

**PLATTE CANYON WATER AND
SANITATION DISTRICT**

EMPLOYEE HANDBOOK

(Revised and Accepted on February 22, 2019)

Table of Contents

- IMPORTANT 5
 - From the President 6
- 1.0 EMPLOYMENT 7
 - 1.1 Equal Employment Opportunity 7
 - 1.2 ADA and Religious Accommodation 7
 - 1.3 Pregnancy Accommodation 7
 - 1.4 Sexual Harassment..... 8
 - 1.5 EEO/Sexual Harassment Complaint Procedure 8
 - 1.6 Incorporation by Reference..... 9
- 2.0 EMPLOYEE STATUS & WORK SCHEDULE 10
 - 2.1 Employee Classification 10
 - 2.2 Work Schedule..... 10
- 3.0 GENERAL EMPLOYEE BENEFITS 11
 - 3.1 Group Insurance and Health Reimbursement Arrangements..... 11
 - 3.2 Retirement Plan..... 11
 - 3.3 Worker’s Compensation 12
 - 3.4 Social Security 12
 - 3.5 Educational Assistance 12
- 4.0 PAID LEAVE BENEFITS..... 13
 - 4.1 Holidays 13
 - 4.2 Vacation Leave 13
 - 4.3 Sick Leave..... 14
 - 4.4 Personal Leave 15
 - 4.5 Funeral Leave..... 15
 - 4.6 Jury Duty..... 16
- 5.0 LEAVES OF ABSENCE 17
 - 5.1 Domestic Abuse Leave 17
 - 5.2 Family and Medical Leave..... 17
 - 5.3 Medical Leave..... 17
 - 5.4 Military Leave..... 18
 - 5.5 Voting 18
- 6.0 PAY AND PROGRESS..... 19
 - 6.1 Compensation Administration 19
 - 6.2 Paydays 19
 - 6.3 Overtime 19

6.4	Standby Service	20
6.5	Performance Appraisals	20
6.6	Promotions	20
6.7	Re-employment.....	20
7.0	WORKPLACE GUIDELINES AND EXPECTATIONS	21
7.1	Alcohol and Drugs	21
7.2	Anti-Violence.....	21
7.3	Attendance and Punctuality	21
7.4	Bulletin Board.....	21
7.5	Cell Phones and Other Mobile Devices	22
7.6	Civic Responsibility.....	22
7.7	Conflict of Interest	23
7.8	Credit Union.....	23
7.9	Discipline/Discharge.....	23
7.10	Dress Code.....	23
7.11	Driver’s License.....	24
7.12	Electronic Usage Policy	24
7.13	Expense Reimbursement.....	24
7.14	Garnishments	25
7.15	Inclement Weather	25
7.16	Inspections	25
7.17	Lunch and Break Periods	25
7.18	Mail	25
7.19	No Solicitation Rule.....	26
7.20	Operator Certification & Incentive Program.....	26
7.21	Outside Employment.....	26
7.22	Parking	26
7.23	Personnel Records.....	26
7.24	Political Participation.....	27
7.25	Problem Solving.....	27
7.26	References.....	27
7.27	Safety/Reporting of Accidents and Injuries	28
7.28	Security	28
7.29	Smoking	28
7.30	Termination of Employment.....	29
7.31	Time Reporting	29

7.32 Use of District Vehicles, Property, and Equipment 29

7.34 Visitors 29

IMPORTANT

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE PLATTE CANYON WATER AND SANITATION DISTRICT AND PROVIDE EMPLOYEES WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF PLATTE CANYON'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH PLATTE CANYON WATER AND SANITATION DISTRICT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS 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 PLATTE CANYON., OTHER THAN THE PRESIDENT OR DISTRICT MANAGER OF THE DISTRICT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OR MANAGER AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF THERE ARE ANY QUESTIONS, AN EMPLOYEE SHOULD PLEASE TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE DISTRICT MANAGER. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, PLATTE CANYON RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

From the President

This handbook serves as a tool to assist you in becoming familiar with the Platte Canyon Water and Sanitation District. It is also designed to give you a quick reference to necessary information about working here.

We would like you to take the time to acquaint yourself with our history, goals, services, and departments. You are important to us and it is important for you to understand how you fit into our operation.

The secret behind the success of the District is our service-oriented, hardworking, dedicated, and loyal employees. I want to thank you for becoming a member of our team.

Richard Rock
President

1.0 EMPLOYMENT

1.1 Equal Employment Opportunity

The Platte Canyon Water and Sanitation District (District) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

The District prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee believes there has been a violation of our EEO or retaliation standard, **please follow the complaint procedure contained in the sexual harassment policy.**

1.2 ADA and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District or cause a direct threat to health or safety. The District will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the District. Employees needing such accommodation are instructed to contact their supervisor or the District manager immediately.

1.3 Pregnancy Accommodation

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

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

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

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

1.4 Sexual Harassment

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

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work 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 that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

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

1.5 EEO/Sexual Harassment Complaint Procedure

If an employee believes 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 procedures. The District expects employees to make a timely complaint to enable the District to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to the District Manager or the President of the District who will promptly investigate the matter and take appropriate corrective action. The complaint will be kept as confidential as practicable. If an employee feels they cannot go to either of these individuals with the complaint, they should report the incident to the District's attorney. Contact information for the District's attorney can be found online in the Employee Portal.

The District prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee believes there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

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

1.6 Incorporation by Reference

The following District policies are incorporated by reference into this Handbook and can be found online in the Employee Portal:

- Expense Reimbursement Policy
- Training & Education Policy
- Mobile Device Use Policy
- Electronic Access Policy
- Drug & Alcohol Policy
- Alcohol and Drug Policy in Compliance with the Federal Omnibus Transportation Employee Testing

2.0 EMPLOYEE STATUS & WORK SCHEDULE

2.1 Employee Classification

Full-time Employee – an employee who is normally scheduled to work at least 40 hours per week. Full time employees are currently eligible for District benefits as outlined in this handbook.

Part-time Employee – an employee who is normally scheduled to work less than a 40-hour workweek. Part time employees are currently eligible for vacation, holidays, sick leave and jury duty on a prorated basis.

Temporary Employee – an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for participation in District benefits.

Exempt Employee – an employee who is not eligible for overtime pay.

Non-exempt Employee – an employee eligible for overtime pay. 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 hours per workweek.

2.2 Work Schedule

Normal business and working hours for the District are 8:00 a.m. to 4:30 p.m., Monday through Friday. It may be necessary for employees to work at times other than the regularly scheduled hours, depending on the needs of the District. When this occurs, an employee will be notified by their supervisor.

Occasionally, non-exempt employees may be required to work overtime. For the purposes of calculating overtime, the workweek begins Sunday at 12:01 am and ends Saturday at 12:00 pm.

3.0 GENERAL EMPLOYEE BENEFITS

3.1 Group Insurance and Health Reimbursement Arrangements

The District currently provides a comprehensive benefits package including several different plans for eligible full-time employees. The District currently offers these plans:

- Medical Insurance Plan – helps pay covered medical expenses for the employee and their eligible dependents.
- Dental Insurance Plan – helps pay covered dental expenses for the employee and their eligible dependents.
- Vision Insurance Plan – helps pay covered vision expenses for the employee and their eligible dependents.
- Life Insurance Plan – provides term insurance coverage up to one times an employee’s annual salary at group rates.
- Short-Term Disability Plan – helps replace an employee’s salary if they suffer a covered disability for a limited period of time.
- Long-Term Disability Plan – helps replace an employee’s salary if they suffer a covered disability for an indefinite period of time.

For further information, such as waiting periods, eligibility, employee contribution amounts, and detailed benefit descriptions, please contact the Assistant District Manager.

The District may also provide eligible full-time employees with a Health Reimbursement Arrangement to help offset qualified medical and dental expenses as defined by Section 213(d) of the Internal Revenue Code. This employee benefit is evaluated annually by the District Board of Directors and is subject to change each calendar year.

3.2 Retirement Plan

The District currently participates in a retirement program governed by the Colorado County Officials and Employees Retirement Association (CCOERA). Participation in the Retirement Plan is mandatory for all full time and part time employees. The Plan requires matching contributions on the part of the employee and the District. Contribution amounts are as follows:

- The mandatory contribution by employees is 3% of their salary, including overtime.
- The District will match up to 10% of the employee’s contribution.

These amounts are subject to change, upon a decision by the District Board of Directors.

In addition to the required contributions, employees may participate in additional voluntary contribution options. Information regarding these options may be obtained from the Assistant District Manager.

3.3 Worker's Compensation

The District carries insurance to cover the cost of a work-related injury or illness. Benefits help pay for an employee's medical treatment and may include part of the income they may lose while recovering. Detailed information is given to an employee if they are injured on the job or suffer an occupational illness.

3.4 Social Security

Each pay period a portion of an employee's salary along with a matching amount provided by the District is set aside for Social Security benefits. This program is intended to provide the employee and their family with security for retirement benefits, disability payments, financial assistance for dependents or disabled persons, lump sum death payments, Medicare and survivor's benefits. Specific information about personal or family situations is available through the local office of the Social Security Administration.

3.5 Educational Assistance

Full time employees may be eligible for reimbursement for the cost of registration or tuition for academic or vocational course, seminars, conferences and other educational programs which the District believes are job related or which enhance their job skills.

Refer to the District Training & Education Policy (dated March 2018) for eligibility requirements and other details. More information regarding this program may be obtained from the District Manager or his/her designee.

4.0 PAID LEAVE BENEFITS

4.1 Holidays

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

- News Year's Day
- Martin Luther King Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

Occasionally, at the beginning of the year, management may designate Veteran's Day as a floating holiday. It is typically used to make a long weekend in association with another scheduled holiday.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, an additional day of vacation is granted.

Holiday time is counted as hours worked in the computation of overtime. Full time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part time employees is based on their regularly scheduled work hours.

4.2 Vacation Leave

Full time employees currently earn paid vacation after completing continuous service as described below. Vacation is granted in a lump sum at the beginning of each calendar year:

Vacation Granted Per Year	Length of Service
2 weeks	The first year of employment through five (5) full calendar years of continuous employment
3 weeks	After five (5) through ten (10) full calendar years of continuous employment
4 weeks	After ten (10) or more full calendar years of continuous employment

After 90 continuous days of employment, during the first non-full calendar year of employment, full time employees are eligible for vacation leave that is prorated based on the number of months worked. For example, if an employee's employment date is March 1, vacation leave

accrues beginning on June 1. June 1 through December 31 represents .58 of the year, so the employee is eligible for 5.8 days of vacation leave (0.58 x 10 days) in the first non-full calendar year of employment.

Part time employees are currently eligible for vacation pay that is prorated based on the number of hours normally scheduled to work.

All vacations must be scheduled in advance and with approval by an employee's supervisor. Vacations are to be scheduled in a manner that minimizes interruptions to District operations.

When a paid holiday falls within an employee's vacation period, an additional day of vacation is granted. Vacation time will be counted in the computation of overtime.

Upon separation of employment, employees will receive pay for earned unused vacation.

The District encourages employees to use all earned vacation each year. An employee may carry over unused vacation into the next calendar year. However, the maximum vacation that employees may accumulate is 40 hours over their annual vacation allotment. At no point can the carry over, plus the new vacation, exceed this cap. As a result, the amount of vacation that an employee may be granted each calendar year may be limited by the amount carried over.

4.3 Sick Leave

Full time employees are credited six hours of sick leave pay for each full month worked. Sick leave may be taken for illness or injury to themselves, their spouse or their children.

When unable to report to work due to illness, an employee must give their supervisor as much advance notice as possible before the start of the shift. The supervisor may request medical certification for sick leave pay at any time. In the event an employee is absent for more than three days, medical certification from a healthcare provider is required.

Sick leave accumulates from year to year up to a maximum of 60 days (480 hours). After a seven-day waiting period the employee may be eligible for the District's short-term disability program. (Contact the District Manager or his/her designee for more information).

Employees may donate sick leave to other employees, subject to the following conditions:

1. An employee may donate a portion of accumulated sick leave as long as the donating employee's sick leave balance is not reduced to less than 80 hours.
2. Donations of sick leave must be made in whole hour increments and will not be returned to the donating employee if unused by the recipient employee.
3. The number of hours of donated sick leave to be credited to the recipient employee will be based on the value of the donated hours converted based on the hourly rate of pay of the recipient and rounded down to the closest full hour.
4. An employee can receive a maximum of 480 donated sick leave hours per calendar year.

5. An employee may use a maximum of 480 donated sick leave hours per calendar year only after exhausting his/her own sick, vacation, and personal leave balance, and only during an approved medical leave.
6. An employee may use donated sick leave to supplement short-term disability and Worker's Compensation income benefits by using up to three hours of sick leave per workday.
7. An employee using donated sick leave will not accrue additional sick or vacation leave hours or receive 401(A) matching employer contributions on those hours. Unused donated leave cannot be converted into additional pay or donated to another employee.

Sick leave will be counted as hours worked in the calculation of overtime. Payment will be made for unused sick leave upon termination. Part time employees are eligible for sick leave on a prorated basis.

4.4 Personal Leave

Full time employees are eligible for two days (16 hours maximum) of paid personal leave for medical and dental appointments, children's needs and other personal needs.

Personal leave must be scheduled in advance and written approval from the employee's supervisor must be obtained. Personal leave must be scheduled in a manner that minimizes interruptions to District operations.

First year full time employees are eligible for personal leave on a prorated basis based on the number of full months employed prior to January 1 of their first calendar year of employment.

Personal leave must be used in the year it is earned. Unused personal leave will be paid at year end at the employee's regular hourly wage rate.

Part time and temporary employees may be granted unpaid personal leave with the supervisor's written permission.

4.5 Funeral Leave

Full time employees are currently eligible for paid leave up to three days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, and their mother and father-in-law.

In the event of a death of a near relative, full time employees are currently granted up to one paid day to attend a funeral. Near relatives include employee's aunts, uncles, nieces, nephews and their spouse's grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, an employee may take vacation days or an unpaid leave upon the approval of the employee's immediate supervisor.

4.6 Jury Duty

The District recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during regular work hours, the District expects the employee to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). This salary deduction does not apply to exempt employees. Jury duty beyond the 10 day (80 hour) time period is without pay from the District.

5.0 LEAVES OF ABSENCE

5.1 Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the District Manager or his/her designee for more information.

5.2 Family and Medical Leave

Public sector employers are subject to the provisions of the Family Medical Leave Act (FMLA). However, to be eligible to take FMLA leave, employees must work at a worksite with at least 50 employees within 75 miles. Because the District does not have 50 employees within a 75 mile radius, employees are not eligible to take FMLA leave. However, the District does provide medical leave as outlined below.

5.3 Medical Leave

A medical leave of absence of not more than three months may be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

Employees should consult the District Manager or his/her designee to determine how the leave may impact eligibility for benefits and to make arrangements for the payment of any required premiums. The District will continue medical and life insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium.

Requests for leave should be submitted to the District Manager or his/her designee as soon as the need for the leave is foreseeable. Leave requests will be considered on a case-by-case basis.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with the District.
- The District manager is notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the District manager and their supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. The District may require the employee to obtain an opinion from a medical provider selected by the District.
- Approvals are obtained from the District Manager prior to the leave.
- All available sick leave over 10 days are used at the beginning of the leave of absence.

When the estimated period of leave is three months or less, and the employee needs to extend the duration of their leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work.

The District may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the District, it is practical to do so. The District does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or jury duty pay will not be granted during the leave.

Employees who fail to return to work at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to disability under the Americans with Disabilities Act. (ADA) or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the District. Potential accommodations will be determined in an interactive process between the employee and the District.

Part time employees are not eligible for medical leave except as required for a disability.

5.4 Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights.

5.5 Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

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 this with their supervisor no later than the day prior to Election Day.

6.0 PAY AND PROGRESS

6.1 Compensation Administration

It is the District's objective to compensate employees for their job performance, contribution to the District's goals and objectives, and their responsibilities. The District considers several factors including overall organizational effectiveness, the need for attracting and retaining qualified and talented employees, as well as the District's financial position.

In determining individual wage rates, the District considers criteria such as:

- Nature of assigned position
- Contribution and sustained level of performance
- Employee participation, team performance and drive toward continuous improvement in quality and effectiveness of all District services
- Financial condition of the District
- Comparisons with other similarly situated employers
- Other factors, as appropriate

The District's salary levels are periodically assessed in order to try to remain competitive with similar employers. Salary increases are not automatic and are awarded when merited.

6.2 Paydays

Employees are paid on the 5th and 20th days of each month by direct deposit into their bank account. If the regular payday occurs on a Saturday, Sunday or holiday, the payday is the last working day prior to the normal payday.

On each payday, employees will receive a statement showing gross pay, deductions and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Financial Administrator.

If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Financial Administrator or the District Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

6.3 Overtime

From time to time, an employee's supervisor may require them to work overtime. In these instances, the employee is given as much advance notice as practical. Except for emergencies, overtime worked by non-exempt employees must be approved in advance by the employee's supervisor.

Non-exempt employees are paid at the rate of one and one-half (1½) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established

workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. Overtime worked on designated District holidays will be paid at the rate of two (2) times the employee's regular hourly rate.

For purposes of calculating overtime payments, only hours actually worked, holidays, approved sick leave, personal leave, and vacation are counted.

6.4 Standby Service

Maintenance and operations employees are required to provide periodic 24-hour standby service. Standby service consists of being in constant contact with the District's emergency response system by use of telephone or pager. Standby employees must be capable of responding to the site of an emergency within 30 minutes.

Compensation for emergency standby service is provided in accordance with the District's wage and benefit schedule.

6.5 Performance Appraisals

Although the District endeavors to conduct written performance appraisals of each employee's performance on an annual basis, performance reviews may be conducted at any time. If one year has passed since an employee's last appraisal, the employee should contact and advise their supervisor of this fact.

6.6 Promotions

The District supports promotions from within whenever practical. Most positions are posted for at least three days. This allows employees time to consider their interest in the job and to be interviewed.

In considering an employee for promotion, the individual's experience, training, work related background, attendance and length of service in current position are evaluated.

Since education and experience are considered in making promotional decisions, employees should keep their personnel file up-to-date. This includes evidence of courses completed, degrees earned, etc. Good performance and higher education helps broaden an employee's promotional opportunities. The District offers training and development opportunities and an educational assistance program as detailed in Section X.X of this handbook.

6.7 Re-employment

The District may consider for re-employment employees who voluntarily leave the organization or who are terminated in the judgment of the District through no fault of their own. Employees who terminate employment with the District relinquish any seniority or benefits they may have had if they are re-employed. Reinstatement of employment is at the discretion of the District.

7.0 WORKPLACE GUIDELINES AND EXPECTATIONS

7.1 Alcohol and Drugs

Refer to the District's Drug & Alcohol Policy for restrictions regarding usage of drugs and alcohol. Testing provisions are also described in this policy.

Testing of District employees who, as a condition of employment, possess a valid Colorado Commercial Driver's License is covered under the District's Alcohol and Drug Policy in Compliance with the Federal Omnibus Transportation Employee Testing Act.

7.2 Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to District property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

The District prohibits the possession and/or use of unconcealed weapons and concealed weapons on District property or while performing District business, regardless of whether or not the person is licensed to carry the weapon. This guideline applies to all employees, contract and temporary employees, visitors and customers on District property, regardless of whether or not they are licensed to carry a concealed weapon.

7.3 Attendance and Punctuality

Regardless of an employee's position with the District, their punctuality and regular attendance are essential for the efficient operation of the business.

If an employee is going to be absent or late, they must inform their supervisor using the supervisor's preferred contact method as soon as possible before the start of their shift. Supervisors may allow for this contact to be accomplished via a phone call or email directly to them. If an employee's supervisor is not available, contact the Assistant District Manager or the District Manager. Leaving messages with other employees is not acceptable.

Failure to call in when absent for three (3) consecutive days will result in termination.

7.4 Bulletin Board

The District maintains a bulletin board to notify employees of legal notices, management decisions, educational and training opportunities, and other business-related matters. Employees are responsible for reviewing the bulletin boards periodically for announcements.

Employees may post personal notices such as the sale of personal items on the bulletin board so long as the notice is no larger than 8.5” x 11” in size and is dated. Matters of obscene, offensive, or illegal nature are not permitted. The District reserves the right to remove personal notices without notice.

7.5 Cell Phones and Other Mobile Devices

Refer to the District’s Mobile Device Use Policy, which outlines the use of mobile devices at work, the personal use of business and/or personal mobile devices, and the policy regarding the safe use of mobile devices by employees.

Mobile devices are defined as personal or District-issued cellular telephones, tablets (such as iPads), or laptop computers installed in District vehicles.

7.6 Civic Responsibility

The District fulfills its responsibilities to the community it serves by encouraging employees to participate in civic affairs and to practice good citizenship. However, employee participation in community affairs must not adversely affect the employee’s job performance or be detrimental to the District’s interests.

Employees currently are encouraged to take an active interest in community activities of a charitable, fraternal or civic nature, and to apply for membership in service organizations. Time spent in such activities normally should be outside of the employee’s working hours and is not considered hours worked for pay purposes. However, time spent in work for charitable, public or similar purposes at the District’s request or under its direction or control is considered hours worked for pay purposes. Under these circumstances, reasonable expenses incurred may be reimbursed by the District. Voluntary employee participation in community affairs involving an extended period of time away from the job is subject to the District’s Personal Leave Policy.

The reimbursement for membership fees and expenses in service organizations, where such membership is not required by management, is subject to the following considerations:

- Nature and purpose of club or organization
- Benefit to be derived by the District from the employee’s membership
- Level of responsibility and length of service of the employee requesting reimbursement
- Cost to the District
- Time away from work
- Other issues deemed appropriate by management
- Extent to which the District is already represented in the club or organization

Each approved membership is subject to annual evaluation by management. Employees may be asked to submit an individual activity report to the District Manager to justify continued participation in the organization.

7.7 Conflict of Interest

The District requires that employees protect District information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job. Conflict of interest situations should also be avoided.

Examples of conflict of interest could be: holding financial interest in an organization that performs services for Platte Canyon, Southwest Metropolitan, Valley, Columbine, or Bow Mar, or being self-employed in an occupation which provides services to the Districts, or has ownership, partnership or personal involvement in supplier companies or distribution outlets related to District business.

No employee or member of the employee's immediate family should accept gifts from any person or firm doing or seeking to do business with the District, if by doing so might infer the gift was given to influence the employee in conducting business with the donor. Such gifts should be returned with a note of explanation. However, employees are not prohibited from accepting advertising novelties such as pens, calendars, and other gifts of nominal value when circumstances clearly show that the gifts are offered for reasons of personal esteem and affection.

If an employee has any questions whether a situation is a conflict of interest, they should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the District Manager for a final determination.

7.8 Credit Union

Employees are currently eligible to join the Credit Union of Colorado. As a credit union member, any employee may apply for loans or participate in the credit union savings and checking account plans. Payments to the credit union can be made by payroll deduction. Employees may obtain further information from the District Manager or his/her designee.

7.9 Discipline/Discharge

An employee's conduct is a major factor affecting productivity and the ability of the District to provide essential services. It is also an important aspect of the District's image in the community.

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

7.10 Dress Code

At the District, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of our customers and business associates. This helps insure the District's success. The appearance of District employees should be consistent

with good hygiene, safety and what the District considers appropriate workplace attire. Shorts, tank tops, halter tops, T-shirts, etc. are not considered acceptable workplace attire.

Some employees are required to wear specific types of clothing as a standardized means of identification and/or as protection from working hazards. Employees are required to take reasonable care of these items and are responsible for keeping them in a state of good repair. District identified wearing apparel is for on-the-job use and is to be worn during working hours only. While working, the employees involved must wear District logos on the outermost garment.

7.11 Driver's License

For those employees authorized to operate District vehicles, a copy of the employee's current driver's license must be on file with the District. When a driver's license changes for any reason, including any violation affecting the status of the license, or renewal, an employee must immediately notify the District Manager. Operation of District vehicles is only to be done by authorized employees who possess the appropriate driver's license for operation of the particular vehicle.

7.12 Electronic Usage Policy

The District provides and maintains the following forms of electronic communication and electronic resources: internal and external electronic mail (e-mail), telephone voice mail, Internet access, mobile devices, and computer hardware and software.

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Organization prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Organization premises at any time. Management may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

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

The District's Electronic Usage Policy outlines the acceptable and unacceptable use of these electronic and network resources by District employees. This policy may be found on the Employee Portal.

7.13 Expense Reimbursement

It is the policy of the District to provide reimbursement for authorized expenses incurred by employees on behalf of the District. Refer to the District's Expense Reimbursement Policy for the requirements for approval and reimbursement of staff travel, general expenses and mileage incurred during activities accomplished for the benefit of the District.

7.14 Garnishments

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

7.15 Inclement Weather

In the event of inclement weather, office closings will be announced on radio station KOA – 850 AM and television station KUSA – channel 9. If an employee is uncertain whether the office is open, they should contact their supervisor.

If the District office remains open, each employee should decide whether it is safe to travel to work. The District expects all employees to make a determined effort to report to work, even if late. Employees who do not report to work will not be paid but may take vacation or personal leave.

7.16 Inspections

The District may conduct searches after notice is given and with the employees consent of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The District may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

7.17 Lunch and Break Periods

Employees working a normal eight hour shift receive an unpaid half hour lunch period during each shift. Lunch periods may be scheduled by an employee's supervisor.

Full time employees may take two ten minute paid break periods per shift if work demands permit. Break periods may be scheduled by a supervisor to provide for proper coverage of assigned duties.

7.18 Mail

Personal mail and packages should not be sent from, or received at, the District office. Since personal mail is not to be sent to the office, employees should not have any expectation of privacy with respect to correspondence sent to their attention. Mail is assumed to be for the District and may be subject to opening by the District.

7.19 No Solicitation Rule

Non-employees are not permitted to solicit or distribute literature on the District's premises.

Employees are not permitted to solicit during working time or in customer services areas. An employee may not solicit another employee during the latter's work time. Working time does not include meal, break or rest periods or other specified times during the work shift when employees properly are not engaged in performing their work tasks. Working areas are defined as areas of the premises where employees perform their work tasks, but do not include break rooms, rest rooms, parking lots or other non-work areas.

7.20 Operator Certification & Incentive Program

All maintenance and operations employees are required to be certified in accordance with the District's Operator Certification Policy. Contact the District's Operations Supervisor for details on this policy.

Maintenance and operating employees are also eligible to participate in the District's current Operator Certification Incentive Program. Details about the program are available from the District's Operations Supervisor.

7.21 Outside Employment

Other employment outside the District must not interfere with an employee's present job, or involve a conflict of interest, or give that appearance.

7.22 Parking

The District currently provides free parking for employees in designated areas. When entering the parking lot, please follow directions and not park in reserved areas.

The District is not liable for fire, theft, damage or personal injury involving employee's automobiles. Protect personal property by locking all cars.

Employees are expected to drive safely. Speed limits are enforced on District property.

7.23 Personnel Records

The District keeps a personnel file as a record of every employee's employment. It is important for this record to be up-to-date and complete. This enables the District to reach employees in an emergency, forward mail and properly maintain insurance and other benefits. It also helps keep track of payroll deductions and many other things which should concern all employees.

An employee should notify the District Manager or his/her designee immediately if they have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions or person to notify in case of an emergency and other relevant information.

Additionally, an employee should notify the District Manager or his/her designee if they complete educational or training courses. This information may be considered with other employment records as job opportunities arise in the District.

With reasonable advance notice, an employee may review his or her own personnel file in the presence of an individual responsible for file maintenance. If an employee wants to look at their file or discuss it with someone, contact the District Manager or his/her designee.

7.24 Political Participation

The District does not make contributions or pay for expenditures related to an election for any political office.

The District encourages employees to participate in matters of responsible citizenship. The District will not interfere with the conduct of employees engaged in political activity, as long as the activities are confined to hours when the employees are not on duty, are not campaigning in clothing branded with District logos, and that the activities do not impair the employee's job efficiency or that of others.

7.25 Problem Solving

Employees who disagree or are dissatisfied with a District practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a timely manner. 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.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the District Manager. If the problem still cannot be resolved, employees may submit a written complaint to the District Board of Directors for review and final decision about the situation. See also the EEO/Harassment Complaint Procedure previously outlined in this document.

7.26 References

All requests for employment status must be submitted in writing to the District Manager. The District will provide information relative to an employee's hire day, current wage rate, and wages earned to date. The District will not respond to request for information relative to possible promotions, salary increases, or the likelihood of continued employment.

All request for letters of recommendation must be referred to the District Manager. If employees receive a call inquiring about a former employee, please refer it to the District Manager. Only the District Manager has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

7.27 Safety/Reporting of Accidents and Injuries

The District is committed to a safe work environment for employees. Report any unsafe practices or conditions to a supervisor.

Although precautions are taken to provide safe working conditions, the responsibility of accident prevention rests with each employee. All employees should observe the simple rules of common sense and good behavior, the best means of preventing accidents. All employees are required to become familiar with the District's Safety Manual and to observe all rules and procedures contained therein.

If an employee is injured on the job, no matter how minor, they must immediately report this fact in writing to the Assistant District Manager.

If medical treatment for an on-the-job injury is needed, it must be obtained from the District's designated physician. If not, an employee may be responsible for the cost of medical treatment.

Accidents involving District vehicles must be reported immediately to an employee's supervisor and the appropriate police/sheriff's department. Instructions on appropriate response to, and reporting of vehicle accidents is contained in the District's Safety Manual.

All District maintenance and operations employees are required to wear approved safety shoes during working hours. Employees required to wear safety shoes may seek reimbursement for the cost of one pair of safety shoes per year up to a maximum of \$100.00. A dated store receipt is required for reimbursement.

7.28 Security

Employees are provided with a security identification card and a building access code to disable and enable the security system. The security access code should not be shared with or given to anyone else. If the code becomes known to someone else, an employee should notify their supervisor so that it may be changed.

Keys are provided to specified employees to provide access to secured areas for business purposes. Keys are not to be lent to others nor duplicated without the written approval of a supervisor.

Lost or stolen keys or security identification cards should be immediately reported by an employee to their supervisor.

7.29 Smoking

It is our objective to provide a smoke-free environment within District facilities. However, employees may smoke in the designated smoking area. Smoking is prohibited in all other areas of the building and property. This restriction applies to all employees and visitors, at all times, including non-business hours.

7.30 Termination of Employment

If an employee decides to leave the District, the District requests that an employee gives their supervisor two weeks' notice in writing, specifying the reason for resignation. After notice is given, the Financial Administrator can arrange for payment of the final paycheck and earned vacation and sick leave.

On or before the last day of work, all District property must be returned to the employee's supervisor and all debts settled.

7.31 Time Reporting

All employees must record time worked on a daily basis. The District uses a computerized time keeping system for reporting time and calculating pay and leave time.

Include on timekeeping reports the total hours worked excluding meal periods, work activities, and paid days off, such as vacation or sick leave.

Employees are responsible for submitting time keeping reports to the designated District employee on a weekly basis for approval and submittal to payroll.

7.32 Use of District Vehicles, Property, and Equipment

Except as authorized by the District Board of Directors, all vehicles owned or leased by the District are to be used for business purposes only. All vehicles are to be kept on District property when not in business use unless otherwise specifically authorized in writing by the District Manager or as a requirement of the job.

From time to time certain employees are required to keep a service vehicle at home for the purpose of responding to emergencies during nighttime hours, weekends and Holidays. Under current IRS Regulations, the use of such vehicles (properly identified and equipped) for commuting to and from work is considered to be a working condition fringe benefit, not as personal use. With the exception of "de minimis" use, all other personal use of the vehicle is prohibited. (Examples of "de minimis" use might include stopping for lunch between two business stops or a personal errand (not significantly out of the way) between a business stop and home).

Operation of District-owned property and/or removal of same for personal use must be pre-approved in writing by an employee's immediate supervisor.

7.34 Visitors

Visitors are welcome, but their presence can be a distraction to other employees. The presence of personal visitors may present safety and liability problems for the visitor, employees and the District. For these reasons, visitors must check in and be met at the reception desk.

Tours of District facilities or accompanying an employee during work activities must be pre-approved by the employee's supervisor.

ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of the employee handbook dated _____.

I understand that I am to become familiar with its contents.

Further, I understand:

- Employment with Platte Canyon Water & Sanitation District is at-will. I have the right to end my work relationship with the organization, with or without advance notice, for any reason. The organization has the same right.
- The language used in this handbook and any verbal statements to management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specified duration.
- The handbook is not all inclusive but is intended to provide me with a summary of some of the District'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 organization therefore reserves the right to interpret them or to change them without prior notice.
- No representative of Platte Canyon Water & Sanitation District, other than the District Manager or President of the District, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the President and myself. We have not entered into such an agreement.

Employee Name

Employee Signature

Date Acknowledged