornung moved to appoint Cory Wall to the County Health Pool, Dave Hornung as the designated alternate and Paula Weeks as a contact, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

**PURCHASE ORDERS**

Payment for Purchase Order #113 from November 15, 2015 for the Sheriff Department to KUBL for Jail Door Opening System for a total of \$50,000.00 was made on January 6, 2016.

Purchase Order 140 - VOID

Dave Hornung moved to approve Purchase Order #141 for the Sheriff - Dispatch to DHE for four (4) Lenovo 0A65729 Desktop Computers for a total of \$2,484.40 and

Purchase Order #142 for the Sheriff – Dispatch to Daniels Electric for E911 Phone System Batteries for Backup for a total of \$1,250.00, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Dave Hornung moved to approve Purchase Order #143 for the Road & Bridge MSHA to Toshiba for a Toshiba 17” Satellite Laptop for a total of \$539.99, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners recessed at 12:00 p.m. for lunch.

**NORTHEAST COLORADO HEALTH DIRECTOR, TONY CAPELLO**

The Board of County Commissioners met with Tony Capello, Janelle Machamer, and Trish McClain from Northeast Colorado Health Department, Paula Weeks, Susan Corliss, and Jeff Cure during work session.

The Board of County Commissioners reconvened at 3:00 p.m. Those present were Cory Wall, Gary Koop, Dave Hornung, Paula Weeks and Susan Corliss.

**BREANNA LIGHTLE – AMBULANCE DEPARTMENT ITEMS**

The Ambulance Department has one XP computer that needs to be replaced.

Dave Hornung moved to approve Purchase Order #144 for the Ambulance Department to Dell for a Dell OptiPlex 3020 & Dell 20 Monitor Quote 1018908805360.1 for a total of \$661.93, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

Breanna indicated the need for a radio for the new ambulance. The radios in the older ambulance may not be compatible. It needs to be determined which ambulance will be retired between KC-10 or KC-11.

**REQUEST PAYMENT OF OVERTIME – CLERK’S OFFICE**

Susan Corliss presented a request for all overtime to be paid for 2016. To get staff off on annual leave there is not time to offer compensatory time to staff. Dave Hornung moved to approve payment of 2016 overtime for County Clerk’s staff, seconded by Gary Koop. The motion was carried by unanimous vote by Cory Wall.

The Board of County Commissioners adjourned at 3:45 p.m.

  
\_\_\_\_\_  
Cory Wall, Chairman

  
\_\_\_\_\_  
Date

**Attachments for Re-organization are on the following pages.**

**15-053**



# Personnel & Employment Policies of Kit Carson County

Page

Adopted 12/15/15 for implementation 1/1/2016

## Table of Contents

<b>Table of Contents</b> .....	1
<b>Introduction</b> .....	3
<b>Welcome</b> .....	4
<b>Mission Statement</b> .....	4
<b>Chapter I Employment</b> .....	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
<b>Chapter II Hours of Work</b> .....	9
Hours of Work/Workweek.....	9
Time Reporting .....	9
Meal Time /Breaks.....	9
Inclement Weather.....	9
<b>Chapter III Compensation and Payroll</b> .....	10
Step and Grade Plan.....	10
Compensation Administration .....	11
Pay for Exempt Employees.....	11
Pay Day.....	11
Compensatory Time .....	12
Garnishments & Support Orders .....	13
<b>Chapter IV Employee Benefits</b> .....	12
Eligibility .....	13
Insurance Benefit Plans .....	13
Retirement.....	14
Other Benefits .....	15
Statutory Benefits.....	15
Holidays .....	15
<b>Chapter V Leaves/Time-Off</b> .....	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 Donation .....20  
 Vacation Leave .....20  
 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

---

Adopted 12/15/15 for implementation 1/1/2016

14 | Page

- 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, midriffs, 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.*

## HIRING PROCEDURES

Approved December 17, 2014

### I. Purpose

The purpose of this policy is to establish guidelines for the employment process and to assure that the recruitment and selection processes are consistent and identify the best qualified employees for Kit Carson County.

### II. Policy

It is the express policy of KIT CARSON COUNTY to follow fair employment practice laws. All persons having the authority to hire, discharge, transfer, or promote personnel will follow a non-discriminatory policy of implementing personnel actions without regard to political affiliation, race, color, national origin, religious affiliation, age, gender or handicap. The County offers equal opportunity in the employment and advancement of qualified applicants and employees.

KIT CARSON COUNTY seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. All applicants can expect a fair and completed evaluation of their application. Successful applicants will be required to pass a pre-employment drug and alcohol screening and will be subject to subsequent random testing.

Full time employees will be placed on the approved Salary Step and Grade scale which is set by the Board of County Commissioners.

### III. Personnel Hiring Procedures

Department Head shall notify the KIT CARSON COUNTY Human Resources Office of all vacancies and may, within the provisions of this policy, recommend promoting a qualified employee within the department or posting the position on the job vacancy list.

#### A. Full Time Positions

##### 1. Filling Positions Internally

(a) To fill a vacant position by promotion within a department or division, the hiring official should review the personnel files of all qualified applicants and select the best qualified person in that department.

(b) To post a position on the job vacancy list, a Request to Advertise form must be forwarded to the Human Resources Office for review and approval. The request form must be received in the Human Resources Office by Friday at noon of each week to be posted on the next week's vacancy list, web site and to be advertised in the newspaper. Each department is responsible for the cost of their advertisement.

(c) The Human Resources Office will review the job description and employee qualifications and ensure the salary is in accordance with the pay plan. The Human Resources Office will notify the Department Head of the outcome of the review.

(d) For employees transferring from another department, the hiring official in the receiving department will notify the employee's current supervisor as a will of good gesture prior of the selection and acceptance decision, so that a starting/transfer date can be established and replacement arrangements made. The hiring official and the releasing department will negotiate and agree on a mutually satisfactory release date. Normally, the transfer should occur after 10 days (2 weeks) notice to the current supervisor. In the event that a mutually agreed release date is not possible, the final decision will be made by the Board of County Commissioners.

(e) The Department Head shall complete a Wage/Department Change Form (orange sheet) and turn in to the Human Resources office to present to the KIT CARSON COUNTY Board of Commissioners for approval to promote or transfer the employee.

## 2. Posting a Vacant Position Externally

(a) To post a position on the job vacancy list, a Request to Advertise form must be forwarded to the Human Resources Office for review and approval. The request form must be received in the Human Resources Office by Friday at noon of each week to be posted on the next week's vacancy list, web site and to be advertised in the newspaper. Each department is responsible for the cost of their advertisement.

(b) The Human Resources Office will review the job description and employee qualifications and ensure the salary is in accordance with the pay plan. The Human Resources Office will notify the Department Head of the outcome of the review

(c) All regular vacant positions will be posted on the job bulletin board and be held open for at least ten (10) working days. For emergency or extenuating circumstances a position may be posted for less than ten days with the approval of the KIT CARSON COUNTY Board of County Commissioners.

(d) All postings and advertisements shall identify security sensitive positions, any additional requirements for employment, and KIT CARSON COUNTY as an equal opportunity employer.

(e) Positions requested to be announced will be routinely advertised in the local newspapers, as well as being listed on the county website.

(f) Department heads can review applications in the Human Resources office that are on file for six (6) months.

(g) The Department Head shall complete a Wage/Department Change Form (orange sheet) and turn in to the Human Resources office to present to the KIT CARSON COUNTY Board of Commissioners for approval to promote or transfer the employee.

(h) It is the supervisor's responsibility to monitor the 6 month trial period policy.

### 3. Application, Interview, and Selection Process

(a) Any individual interested in employment with KIT CARSON COUNTY must complete an employment application. Candidates may also submit a resume.

(b) A current KIT CARSON COUNTY employee interested in promotion or transfer opportunities, must submit an application to the Human Resources Office.

(c) No applicants may be considered for any position until formal application is made through the Human Resources Office.

(d) Once a hiring decision has been made, all applications, notes, reference reports, and other materials pertaining to the applicants and/or interviews must be returned to the Human Resources Office. The offer of employment is extended after the KIT CARSON COUNTY BOARD OF COMMISSIONERS approve and sign Wage/Department Change Form (orange sheet).

(e) The employee must complete all new hire paperwork ON OR BEFORE THE FIRST DAY OF EMPLOYMENT.

- The new employee orientation should be scheduled with the Human Resources Office at least 24 hours in advance.

(f) An applicant can be disqualified from employment with KIT CARSON COUNTY if he or she does not meet the minimum requirements of the position, makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position.

(g) Some positions may require driving records being pulled, pre-employment drug testing, or background checks being done. These must be done before the new employee begins working and are the responsibility of the department head.

### B. Employment of Non-Regular, Part-Time, Temporary, and Seasonal Personnel

(a) To employ Non-Regular, Part-Time, and temporary personnel, the hours must be limited to under 30 hours per week. If the Non-Regular, Part-Time, or temporary personnel works over 1,040 hours in a consecutive twelve (12) month period, the employee will be eligible for retirement benefits.

(b) Seasonal Employees may work up to forty (40) hours per week during, not to exceed 1,040 hours per year.

(c) Non-Regular, Seasonal Part-Time, and temporary personnel positions do not have to be advertised or posted.

(d) The offer of employment for Non-Regular, Part-Time, temporary, and Seasonal personnel is extended after the KIT CARSON COUNTY BOARD OF COMMISSIONERS approve and sign the Wage/Department Change Form (orange sheet).

(e) It is the supervisor's responsibility to monitor the 6 month trial period policy.

### C. Wage Changes

(a) Wage/Department Change Forms (orange sheet) will only be approved for increases to start at the beginning of the next pay period; not in the middle of a pay period.

(b) Wage increase requests after the 6 month trial period must be accompanied with a current evaluation.

(c) KIT CARSON COUNTY BOARD OF COMMISSIONERS must approve and sign the Wage/Department Change Form (orange sheet) before the employee is told he/she is getting a raise.

(d) Wage/Department Change Forms should be filled out and presented to the Human Resources Department immediately when employees change departments, even if there is no wage change.

**HIRING PROCEDURES**

**WAGE CHANGE - DEPARTMENT CHANGE**

Today's Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Department: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Reason for change: (Check one)

<input type="checkbox"/> New Hire	<input type="checkbox"/> Promotion	<input type="checkbox"/> Job Change	<input type="checkbox"/> Salary Adjustment
<input type="checkbox"/> Raise	<input type="checkbox"/> Demotion	<input type="checkbox"/> Termination	<input type="checkbox"/> Trial Period *

Trial Period Dates – 6 months after Start date per county policy Date: \_\_\_\_\_

Current Wage: Hourly - \_\_\_\_\_ Annual Salary- \_\_\_\_\_

New Wage: Hourly - \_\_\_\_\_ Annual Salary- \_\_\_\_\_  
 New Grade- \_\_\_\_\_ Step- \_\_\_\_\_  
 EXEMPT \_\_\_\_\_ NON-EXEMPT \_\_\_\_\_

(For Employees paid across multiple programs and departments – also note combined total salary. Please use additional paper if more space is needed.)

<input type="checkbox"/> Part Time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Eligible for Jan 1 Raise
<input type="checkbox"/> Without Benefits	<input type="checkbox"/> With Benefits	<input type="checkbox"/> Ineligible for Jan 1 Raise

Department Head/Director Signature: \_\_\_\_\_

Please Forward to Human Resources Dept.

**REQUEST TO ADVERTISE FORM**

*The request form must be received in the Human Resources Office by Friday at noon of each week to be posted on the next week's vacancy list, web site and to be advertised in the newspaper. Each department is responsible for the cost of their advertisement.*

Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

Department: \_\_\_\_\_

Is this a security sensitive position? If so, specify details: \_\_\_\_\_

List any additional requirements for this job: \_\_\_\_\_

Last day for applications to be accepted: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Requestor \_\_\_\_\_

HR USE ONLY			
DATE RECEIVED:	TIME RECEIVED:		
BOCC APPROVED:	YES	NO	(circle one)
POSTED:	ONLINE	NEWSPAPERS	BULLETIN BOARD
BY:	DATE COMPLETED:		

HIRING PROCEDURES

ADOPTED THIS 17th day of December, 2014 at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Dave Gwyn.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: [Signature]  
Gary Koop, Chairman

By: [Signature]  
Dave Gwyn, Commissioner

By: [Signature]  
David L. Hornung, Commissioner

ATTEST:

[Signature]  
Della Calhoon, County Clerk



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

I, Della Calhoon, 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 17th day of December, 2014.

[Signature]  
Della Calhoon, County Clerk



# Colorado Open Records Requests Kit Carson County, Colorado

## Procedures for Making and Responding to Requests for Information to Kit Carson County Under the Colorado Open Records Act (CORA)

- 1) These procedures apply to all requests, submitted pursuant to C.R.S. 24-72-201 *et seq.*, to inspect public records in the custody or control of Kit Carson County. Those requests must be submitted in accordance with the policy of Kit Carson County.
- 2) All requests to inspect public records must be submitted in writing to the official custodian. Request made to any person other than the proper custodian will not be accepted.
- 3) Requests may be mailed or sent via facsimile. **Requests made via electronic mail will not automatically be accepted.** The **custodian**, *at the custodian's sole prerogative*, may accept requests sent via e-mail upon request. If a request is sent via e-mail to anyone other than the custodian, it will not be considered as received by the County and the statutory time for response to the requests will not begin until a confirmation has been sent by the custodian.

*Note: The reason for this rule is, due to spam filters and inactive or incorrect e-mail accounts, the County cannot guarantee that the custodian has received an electronic mail request.*

- 4) All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.
- 5) If a requestor is unable to identify the specific documents sought, the requestor is encouraged to contact the County at 719-346-8133 ext. 304 in advance of submitting a request for assistance in providing the requisite specificity.
- 6) The custodian is not required by the Open Records Act to construct or create a record that does not exist.
- 7) Time for response to records requests shall be as follows:
  - a. The normal time for production shall be three working days, beginning on the first business day after the request is received.
  - b. Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not

normally exceed **seven** working days. The requestor shall be notified of the extension with the three-day period.

- c. Time periods will be calculated without including the date on which the custodian receives any request.
- 8) Requests to inspect records documents will not take priority over the regular work activities of County employees.
- 9) Charges for copies of requested records shall be as follows:
  - a. The normal cost for requested documents shall be \$.25 per standard page or, for documents in non-standard formats, the actual duplication costs.
  - b. At the custodian's prerogative, in lieu of the fee set forth in paragraph 9.a, the requestor may be charged a \$25.00 per hour retrieval fee based on the *actual* cost of responding, including employee time, or gathering, preparing, and copying requested documents.
  - c. If records are readily available, the Board of County Commissioners, or their designee, may waive the charge or may charge a lesser amount per page for copies.
- 10) If charges are expected to exceed \$.25, or if a retrieval fee based on the actual cost of responding is to be charged, the custodian will provide the requestor with an estimated of the cost of responding prior to responding. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing, and must pay the estimated costs prior to preparation of the response. By responding in writing, the requestor agrees to **pay all fees** associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written request to proceed will not be counted against the time period set forth above.
- 11) If the requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during ordinary working hours. Such inspection must be supervised by a County representative and the requestor may be charged \$25.00 per hour for employee time associated with such inspection.

## Kit Carson County Public Records Request Form

The following request is made under the Colorado Open Records Act:

Date: \_\_\_\_\_  
a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Name: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Name of document(s) requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the document name is unknown, provide brief, but specific description of document or information requested (note of issuance and location of document, if known).  
\_\_\_\_\_  
\_\_\_\_\_

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.

Public records shall be viewed at 251 16<sup>th</sup> St., Burlington, Colorado 80807, on regular business days at rearranged times. After viewing the document(s), photocopies may be requested for **\$ .25 per standard page, the requestor will be charged a retrieval fee of \$25.00 per hour based on the actual cost of responding to the request.** Charges must be paid for at the time the request for photocopies are made, and must be picked up in person.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Official Use Only

Time spent by staff in assembling the records request: \_\_\_\_\_

Estimated cost of assembly: \$ \_\_\_\_\_

Records requests received by: \_\_\_\_\_ Date: \_\_\_\_\_