



EMPLOYEE HANDBOOK

INCLUDING TRAVEL GUIDELINES AND STANDARD DRUG AND ALCOHOL POLICY

**APPROVED BY THE BOARD OF COUNTY COMMISSIONERS ON
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Welcome to Alamosa County!

A rewarding and challenging experience awaits you as an employee of Alamosa County. This Employee Handbook has 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 Alamosa County's team.

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

Board of Alamosa County Commissioners

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MISSION STATEMENT

“ALAMOSA COUNTY will continue to strengthen partnerships with our community through high standards of customer service, communication, and commitment; thus striving to enhance the quality of life for everyone.”

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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, AND/OR INDIVIDUAL UNDERSTANDINGS.

EMPLOYMENT WITH ALAMOSA 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 ALAMOSA 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 THE EMPLOYEE.

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

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CHAPTER I: PURPOSE AND INTENT

101: PURPOSE/INTENT/COVERAGE

This handbook applies to all County employees including all Department Heads. All departments within the County shall be subject to the provisions as contained herein. Although this handbook is not applicable to Elected Officials, it is the expectation of Alamosa County that all Elected Officials will maintain the standard of conduct established by Alamosa County.

This handbook is not intended to override or supersede any state or federal regulations or statutes that may apply to various aspects of County governmental functions.

Individual departments may have additional policies due to unique statutory or operating requirements but these policies apply in addition to and do not replace or supersede the Alamosa County Employee Handbook unless set forth herein or exempted by the Board of County Commissioners by vote in a public meeting. Additional policies must be submitted to the Human Resources Department for review to ensure that a conflict with the County Handbook does not exist. In event of a conflict, the information set forth in this handbook shall control and take precedent.

102: MANAGEMENT RIGHTS

The County Commissioners and other Elected Officials have the authority to direct County operations of their respective offices as provided for by the statutes of the State of Colorado. Included in this authority is the power for the Board of County Commissioners to appoint and remove department heads and other individuals directly responsible to the Board of County Commissioners.

Each department or office of County Government is responsible for handling specific personnel matters in its area in accordance with this handbook. Further included is the authority for other Elected Officials to appoint and remove personnel in their departments in accordance with this handbook or state statutes.

See County Organizational Chart- Appendix A

103: GENDER NEUTRALITY

Any statements of gender are intended as gender-neutral, male and/or female references are all-inclusive covering either gender.

104: COMMITMENT TO DIVERSITY

Alamosa County is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the County and are valued for their skills, experience, and unique perspectives.

105: ETHICAL BEHAVIOR

As stewards of the public trust, all employees must be responsible for the property and resources of Alamosa County. All employees must act in the best interest of Alamosa County, the citizens and taxpayers of the County and the communities we serve. All Alamosa County employees will strive to follow Colorado Revised Statutes Code of Ethics (C.R.S. 24-18-101 et seq.).

106: EMPLOYEES OF THE SHERIFF'S DEPARTMENT

The Sheriff's Department policies and procedures will take precedent for their employees for any discrepancies between this handbook and their policies.

CHAPTER II: CORE POLICIES

201: 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 (pregnancy, sexual orientation, and gender identity), color, religion, national origin, disability, genetic information, protected veteran status, or any other applicable status protected by federal, state, or local law.

202: AMERICAN WITH DISABILITIES ACT (ADA), RELIGIOUS ACCOMMODATION AND PREGNANCY 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 Human Resources Department (HR) immediately.

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

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

The County will require an employee to provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy, or who wish to request a reasonable accommodation under this policy, should contact the Human Resources Department.

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

203: 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 (pregnancy, sexual

orientation and gender identity), color, religion, national origin, disability, genetic information, protected veteran status, or any other applicable status protected by federal, 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 (pregnancy, sexual orientation and gender identity), color, religion, national origin, disability, genetic information, protected veteran status or any other applicable status protected by federal, 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 Department Heads, Supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, salespersons, etc.

204: SEXUAL HARASSMENT

Alamosa County is committed to providing a workplace free of sexual harassment. 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.
- Gossip regarding an individual's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies or prowess, or other lewd or obscene comments.
- Physical gestures and other nonverbal behavior, such as unwelcoming touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

205: 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 an investigation and to correct any behavior that may be in violation of this policy. The County considers no more than two (2) weeks to be in a timely manner.

1. Report the incident to your supervisor, Department Head or Elected Official.
2. If the supervisor is unavailable or is the harasser, report the incident to the Human Resources Department.
3. Human Resources will investigate the incident.
4. Your complaint will be kept as confidential as practicable.
5. If it is determined there is a violation of this policy, disciplinary action will be taken, up to and including termination.
6. The results of the investigation may be shared with the supervisor of both the complainant and the harasser.
7. If you prefer not to go to Human Resources with your complaint, you should report the incident to the County Administrator and/or their designee.

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.

206: PROBLEM RESOLUTION - GENERAL

The provisions listed here are intended to provide a means for resolving problems arising from a potential misconduct by an employee or from a disagreement between an employee and a Supervisor, or Elected Official/Department Head of the County.

The employee has a right to communicate dissatisfaction with work-related matters over which Supervisors have control.

If problems and complaints arise in the workplace, the employee shall use the following procedure:

1. Discuss the situation with your Supervisor as timely as possible. 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. The County considers no more than two (2) weeks to be in a timely manner.
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 Department Head and/or Elected Official.
3. If the situation is not resolved in a timely manner, communicate the problem directly to the Human Resources Department.

207: WORKPLACE SAFETY

We believe employees should work in a safe environment without intimidation, threats or violence. Any action which, in management's opinion, is inappropriate in the workplace may result in disciplinary action. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, bullying, vandalism, sabotage, stalking or arson. Employees should immediately report any such occurrences to a Supervisor or Human Resources.

Alamosa County prohibits the possession of weapons on/in any County Property (including vehicles) except for those lawfully possessed by law enforcement or by those who have a valid concealed weapon permit.

Alamosa County will not tolerate acts of violence committed by or against employees, clients, contractors, suppliers, or the general public.

For purposes of this policy, "weapons" refers to an instrument manufactured or commonly used for attack or defense with the intent to harm persons or property, including but not limited to, guns, explosives, and knives with a blade longer than three (3) inches.

An employee who intends to possess a concealed handgun on/in county property must provide prior notice to the Department Head that the employee intends to do so. The Department Head must notify Human Resources. Human Resources may notify the Sheriff's Department for the safety of both the employee and law enforcement personnel that may be called on-sight. The concealed handgun must remain concealed and be kept on the employee's person or locked in a secure space at all times. The employee must not exhibit or display the handgun in the workplace unless requested to do so by law enforcement.

The County will promptly investigate complaints regarding workplace safety. If it is determined that an employee's conduct is in violation of this policy, including but not limited to failure by the employee to provide prior notice of a concealed handgun, appropriate disciplinary action may be taken against the offending employee. Employees should directly contact law enforcement or emergency services if he/she believes there is an imminent threat to the safety and health of themselves, co-workers, customers, clients, vendors, consultants, etc.

Alamosa County reserves the right to verify that the employee possesses a valid concealed handgun permit and to conduct an inspection and/or search to help maintain a safe, healthy, and efficient working environment, and to protect Alamosa County property, equipment, operations as well as employees, customers, and citizens.

208: DRUG FREE WORKPLACE

The goal of the County is to provide our employees with a workplace that promotes health and safety and is free from the behavior altering effects of drugs and alcoholic beverages. The County strictly prohibits the illegal use, possession, or sale of controlled substances or alcohol by its employees. Employees are also expected to follow all physician, manufacturer, or package insert directions when taking a prescription or OTC (over the counter) drug.

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 a DOT Drug and Alcohol policy. For all other employees the County has established a Standard Drug and Alcohol Policy (see Section XI). Drug testing will be an integral part of maintaining a drug free workplace.

209: 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 searches at the County's discretion. County property such as, County vehicles, lockers, desks, filing cabinets, computer files, email, 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 of County property will be subject to discipline, which may include termination.

210: NEPOTISM

Members of an Elected Official's or employee's immediate family or household will be considered for employment on the basis of their qualifications of merit and fitness. However, Alamosa County recognizes that a close familial relationship between an employee and a Supervisor creates an actual conflict of interest or the appearance of a conflict of interest that has the potential to create an adverse impact upon employee work performance and morale and relates to fitness for employment. Therefore, immediate family members or household members of Elected Officials or existing employees may not be hired if:

- The immediate family or household member would be in a position to directly supervise another immediate family or household member.
- The immediate family or household member may have access to confidential information including personnel records.
- The immediate family or household member would audit, verify, receive, or be entrusted with money handled by another immediate family or household member.

For nepotism, immediate family or household member is defined as parent, spouse, domestic partner, child, grandchild, grandparent, sibling, step children, step-relatives, nephew, niece, aunt, and uncle, persons who maintain a mutual residence, and current in-laws of the same relationship.

Employees who become immediate family members or household members as defined herein ("creation of the familial relationship") may continue employment as long as their employment does not violate the conditions set forth above. If one of the conditions set forth above does result from the creation of the familial relationship, Alamosa County will make an attempt to transfer one of the employees. If such transfer is not available, one of the employees must resign within

ninety (90) days from the date of marriage or the date familial relationship began. The decision as to which one resigns will be left to the two employees.

These guidelines apply to all categories of employment. It is the employee's responsibility to disclose such a relationship. Failure to do so may result in disciplinary action.

211: CONFLICT OF INTEREST

Employees and Elected Officials have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This also includes the perception of any conflict 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 Department Head or Elected Official 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 or client of the employee.

If an employee has any situation, which may be an actual or potential conflict of interest, the employee must disclose this to their immediate Supervisor as soon as possible.

212: 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 to the extent applicable 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. For further information go to www.hhs.gov/hippa.

CHAPTER III: HIRING

301: EMPLOYEE WORK CLASSIFICATION

Employees are classified when hired by designation of full time, part time, seasonal, or contract. No change of classification can occur without a completed Personnel Action Form signed by the employee, Department Head or Elected Official and County Administrator.

301.1 Full-Time Employee

An employee normally scheduled to work at least 30 hours per week is classified as a full time employee. Full-time employees are eligible for County benefits. Accruals for vacation and sick leave will be based on the personnel action form listing hours per week worked.

301.2 Part-Time Employee

An employee normally scheduled to work less than 30 hours per week is classified as a part-time employee. Part-time employees may be eligible for certain County benefits. There may be different classifications for part-time to clarify accruals of leave and sick time. For more information see the Human Resources Department.

301.3 Seasonal Employee

An employee who is hired in a job established for a temporary period or for a specific assignment is classified as a seasonal employee. Seasonal employees receive no County benefits other than those required by law or regulation. This classification may only be used for employees working less than six consecutive months for the County.

301.4 Contract Employee

An employee who is hired under the terms and conditions of a contract is classified as a contract employee. This does not include “independent contractors.” Contract employees may be part-time or full-time, and receive no compensation or benefits from the County 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. In the event of a conflict between this policy and the contract, the contract shall control.

302: EXEMPT OR NON-EXEMPT STATUS

All County Employees are classified as either exempt or non-exempt from overtime pay under the Fair Labor Standards Act (FLSA).

302.1 Exempt Employee

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

302.2 Non-Exempt Employee

Non-exempt employees are eligible for paid overtime 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. For clarification see Section 409.

Certain law enforcement personnel (as defined under the FLSA) would receive overtime for hours worked in excess of a work period consisting of one-hundred seventy-one (171 hours) in a twenty-eight day (28) period. The County reserves the right to decide on procedures for overtime that best suit the County's needs and budget.

303: AGE OF EMPLOYMENT

The minimum age of employment with Alamosa County shall be sixteen (16).

304: 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 on the County's website for a least three (3) working days. Employees may submit applications to the Human Resources Department.

Internal job announcements may be sent via e-mail to all employees or posted on bulletin boards.

305: VETERAN'S PREFERENCE

In accordance with Article XII, Section 15 of the Constitution of the State of Colorado, applicants of the County who are military veterans shall be given consideration over non-veterans, provided they are otherwise equally qualified for the position vacancy.

306: BACKGROUND CHECKS

Alamosa County reserves the right to perform background checks and/or investigations on any or all-potential employees after a conditional offer of employment has been offered. A background check revealing any conviction within the past seven (7) years may result in the offer of employment being withdrawn.

307: PRE-EMPLOYMENT PHYSICALS

All potential employees with a conditional offer of employment may be required to take a pre-employment physical. If the examination determines that the individual cannot perform the essential functions of the job with or without reasonable accommodation, then the conditional employment offer will be retracted.

308: DRUG TESTING

Applicants agree to be tested as a condition of employment. A conditional offer will be withdrawn for a positive result for any illegal drug or controlled substance without a valid prescription, or if applicant refuses to take the drug test. For conditional job offers, the exception would be marijuana limits as defined by the Standard Drug and Alcohol Policy. For safety sensitive positions (law enforcement, CDL drivers, and other positions as required by the job), there is no exception for marijuana. In addition, drug testing may be required due to state/federal regulations regarding certain job positions, e.g., safety sensitive positions (DOT regulations require drug testing). The County may request additional testing if there is reasonable suspicion that the employee is under the influence of either drugs or alcohol. See County Standard Alcohol & Drug Policy in Section XI.

309: POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE

Alamosa County complies with all regulations of the Department of Transportation for all drivers required to hold a commercial driver's license (CDL) in order to perform their job. Employees with a CDL will abide by the Alamosa County DOT Drug and Alcohol Policy.

310: ORIENTATION

New employees are oriented by Human Resources Department and by the Supervisor of the department the new employee is entering. The orientation will be on subjects necessary to enable them to understand general County organization, the compensation plan, employee benefits, overtime and leave policies, retirement benefits, continuation of health benefits, authority, safety, and other areas of general interest.

CHAPTER IV: PAY PRACTICES AND WORK HOURS

401: WORK HOURS DEFINED

Normally, the workday begins at 8:00 a.m. in the morning and ends at 4:30 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, e.g., Road & Bridge and Public Safety. At the discretion of the Department Head, some departments may have an option of a four (4) day work week.

From time to time, you may be required to work overtime. (See Section 409.) 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. Law Enforcement will comply with FLSA rules for Law Enforcement and Fire Protection Employees.

The County reserves the right to decide on procedure for overtime that best suit the County's needs and budget.

402: MEALS AND BREAKS

Meal and break times are offered to all eligible employees. Because 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.

Two break periods, not to exceed fifteen (15) minutes each, are provided during the workday. Break periods are to be scheduled with your Supervisor so as to provide continuous coverage of the telephone and other services. Break 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 the employee may leave early.

403: ATTENDANCE & PUNCTUALITY

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 an employee to be absent from work due to illness, injury, or emergency situation, he/she must notify the County as soon as possible. Employees should contact their immediate Supervisor, or if unavailable, the Department Head or the Human Resources Department. Employees should notify the County regarding the specific reason for their absence and expected return date. The Supervisor will decide the acceptable means of communication that should be used to request time off.

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 may result in disciplinary action.

You must notify your supervisor if you need to leave work during your scheduled hours. Leaving work without notifying your supervisor may result in disciplinary action.

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

404: CLOSURE OF COUNTY FACILITIES

The County rarely closes due to adverse weather conditions or other events. In the event of an extreme weather situation or a catastrophic event, it may be necessary to close County facilities. The County Administrator has the authority to announce 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 stations KGIW (1450 AM), KSLV (1240 AM) and (96.5 FM), KZBR (97.1 FM), KALQ (93.5 FM), KYDN (95.3 FM). Employees should also check the County website at www.alamosacounty.org.

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).

405: 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 in setting compensation. The main tools utilized to determine compensation are:

- Job Description – The majority of our jobs have been defined in a written job description. These typically identify the purpose, responsibilities, qualifications, and accountabilities of the job.
- Performance Evaluation– 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.

406: SALARY FOR EXEMPT EMPLOYEES

The County complies 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. The County is committed to complying with salary basis requirements, which allow 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.
- *Infractions of workplace conduct rules.* Employers may suspend exempt employees without pay for full days 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 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 week of employment.

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

407: TIME REPORTING

All non-exempt employees are required to complete a daily time sheet or enter their time in a time tracking system every day. Time cards and/or time tracking entries should be submitted to Supervisor or Department Head as requested for each pay period. Time tracking should be submitted to payroll in a timely manner so payroll can be finished on time.

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

408: PAY-DAY

Paydays are on the 15th and the last working 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 working day prior to the weekend or holiday.

No advance wages will be paid. Each department must submit all information in a timely manner to complete payroll.

The County requires all employees to use direct deposit. (There may be an exemption for Seasonal Employees.)

409: OVERTIME

409.1 Overtime Calculation

Non-exempt employees are paid at the rate of one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of forty (40) during their established workweek. Certain law enforcement 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 one-hundred seventy-one (171 hours) in a twenty-eight day (28) period. The County reserves the right to decide on procedure for overtime that best suits the County's needs and budget.

For the purposes of calculating overtime, the workweek begins Sunday at 12:01 a.m. and ends Saturday at midnight. Law enforcement personnel will follow the rules as set for by the FLSA.

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid, but not worked, e.g., vacation, sick leave, holidays, etc. are not counted.

409.2 Authorization for Overtime.

All overtime must be authorized and approved in advance by Elected Official or Department Head.

409.3 Overtime Pay versus Compensatory Time

In accordance with the Fair Labor Standards Act (FLSA), Alamosa 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. The compensatory time may be granted at the discretion of the Elected Official/Department Head.

409.4 Compensatory Time

Employees must use their accrued compensatory time within three (3) months. After the end of the three month period in which it was earned, it will automatically be paid out as overtime (hourly rate it was earned at), if not taken as compensatory time.

An employee may, under Federal Labor Standards Act, accrue a maximum of two hundred forty (240) hours of compensatory time / four hundred eighty (480) hours 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 will also be paid out upon termination. Such payment will be made from the appropriate departmental budget.

410: GARNISHMENTS, CHILD SUPPORT ORDERS & WAGE ASSIGNMENTS

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 V: EMPLOYMENT PRACTICES

501: 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 evaluation, 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 Department to schedule an appointment.

To ensure that your personnel file is up-to-date at all times, notify the Human Resources Department 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 and telephone numbers, and any other relevant information.

Generally, the employees' official personnel files are kept in the Human Resources Department (unless statute or regulations require different location). In those situations, a comprehensive supplemental file will be submitted to the Human Resources Department. Access to all personnel files, regardless of where they are kept, is governed by C.R.S. 24-72-201 et seq., 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 Department in order to maintain an accurate and current reporting of the employee's status.

502: COUNTY PROPERTY

Employees who are issued County property, e.g., identification card, handbooks, vehicles, keys, electronic devices, laptops, credit cards 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.

The cost of County Property not returned at the end of employment may be deducted from final pay.

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.

Tools and equipment owned by the County or kept on County premises are the responsibility of the employee using them. Damage or loss due to carelessness, negligence or other such action may result in disciplinary action and restitution of damages.

503: MATERNAL NURTURING

The County recognizes the importance of nutrition and nurturing during an infant's early development, and it will work with employees to facilitate a breastfeeding/nursing situation that benefits both the County and the employee. The maternal nurturing program is implemented pursuant to C.R.S. 8-13.5-104 and 25-6-301. For more information, please contact the Human Resources Department.

504: OUTSIDE EMPLOYMENT

Employees involved in or contemplating outside employment should discuss the issue with their Supervisor. Despite any outside employment or business venture, employees are still required to perform the duties with Alamosa 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 outside employment.

505: REFERENCES

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

506: SOLICITATION

The County prohibits solicitation of any type and for any purpose during scheduled working time inside its premises. This applies to both employees and non-employees alike. Prohibited solicitations during scheduled working hours include: the general public selling retail goods to employees, any employee trying to sell any item to another employee, or any other solicitation determined to be inappropriate by Alamosa County. Regular vendors of the County will conduct their business through authorized County personnel.

Working time does not include break periods, mealtimes, or other specified periods during the workday when employees are not engaged in performing their work tasks. Circulars, handbills or literature of any kind may be placed on the bulletin board. Literature must be dated and displayed for a maximum of thirty (30) days.

507: SMOKING & TOBACCO-FREE WORKPLACE

In order to maintain a safe and healthy working environment and to ensure compliance with applicable state law, smoking and tobacco use is prohibited throughout all County offices,

facilities, and vehicles. This restriction applies to all employees at all times, including non-business hours.

It is prohibited to smoke or vape any device that contains tobacco products, or other materials, whether or not smoke is created.

Employees can use tobacco products outdoors only during regularly scheduled breaks and lunch periods. The duration or number of breaks cannot be extended in order to accommodate the use of tobacco products. Tobacco products use is prohibited within twenty-five (25) feet of any building entrance.

508: 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.

Refer any unauthorized person in the area to your Supervisor.

509: 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, no matter how minor, to your Supervisor and the Human Resources Department within four (4) working days. 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 designated physicians or else you may be responsible for the medical treatment. If the injury requires emergent care, the employee 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.

510: WORKPLACE VIOLENCE PREVENTION

Alamosa County is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner.

Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, bullying or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers

any violent or potentially violent behavior that occurs in the workplace or County-sponsored functions.

All Alamosa County employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Supervisor, Manager or the Human Resources Department. All threats will be promptly investigated. The County will not tolerate retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

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

511: EVACUATION

Alamosa County has established evacuation routes to safely and efficiently evacuate employees and visitors from County buildings under emergency situations. The priority is life safety as well as protection of all assets. Employees should become familiar with their department evacuation route, as well as the evacuation route of any County building in which they frequently work.

CHAPTER VI: STANDARDS OF CONDUCT

601: STANDARD OF CONDUCT

The County recognizes certain guidelines of conduct are necessary for the orderly operation of the business and the benefit and protection of the rights and safety of all employees.

Every employee is expected to have general knowledge of, and to adhere to, personnel rules, regulations and basic laws governing their employment.

When on duty and in the performance of their job duties, each employee is a representative of Alamosa County and is required at all times to use their best efforts to perform their assigned duties in a prompt, skilled, efficient, courteous, respectful and impartial manner.

Each employee will be required to comply with any other departmental and job specific rules of performance in addition to these general standards:

1. Initiative. Every employee is required to engage in continuous learning about their employment duties, the future needs of departmental and county operations, and how to improve the County's service to the public. This results in enhanced value for the employee's own career prospects. Employees are expected to ask questions about situations that require unpracticed or unfamiliar skills.
2. Promptness and Reliability. Every employee is required to report for work promptly on each work day; attend to and perform their job duties in a prompt and reliable manner with a minimum of supervision, and report to their Supervisor regarding their whereabouts and activities on a reliable basis.
3. Efficiency. Every employee is required to perform their work in an efficient manner, to the best of their abilities, to use prudent judgment, and follow safe workmanlike practices in their use of County property.
4. Responsibility. Every County employee is required to act in a responsible manner, use prudent business judgment in the utilization of resources and time, and to understand how to apply a practical knowledge of task performance and legal constraints to the employee's job duties.
5. Honesty. Every employee is required to perform their job duties in an honest and ethical manner, and to volunteer information to supervision that is relevant and necessary for the County to operate legally and effectively.
6. Courteousness and Dignity. Every employee is required to interact with their fellow employees and the general public in a courteous manner, taking care to act respectfully toward the rights and opinions of others. Every employee has the right to be treated with dignity and respect by their fellow employees, Supervisors, and the general public.
7. Impartiality. Every employee is required to act equitably and with neutrality in the performance of their work and in all interactions with their fellow employees and the general public.

602: UNACCEPTABLE CONDUCT

To promote understanding of that which is considered unacceptable conduct, the County offers the examples listed below for the identification of improper conduct that may be the subject of immediate discharge. This list is a sample and should not be considered all inclusive. Alamosa County retains the right to identify conduct, which may not be listed below, as improper and to treat the same as the subject of immediate discharge.

1. Theft, unauthorized removal from the premises, or conversion to personal uses of property and/or merchandise belonging to the County, another employee, or a member of the public.
2. Embezzlement, misappropriation of public funds, or the unauthorized use or misuse of County issued credit cards.
3. Altering or falsifying County records including, but not limited to, reports, documents or other financial records.
4. Failure to properly record County business transactions and/or handling of cash in a manner inconsistent with department policies and procedures.
5. Any violation of Alamosa County's Drug and Alcohol Policies (both Standard and DOT). Providing false information on employment application or other personnel records or failing to answer all questions fully and truthfully.
6. Willful actions resulting in injury to individuals or willful destruction/damage to County property, employee property or citizen.
7. Unauthorized intentional divulgence of any confidential County records.
8. Flagrant insubordination – refusal to follow reasonable supervisory instruction.
9. Failure to report a criminal charge (except a traffic violation), either on or off the job, which may result in negative consequences for the County, or which may have a negative impact on the working relationship of other employees, or would otherwise disqualify you for your position.
10. The use of profane or vulgar language in the workplace, or language involving terms descriptors, or epithets focused negatively on any one person or group based on race, sex (pregnancy, sexual orientation and gender identity), color, religion, national origin, disability, genetic information, or any other applicable status protected by federal, state or local laws.
11. Willful actions in violation of the guidelines set forth in Alamosa County's Employee Handbook.

603: APPEARANCE, ATTIRE & HYGIENE

A clean, neat appearance is expected of you.

Alamosa County adopts a business casual dress code which may include jeans, polo shirts, etc. Shorts, midriffs, halter tops, sweat pants, and similar items of casual attire would not be appropriate. Jeans with holes and/or frayed hems are not appropriate. Casual never means sloppy. All clothes must be clean, wrinkle-free, and in good repair. Hats should not be worn indoors by office employees. Head coverings required by religious beliefs are acceptable.

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 may be offensive to co-workers and to the public.

If employees report for work improperly dressed or groomed in the County's opinion, the Supervisor or Department Head may instruct them to return home to change clothes or clean up.

Department Head may utilize a higher standard of appearance, attire, or hygiene due to the nature of the department interaction with the public.

Some departments may elect to require uniforms, which will be provided by the County.

All law enforcement personnel will wear their Personal Protective Gear as required.

604: COMMITMENT TO SAFETY

Protecting the safety of our employees and visitors is one of the most important aspects of running our County.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

605: GRATUITIES & GIFTS

Article 29, Section 3, Paragraph 2 of the Colorado Constitution "*No public officer, member of the general assembly, local government official, or government employee, either directly or indirectly as the beneficiary of a gift or thing of value given to such person's spouse or dependent child, shall solicit, accept or receive any gift or other thing of value having either a fair market value or aggregate actual cost greater than fifty dollars (annually adjusted for inflation) in any calendar year, including but not limited to gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts, from a person, without the person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who solicited, accepted or received the gift or other thing of value.*"

It essentially establishes a standard of ethical behavior that must be recognized.

An employee that receives a gift or other item of value must report it to their Department Head/Elected Official within one week of receipt.

606: 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 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 when the activities, in the opinion of the County, would unduly interfere with the employee's fulfillment of any obligations to the County.

Political signs are not allowed on any County property.

607: DISCIPLINE/DISCHARGE

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: counseling, verbal reprimand, written warning, written reprimand, demotion, suspension and/or termination.

Progressive discipline is not required under this policy. Utilization of any disciplinary process shall not create a precedent for any future corrective action.

Department Heads may decide in their judgment which of these actions would most effectively resolve the concern. Department Heads will assure any disciplinary action is documented and provide a copy to the Human Resources Department.

608: LEGAL DEFENSE OF CLAIM

Under C.R.S. 24-10-101 et seq., the County may 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 or wanton. 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 the approval of the County shall result in the County's refusal to pay such costs, judgment, or settlement.

609: SEPARATION FROM EMPLOYMENT

An employee who resigns or retires must notify his or her immediate Supervisor of their anticipated departure date and go over the required paperwork for separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

Supervisor may require an employee to provide a Doctor's note for sick leave requested after the employee submits his/her resignation.

"Last day worked" is defined as the last day the employee is physically on the job. Vacation and sick time may not be used to extend last day worked. The employee will receive a final check through the last day actually worked, along with any payouts for accrued leave. Employees do not accrue any additional leave nor are they eligible to use leave after their "last day worked."

610: EXIT INTERVIEW

An exit interview with the Human Resources Department is normally scheduled for outgoing employees. The purpose of this interview is 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.

611: 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 Department. For purposes of benefits and accruals, hire date will be the first day of continuous employment.

Employees leaving their employment with Alamosa County without notice shall not be considered for rehire.

Employees discharged for cause shall not be considered for rehire.

CHAPTER VII: TIME OFF AND LEAVES OF ABSENCE

701: ELIGIBILITY FOR LEAVE

Paid leave is granted to employees on a pro-rated basis working more than 19 hours per week as set forth in Section 703.2. All leave is calculated on the number of hours for which the employee has been hired to work per week as stated in signed Personnel Action Form.

Employees classified as seasonal, on-call, intermittent, or part-time (19 hours per week or less) are not eligible for paid leave.

702: GENERAL PROVISIONS FOR LEAVE

Employees may not be approved for vacation leave within the first sixty (60) days after their hire date unless approval was given upon hire (ie: a vacation already planned when hired).

Paid leave will not be granted for scheduled days off or for hours greater than what the employee is normally scheduled to work in a shift. For the purpose of calculating overtime; vacation, holiday and sick leave shall not be counted as hours worked within a work week.

When an employee is unable to report to work, he or she (or a family member if employee is incapacitated) is responsible for personally notifying his or her Supervisor of the absence prior to the normal starting time or as soon thereafter as possible. An employee's failure to notify his or her Supervisor may cause the absence to be designated as unauthorized leave and/or leave without pay and the employee may be subject to disciplinary action. All other leave requests should be made according to the guidelines outlined for each leave type taken.

It is the responsibility of the individual employee to request leave through their Supervisor. Employees are responsible for monitoring his or her leave accruals and usage as it appears on their paychecks and for notifying Human Resources Department immediately of any discrepancies. All leave discrepancies should be resolved within 30 days of accrual.

All requests for leave shall be made in advance of the start date, except for requests of sick leave which shall be made as soon as possible.

Paid leave may be used upon accrual and may not be used in advance.

Official records for all leave types and compensatory time shall be maintained by the Alamosa County Finance Department.

703: PAID LEAVE

703.1 Holidays

In general the following holidays are observed by the County:

New Year's Day	Columbus Day
Martin Luther King's Day	Veterans Day
President's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas Day
Labor Day	Employee Floating Holiday

The list of authorized holidays is approved on an annual basis, and may be changed at the discretion of the Board of County Commissioners. In general, employees may use their floating holiday at any time with authorization from their Supervisor. The floating holiday must be used in the calendar year accrued.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday is observed.

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.

Employees on a general leave of absence without pay or on work-related injury leave, and temporary/part-time employees are not eligible for holiday leave with pay.

Holiday hours will be calculated by weekly work schedule designated on the most current Personnel Action Form.

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

703.2 Vacation Leave

Vacation leave is granted to eligible employees on a semi-monthly (pay period) basis. Currently, employees are granted vacation leave as set forth below:

	PAY PERIOD ACCRUAL RATES BASED ON ANNUAL BUDGETED HOURS (Calculation for work week different than those listed will be calculated on a percentage basis.) No accruals for employees working less than 20 hours per week.			
Length of Continuous Employment	Work week of 20 hours	Work week of 30 hours	Work week of 37.50 hours	Work week of 40 hours
To 5 year anniversary	2 hours	3 hours	3.75 hours	4 hours
6 years to 10 year anniversary	2.5 hours	3.75 hours	4.75 hours	5 hours
Over 10 years	3 hours	4.5 hours	5.75 hours	6 hours

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, holiday hours will be used in lieu of vacation hours.

Employees will be permitted to accrue vacation leave until they reach the annual accrual cap of 180.0 hours. Once an employee reaches the annual cap, no additional leave will be accrued.

Accruals will again start when the employee’s accrued leave falls below the maximum accrual cap (180.0 hours). The County encourages its employees to take some time away from the job.

Employees must take vacation hours compatible with their weekly work schedule.

Vacation is not used in the computation of overtime.

Upon separation of employment, employees are compensated for earned unused vacation leave.

Vacation leave will be paid out at the pay rate in effect at the time of separation.

703.3 Sick Leave

If you or an immediate family member as defined in 703.5 become ill or injured, you are eligible to use accrued sick leave. 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 for yourself or immediate family member. If you cannot reach your Supervisor, please contact the Department Head or Human Resources Department. You should notify the County of the specific reason for your absence and expected return date. Voicemail and text messages are acceptable for notification as determined by your immediate Supervisor. Your manager may request medical certification for sick leave paid at any time. In the event an employee is absent for more than three (3) consecutive days, medical certification from a healthcare provider may be required.

Sick leave taken is calculated by the employee’s work schedule.

Eligible employees will be granted sick leave as follows:

PAY PERIOD ACCRUAL RATES BASED ON ANNUAL BUDGETED HOURS			
(Calculation for work week different than those listed will be calculated on a percentage basis.) No accruals for employees working less than 20 hours per week.			
Work week of 20 hours	Work week of 30 hours	Work week of 37.50 hours	Work week of 40 hours
2 hours	3 hours	3.75 hours	4 hours

Employees will be permitted to accrue sick leave until they reach the accrual cap of 480.0 hours. Once an employee reaches the accrual cap, no additional leave will be accrued. Accruals will again start when the employee’s accrued leave falls below the maximum accrual cap (480.0 hours). Employees may be eligible for a pro-rated payout of unused sick leave at a rate of one (1) percent per year of employment depending on the budget as set forth by County Commissioners. This payout is only available to employees who voluntarily resign or retire. Any leave donated pursuant to 703.4 after an employee tenders their resignation shall be excluded from any pro-rated payout for which the employee may be eligible to receive.

Years of service will be calculated from anniversary date to anniversary date. Less than a full year will be moved back to last anniversary date worked.

Sick leave will not be paid to employees that are terminated for cause.

Sick leave is not used in the computation of overtime.

703.4 Donate Sick Leave to FMLA Qualified Event

Employees may also voluntarily donate a portion of their sick leave to fellow employees. This donation will be limited to forty (40) hours per contributing employee per FMLA qualifying event. The employee must be on FMLA leave and have exhausted all accrued sick leave and vacation leave before being eligible to utilize any donated leave from other employees. Employees may not directly solicit for donations of sick leave and may be disciplined if such occurs. All requests for donated leave shall be done through the Human Resources Department. Any unused donated leave will be credited to the donating employee at the end of the FMLA event. Under no circumstances shall the donated leave carry past 12 weeks of FMLA time or extend the FMLA period. Tracking of donated sick leave will be done by the Alamosa County Finance Department.

703.5 Bereavement/Funeral Leave

In the event of a death in their immediate family, eligible employees are granted a paid leave of up to three (3) workdays. Bereavement leave must be used within six (6) months of event. For purposes of Bereavement/Funeral Leave, immediate family is defined as spouse or committed relationship partner, brothers, sisters, parents, children, grand-children and grandparents, and current in-laws of the same relationship. For funerals of other relatives or friends, employees may use vacation hours or floating holiday hours or unpaid leave upon the approval of their Supervisor.

703.6 Jury/Witness Duty

703.6.1 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 jury duty "overtime" in situations where the juror is required to stay past normal working hours. Beginning the fourth day and thereafter, employees serving as a juror are paid by the State of Colorado for state, district, or county courts. Employees may elect to receive paid time off during jury service by using vacation leave.

703.6.2 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 accepted), will not be granted court leave. Vacation, compensatory leave, or general leave without pay may be authorized.

703.7 Voting

Under most circumstances, it is possible for employees to vote 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 requested, 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.

704: UNPAID LEAVE

704.1 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.

704.1.1 Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”. Go to www.dol.gov/whd/fmla for clarification.

704.1.2 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 positions with 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, vacation leave, sick leave and holiday hours shall not accrue during the period of unpaid leave. Holidays, funeral leave, and other types of leave are not granted on unpaid leave.

704.1.3 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.

704.1.4 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.

704.1.5 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.

704.1.6 Substitution of Paid Leave for Unpaid Leave

The County requires employees to use accrued paid leave while taking FMLA leave. Leave will be used as follows: accrued sick leave, accrued comp time, and then accrued vacation leave. Employees must use all their accrued leave before other employees may donate leave to them. Donated leave will be used as it is turned in to the Human Resources Department. FMLA leave is without pay when paid leave benefits are exhausted.

704.1.7 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 will be required to provide a certification and may be required to provide 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 Department at least two (2) days before their first day of return.

704.1.8 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.

704.1.9 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 discrimination against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or in relation to FMLA.

704.1.10 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 which provides greater family or medical leave rights.

704.2 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 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) consecutive work days must be written and submitted to the County Administrator 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.

704.3 Military Leave

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veterans' 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.

704.4 Time or Religious Observance

Employees shall be allowed time off to attend religious observances where such accommodation to the employee does not constitute an undue hardship on the operation of County business. Such religious leave shall be charged as vacation leave or compensatory time.

CHAPTER VIII: COMMUNICATIONS

801: COMPUTER SYSTEMS

The County's computer network, access to Internet, email, voicemail systems or devices to use such 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. Employees should not assume that any such information is confidential, including email either sent or received. Upon separation from employment, all business tools will be returned to the County.

Employees who use their personal electronic device to access County (work) email accounts may be court ordered to produce all of the contents of their personal electronic device in legal proceedings or court ordered records request.

802: 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, it must not interfere with employees' productivity.

The County prohibits the display, transmittal, or downloading of material that is in violation of County guidelines or otherwise offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. As noted in Section 801, computer files, emails and voicemails have limited personal use, and may be searched at any time.

803: SOFTWARE AND COPYRIGHT

The County is a licensee, 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 Elected Official/Department Head.

Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) in violation of state or federal law. Employees may not use unauthorized copies of software on personal computers housed in County facilities.

804: UNAUTHORIZED USE

Employees are not permitted to visit websites or send electronic mail that is deemed by the County 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.

805: 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 personal messages may be treated the same as business messages, and may be subject to review at any time without notice. The County may monitor email from time to time. As noted in Section 801, computer files, emails and voicemails have limited personal use, and may be searched at any time.

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.

806: VOICEMAIL

The County voicemail 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 voicemail systems for any purpose. Employees must use judgment and discretion in their personal use of voicemail and must keep such use to a minimum.

807: SOCIAL MEDIA-GENERAL

Whenever an employee uses social media, the employee should use good judgment. The County requests that the employee be respectful of the County, our employees, our customers, our partners and affiliates, and others. Social media involves social network sites that use internet services to allow individuals to construct a public or semi-public profile within that system, define a list of other users with whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design may vary from site to site. Examples of the types of internet based social media sites include: blogs, networking sites, photo sharing, video sharing, micro-blogging, podcasts, accessing chat rooms of any type, and any electronic communications posted on any such sites including Facebook, MySpace, YouTube, Twitter, etc. **The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.**

Personal use of social media on County equipment is prohibited except as set forth in Section 802. Use of personal mobile devices during work time should be limited to break time and lunch periods. Employees may identify themselves as representatives of the County when communicating electronically. However, when they do so, either on their own site, or in any other manner as set out in this policy, their actions may reflect on the County and are to conform to the County's electronic communication policy. Self-identification can include the acknowledgement in the user profile for work experience, job title, etc., by identifying oneself as an employee of the County. If the employee identifies themselves as an employee of the County, they take on the responsibility of representing the County in a professional manner. If the employee does self-identify themselves as a member of the County, the employee will at minimum post on their social networking sites a disclaimer that makes it clear that the opinions expressed are solely those of the employee and do not represent the views of the County. The disclaimer shall read as follows:

“Post, comments, links do not represent my employer”.

Nothing in this guideline is meant to interfere with the employee's right under federal law or state law to engage in protected and concerted activity, including the employee's ability to discuss terms and conditions of their employment.

808: SOCIAL MEDIA – COUNTY ACCOUNTS

All official Alamosa County social media sites or services are considered extensions of the County's information network and shall adhere to all Alamosa County policies.

A. General:

1. All requests to create a County department social media site must be submitted to the County Administrator prior to its creation and are subject to approval by the Board of County Commissioners.
2. The official County website shall remain the primary tool for disseminating emergency information. All social media sites shall contain a hyperlink to www.alamosacounty.org.
3. Each department shall have only one (1) official account for each utilized social media (i.e. one Facebook, one Twitter, etc...).
4. Departments using social media sites are responsible for establishing, publishing, and updating their pages. Although it will be the Department Head or their designee who is primarily responsible to maintain the content of the site, the PIO or Department Head designee may monitor each site to ensure: (1) a consistent countywide message is being conveyed; and (2) all sites are adhering to the County's policies and procedures.
5. The Alamosa County official logo shall be used, without modification, to ensure visual consistency and credibility. The County Administrator or Board of County Commissioners reserves the right to develop additional

standards for naming conventions and visual consistency. Other photos may be used but should reflect the public brand of Alamosa County.

B. Confidential and Law Enforcement Sensitive Information

Employees are to take proper care and shall not purposefully or inadvertently disclose any information that is confidential or law enforcement sensitive, or displaying activities that might be considered a breach of privacy.

C. Terms of Service

Social networking sites require that users, when signing up, agree to abide by a terms of service (TOS) document. County employees are responsible for reading, knowing, and complying with the TOS of the sites they use or for County sites they monitor. For example, most TOS agreements prohibit users from giving false names or other false information.

D. Copyright

Employees are to comply with the law in regard to copyright/ plagiarism at all times. Posting of someone else's work without permission is prohibited.

E. Content

Employees are not to utilize any County-provided computer or electronic device to access sites or images which would be potentially embarrassing to the County or fellow employees. Examples include, but are not limited to, nudity, pornography, gambling or gaming sites, etc. In addition, Employees may be personally liable for defamation of character

Exceptions are made for investigative purposes with the approval of a supervisor.

809: 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 employee's performance of their job. Personal use of the County telephones for long distance is not permitted.

Employees may not use a wireless device for any purpose while operating a County vehicle.

CHAPTER IX: BENEFITS

For more information about the following benefit plans, eligibility requirements, etc., please contact the Human Resources Department or refer to your plan descriptions. In the event the below information conflicts with the actual terms and conditions of coverage, the latter governs.

901: ELIGIBILITY

The County currently offers a full range of benefits to eligible employees. Holiday pay, vacation and sick leave accruals begin on the first day of employment. All other benefits except for retirement will begin on the first of the month following an employee's sixty (60) calendar days on the job. Employees moving to a new designation of full time will follow the same, first of the month following sixty (60) calendar days at full time. (Example, start date 9/15 benefits will begin 12/1.) Retirement deduction and match will begin on the first of the month following employee's first anniversary date or the anniversary of their designation as full time.

902: 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 dependents.
- Dental Insurance Plan – helps pay covered dental expenses for you and your dependents.
- Vision Insurance Plan – helps pay covered vision expenses for you and your dependents.
- Life Insurance Plan – provides term insurance coverage for you and your dependents. Supplemental life insurance coverage is also available.
- Other Insurance Plans – other types of employee sponsored insurance plans are also available.

903: RETIREMENT

The County currently provides a retirement program which is mandatory for all eligible employees after one (1) year of employment. The retirement program consists of a percentage from employee's wage pre-tax and matched by the County. As of the date of this handbook the approved percentage taken before taxes is 4%. These funds are deposited into a 401(a) plan in the employee's name. The percentage is set by the Board of County Commissioners. This is in addition to your Social Security coverage. Complete information on the Colorado Retirement Association "CRA" program is available through the Human Resources Department.

904: 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.
- *457 Deferred Compensation* – program allows an employee to defer compensation on a “pre-tax” or “post-tax” basis to save for retirement.
- Other programs as authorized by the Board of Commissioners.

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

CHAPTER X: TRAVEL GUIDELINES

Alamosa County (hereinafter referred to as “County”) provides opportunities for employee growth and development including seminars, professional organization meetings, continuing education and other learning opportunities. The County has developed guidelines that dictate official travel expenses, educational costs, employee reimbursement, and other such items.

Expenses reimbursed by the County must be pre-approved by your Elected Official/Department Head.

Employees request reimbursement by completing an expense report. Receipts supporting expenses for lodging, commercial transportation, auto rental, toll charges, etc., must be submitted with the report. Employees are not reimbursed for alcoholic beverages. Expense reports must be turned in within sixty (60) days from the time the expense is incurred. Expenses not properly receipted will not be reimbursed.

Elected Official/Department Head or Supervisor will determine the mode of transportation that best suits the training and budget for that department.

1001: MILEAGE RATE

Employees authorized to travel by personal car for business purposes may be reimbursed for mileage. Due to certain state funding restrictions employees may be reimbursed at different rates.

The County’s standard mileage rate shall be set by the County Commissioners. However, if mileage reimbursement is provided through funds which are restricted to a lower rate of reimbursement, the lower amount shall be used.

1002: AIR TRAVEL

If the employee travels by air, the County will only pay the most economical fare. If for some reason this type of fare is not feasible, a more expensive fare may be authorized by the appropriate Elected Official/Department Head or the Board of County Commissioners. In no instance will first class airfare be paid by the County.

1003: CAR RENTAL

Car rental requires approval by the appropriate Elected Official/Department Head. Should circumstances necessitate a car rental while on County business, the following provisions apply:

- A. The car shall be rented in the County’s name.
- B. Economy or mid-size type of car will be selected.
- C. Only the driver whose name appears on the rental car contract shall drive the vehicle. Under no circumstances shall another person, especially a non-employee of Alamosa County, drive the rental car.
- D. The employee is not authorized to accept the rental car company’s insurance.

E. The County insurance will provide adequate coverage.

1004: TAXI/BUS FARES

Reasonable expenses are permitted for this category, if applicable.

1005: PARKING/TOLLS

Reasonable expenses are permitted for this category, if applicable.

1006: COUNTY VEHICLES

The use of County vehicles is a privilege not a right.

County vehicles are provided to certain departments in order to facilitate the workload. Those individuals utilizing these vehicles will be required to maintain them in proper working condition. Check with your Department Head/Elected Officials on maintenance protocols. County vehicles are to be utilized for County business only.

Passengers in County vehicles are limited to those authorized by Supervisor and/or Department Head/Elected Official.

Employees operating a County vehicle must have a valid Colorado Driver's license. The type of license (Commercial Driver's License or other category) must be appropriate for the type of vehicle you operate. It is the employee's responsibility to report to the Human Resources Department any changes in the status of your driver's license. Citations received as a result of operating a County Vehicle shall be reviewed. Financial penalties assessed for any moving violation shall be the responsibility of the employee. Other fines and/or penalties (such as parking tickets) shall be reviewed by the Department Head/Elected Official.

Seat belt use is mandatory in all County vehicles.

Cell phone usage, including, but not limited, to text messages while driving a County vehicle is prohibited.

1007: NON-COUNTY VEHICLES

Employees utilizing personal vehicles in the course of their job duties shall maintain a valid Colorado Driver's license, shall maintain insurance on the vehicle, and shall meet any other requirements as outlined in the Colorado Revised Statutes. The type of license (Commercial Driver's License or regular operator) must be appropriate for the type of vehicle you operate. Any violations that an employee receives as a result of the operation of the vehicle are the responsibility of the employee.

1008: MEALS

Employees on County business will be reimbursed on a per diem basis. This rate is set by the Board of County Commissioners, and is periodically reviewed and adjusted. Check with the Human Resources Department for current per diem rates.

Employees are required to confirm meeting dates and times with their Elected Officials or Department Head, as well as to obtain authorization for the per diem. Unauthorized meetings will not be reimbursed. Employees attending conferences shall not be reimbursed for a per diem meal if a meal is included in the cost of the conference registration. Normally, local meals will not be reimbursed. Authorization for local “per diem meal” reimbursement may be given by the Board of County Commissioners.

1009: LODGING

Employees must obtain a receipt for lodging expenses, and charges must be justifiable, i.e. movie charges are not an allowable expense. When possible, accommodations shall be the government rate or comparable.

Reimbursement of lodging expenses will not be made for any non-County personnel traveling with the County employee if it is in excess of the single rate.

The County reserves the right to refuse the payment of any bill not properly receipted or not submitted in a timely manner.

All requests shall be submitted within sixty (60) days of the date of travel to be eligible for reimbursement.

1010: OTHER TRAVEL EXPENSES

Registration Fees

Fees for approved seminars, conferences, etc., are permitted. Registration fees do not include pre- or post-conference activities or side events not considered a part of the main business conference.

PER DIEM RATES

Breakfast/ Continental Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$26.00
TOTAL	\$51.00

Meal guidelines will be based on travel leave and return times.

- Leaving before 8 am – breakfast
- Leaving between 8 am and 2 pm- lunch
- Leaving after 2 pm- dinner
- Returning before noon- breakfast
- Returning before 6 pm- breakfast and lunch
- Returning after 6 pm- dinner

MILEAGE RATES

Mileage Rate	Per rate set by the County Commissioners	
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CHAPTER XI: STANDARD DRUG AND ALCOHOL POLICY

1101: PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, Alamosa County (hereinafter identified as “County”) has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the County serves.

Alcohol and drug abuse poses a threat to the health and safety of the County’s employees and to the security of the County’s equipment and facilities. For these reasons, Alamosa County is committed to the elimination of drug and alcohol use and abuse in the workplace. By signing receipt of this policy the employee is agreeing to release any and all drug and alcohol test results requested pursuant to this policy.

1102: SCOPE

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees of the County in non-safety sensitive positions.

This policy applies to all applicants for employment with Alamosa County. Applicants for safety sensitive positions and/or positions requiring a CDL license will be required to abide by the Alamosa County DOT Drug and Alcohol Policy.

Alamosa County adheres to the Alamosa County DOT Drug and Alcohol policy guidelines for all safety sensitive positions such as law enforcement and positions requiring a CDL license.

1103: DEFINITIONS

County premises includes all buildings, offices, facilities, grounds, parks, parking lots, lockers, places and vehicles owned, leased or managed by the County or on any site on which the County is conducting business.

Diluted specimen means a sample that has a higher than average water content.

Alamosa County DOT Drug and Alcohol Policy may be found at www.alamosacounty.org

Illegal drug means controlled substances as set forth in Title 21 C.F.R. 1308, as amended.

Prescribed medications means any medication which is prescribed by a licensed medical provider. Prescribed medication does not include marijuana or any derivative thereof.

Refuse to cooperate means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the

requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

Under the influence of alcohol means an alcohol concentration equal to or greater than .05, or actions, appearance, speech or bodily odors that reasonably cause a Supervisor to conclude that an employee is impaired because of alcohol use.

Under the influence of drugs (except marijuana) means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over the counter) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Under the influence of marijuana means a confirmed test showing more than five (5) nanograms of active tetrahydrocannabinol (THC). No matter the level of THC observed, impairment can be subject to discipline.

1104: EMPLOYEE ASSISTANCE

The County may assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other County policies. Such employees may be allowed to use accrued paid time off, placed on a leave of absence, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their Supervisor. Employees should not, however, disclose to the County underlying medical conditions unless directed to do so by their medical provider.

1105: WORK RULES

Whenever an employee is on duty; or operating any County vehicle; or present on County premises, the employee is prohibited from:

- A. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- B. Being under the influence of alcohol or an illegal drug as defined in this policy.
- C. Having the presence of any detectable amount of any illegal drug in the employee's system. Exception for marijuana: testing showing five (5) nanograms or more of tetrahydrocannabinol (THC) in the blood stream will be considered "under the influence" and subject to termination.
- D. Possessing an open container of alcohol or consuming alcohol.

Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist. The employee should consult with their medical provider to determine whether the prescribed drug has any side effects that might impair job performance. If the answer is yes, the employee must provide a statement from his or her medical professional indicating any work restrictions and their duration. This statement must be given to the employee's Supervisor immediately upon return to work after receiving the prescription.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

1106: REQUIRED TESTING

1106.1 Pre-employment

All applicants must pass a drug test after receiving an offer of employment but before beginning work. Refusal to submit to testing will result in a withdrawal of the job offer. A diluted specimen will be considered a positive test and may result in a withdrawal of the job offer.

1106.2 Reasonable suspicion

Employees may be subject to testing based on (but not limited to) observations of apparent workplace use, possession or impairment. The Human Resources Department ("HR"), the Supervisor or the Elected Official/Department Head should be consulted before sending an employee for testing. Supervisors making this decision must use the Reasonable Suspicion Checklist to document specific observations and behaviors that create a reasonable suspicion that the employee is under the influence of illegal drugs or alcohol. If the results of the Reasonable Suspicion Checklist indicate further action is justified, the Elected Official/Department Head or Supervisor, along with another member of management or HR should present the documentation to the employee and request that the employee submit to testing. *Under no circumstances may the employee be allowed to drive himself or herself to the testing facility. A member of Management or HR must escort the employee; HR or the member of Management will make arrangements for the employee to be transported home.*

1106.3 Post-accident

Employees that cause or contribute to accidents which result in serious damage to a vehicle, machinery, equipment or property or result in an injury to themselves or another person while performing job duties must report the accident to their Supervisor as soon as possible. Under these circumstances the employee may be requested to submit to a drug and alcohol test which shall be arranged by their Supervisor. For purposes of this policy, the employee receiving a moving violation as a result of the accident shall be considered to have "cause[d] or contribute[d]" to the accident. *Under no circumstances may the employee be allowed to drive himself or herself to the testing facility.*

1106.4 Random

Employees required to have a commercial driver's license to perform job duties are required to participate in random drug and alcohol testing.

1107: COLLECTION AND TESTING PROCEDURES

Employees subject to reasonable suspicion or post-accident drug and alcohol testing must be driven to a County-designated facility by the Elected Official/Department Head or their designee unless cleared by law enforcement. Refusal to submit a sample for testing shall result in termination. A diluted specimen will be considered positive result and may result in termination.

The Elected Official/Department Head or their designee may request a breath, saliva, urine, or blood sample or any combination thereof. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the County.

Applicants/Employees subject to pre-employment or random drug and alcohol testing will be sent to a County-designated medical facility and directed to provide urine specimens. Collected specimens may be tested for alcohol, illegal drugs and/or prescribed medications.

In the event the employee tests positive for alcohol, illegal drug(s), or prescribed medication(s) the employee has the right at their expense to request that the sample provided be retested within three (3) working days of notice of test results. If the retested sample is negative, the employee shall be reimbursed the cost of the test and any adverse action taken as a result of a violation of this policy shall be reviewed.

1108: CONSEQUENCES

Employees who refuse to cooperate in required tests or who violate this policy shall be terminated. *If the employee refuses to be tested, yet the County believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.*

Employees will be paid for time spent when required under this policy to submit to alcohol or drug testing. However, the Elected Official/Department Head reserves the right to suspend the employee pending the results of any post-accident or reasonable suspicion testing.

1109: CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided by physicians should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among Managers and Supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

1110: INSPECTIONS

The County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees and contract employees may be asked to cooperate in inspections of their personal work areas and County property that might conceal drugs, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

1111: CRIMES INVOLVING DRUGS

The County prohibits all employees from manufacturing, distributing, dispensing, possessing or using illegal drug(s) in or on County premises or while conducting County business. County employees are also prohibited from misusing prescribed medication or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

1112: REASONABLE SUSPICION AND POST ACCIDENT TESTING PROTOCOL

The employee will be advised that the County believes there is reasonable suspicion to believe that the employee is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this). The test is required to confirm or deny this suspicion.

The employee will be transported to the County's contracted testing facilities. HR or its designee will make arrangements for the testing and Elected Official/Department Head or their designee must accompany the employee. *Under no circumstances may the employee be allowed to drive himself or herself to the testing facility.*

The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Supervisor should ensure that the employee brings the photo ID with him or her when leaving the County premises.

Upon completion of testing the Elected Official/Department Head or its designee shall assist the employee in obtaining safe transportation and under no circumstances may the tested employee be allowed to drive himself or herself home.

CHAPTER XII: ADOPTION

This personnel management handbook was adopted on the 2nd day of October, 2019 A.D., by the following Elected Officials:

- Mike Yohn, Chairman, Board of County Commissioners
- Darius Allen, Commissioner
- Helen Sigmond, Commissioner
- Robert Jackson, Sheriff
- Melanie Woodward, Clerk & Recorder
- Amy McKinley, Treasurer
- Sandra Hostetter, Assessor
- Trace Larson, Coroner
- Dan Russell, Surveyor

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***ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE
HANDBOOK***

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED OCTOBER 2, 2019. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH ALAMOSA 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 COUNTY RESERVES THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY 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 ALAMOSA 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.

Employee name Printed

Employee Signature

Date

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***ACKNOWLEDGEMENT OF RECEIPT of STANDARD
DRUG AND ALCOHOL POLICY***

I HAVE RECEIVED A COPY OF ALAMOSA COUNTY’S DRUG AND ALCOHOL POLICY AND UNDERSTAND THAT IN ORDER TO CONTINUE MY EMPLOYMENT WITH THE COUNTY I MUST ABIDE BY THE TERMS OF THE POLICY. I AGREE TO NOTIFY THE EMPLOYER OF ANY DRUG VIOLATION OCCURING IN THE WORKPLACE.

I UNDERSTAND THAT THIS POLICY IN NO WAY MODIFIES MY STATUS AS AN AT-WILL EMPLOYEE AND IN NO WAY IMPLIES, INFERS, OR GUARANTEES MY CONTINUED EMPLOYMENT FOR ANY DEFINITE TERM.

Employee name Printed

Employee Signature

Date

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