PERSONNEL POLICY MANUAL

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1.01 INTRODUCTION

I. INTENT

The purpose of these policies is to establish and maintain a system to administer the personnel functions of the City of Grand Junction (City). That system will ensure that personnel actions have a structured basis and assist Managers and Supervisors in understanding and communicating City personnel policy to employees. The Manual is intended to be a management tool.

II. AUTHORITY

These policies are authorized by the City Manager and administered by the Human Resources Director as rules.

III. POSITIONS COVERED

These policies define the general conditions of employment for all full-time, regular part-time, seasonal, temporary, and part-time employees of the City with the exception of Department Directors who are considered "at will" employees and are not subject to disciplinary appeals as provided herein.

IV. DISCLAIMERS

The Manual is provided for informational purposes only. No provision, term or portion of the Manual constitutes an implied or expressed contract, guarantee or assurance of employment or a right to an employment related benefit, process, or procedure. Nothing in the Manual will alter the City Manager's authority to employ personnel per the City Charter.

No employee or representative of the City is authorized to enter into any oral employment contract or agreement. Any alteration of the terms and provisions of the Manual will be in writing and approved by the City Manager.

The City reserves the right to change, modify, eliminate, or deviate from any policy, procedure, process, or program in the Manual or otherwise at any time.

V. SEVERABILITY

If any section, subsection, sentence, clause or phrase is found to be illegal or unenforceable, such finding(s) will not affect the validity of the remaining portions of the policies.

VI. DEPARTMENTAL RULES AND REGULATIONS

Departments may adopt, issue, and/or post their own written work policies when they are not covered by or are in conflict with these rules. In any event, the Manual will take precedence over any departmental rule or regulation.

1.02 NONDISCRIMINATION POLICY

I. EQUAL EMPLOYMENT OPPORTUNITY

The City of Grand Junction will provide equal employment opportunity for all qualified applicants and employees consistent with the requirements of state and federal law. Accordingly, discrimination against any person or employee because of hair, race, color, religion, creed, sex (including pregnancy, gender identity, gender expression, chosen name, pronouns, form of address, and sexual orientation), national origin, age (40 or older), disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state, or local law is not allowed.

Equal opportunity extends to all aspects of the employment relationship including hiring, transfers, promotions, training, dismissals, working conditions, compensation, benefits and other terms and conditions of employment.

A. AMERICANS WITH DISABILITIES

City policy expressly prohibits discriminatory hiring and personnel practices against qualified individuals with disabilities. Reasonable accommodation of known physical or mental limitations will be made, unless the accommodation would pose an undue hardship on the City.

Individuals will not be placed in positions where, with or without a reasonable accommodation, they create a direct threat to the safety or health of themselves or others. The determination that an individual poses a direct threat will be confirmed by a written opinion from an appropriate professional selected by the City.

B. PREGNANCY

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 City will engage in a timely, good-faith 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 City's business operations.

The City 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 Human Resources.

The City 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

B. PREGNANCY (continued)

not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

C. HARASSMENT

The City strives to maintain a workplace free from all forms of harassment, including sexual harassment. The City considers harassment in all forms to be a serious and unacceptable offense.

Any employee who believes they have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor or to the Human Resources Director or Manager, or to the City Attorney. The City will thoroughly investigate all complaints. (See Policies 6.2, 6.3, and 7.2)

D. CIVIL RIGHTS COMPLAINTS

Should an employee believe, after completing the steps in the grievance and complaint resolution process provided in City policy 7.2, that the City has not addressed their discrimination or civil rights concerns/violations, a complaint may be filed with the Office of Civil Rights. Complaint forms may be accessed via the internet and returned to Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531. http://www.ojp.usdoj.gov/about/ocr/complaint.htm.

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1.03 REASONABLE ACCOMMODATION POLICY

I. POLICY

The City does not discriminate against any employee with respect to any terms, privileges, and/or conditions of employment due to religious beliefs and practices, a disability, or any health condition related to pregnancy or the physical recovery from childbirth. The Americans with Disabilities Act, the Pregnant Workers Fairness Act, the State of Colorado Workplace Accommodations for Nursing Mothers Act, Title VII of the Civil Rights Act of 1964 and all other applicable federal, state, and local laws apply to City employment.

The City is committed to engaging in a timely, good-faith, and interactive process with any employee who requests a reasonable accommodation, provided the employee is qualified to perform the essential functions of the job, with or without accommodation, and provided an accommodation would not place an undue hardship on City operations or pose a threat to the health and safety of employees, and as defined by law.

II. INTERACTIVE ACCOMMODATION PROCESS

To request an accommodation, the employee should complete the "Reasonable Accommodation Request" form.

If necessary, the employee may be asked to provide a "Medical Inquire Form" from his/her healthcare provider to determine whether the employee has a disability, the specific workplace limitation(s) resulting from the disability, and the extent of the limitation(s). In certain situations, the employee may be asked to provide a medical release authorizing the City to contact his/her healthcare provider.

The City may ask the employee to provide information regarding education, qualifications, and work experience if reassignment to another position is a possible consideration.

A committee will review the request and documentation and determine if an accommodation is available that is reasonable and would not create an undue hardship on City operations. The committee will be made up of one representative from the employee's department (Director and/or manager level), the Human Resources Director, the Risk Manager, and the City Attorney. Other members(s) may be included as needed to assess medical, disability, work environment, accommodation options, or related issues.

If the accommodation is approved or approved on a trial basis, Human Resources will notify the employee in writing and include details of the accommodation and the anticipated start date.

If the accommodation is denied, Human Resources will notify the employee in writing and include the reason for denial.

All accommodations will be reviewed annually, and employees may be asked to provide updated information to demonstrate the need for ongoing accommodation(s).

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III. APPEAL PROCESS

An employee who wishes to appeal the denial of a requested accommodation may request an appeal meeting. The employee may request a meeting with the City Manager or his/her designee within 10 business days after the notification from Human Resources. An appeal meeting should be scheduled with the City Manager or his/her designee within 15 working days of the date a written request is received by the Human Resources Department.

IV. CONFIDENTIALITY

The City strictly maintains confidentiality of employee accommodation requests to include medical and genetic information, including denials, in a file separate from the employee personnel file. Information will only be shared with a limited number of individuals who "need to know" in order to assist in the review of the accommodation request, the determination, and the implementation of accommodations where applicable or as otherwise required by law.

V. ANTI-RETALIATION

Retaliation for requesting or being granted an accommodation is prohibited. An employee who believes he/she is subject to retaliation based on an accommodation request should immediately report the behavior or incident to his/her Supervisor, Department Director, Human Resources Director, or City Attorney.

2.01 CLASSIFICATION AND COMPENSATION PLAN

I. INTENT

The Classification and Compensation Plan is an inventory of all City positions and the pay levels assigned to each position. The purposes of the Classification and Compensation Plan are:

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A. Establish pay rates on the basis of job content and market conditions.

B. Enable the City to recruit and retain qualified employees and to recognize the value of employees' contributions.

C. Provide uniform titles for positions.

D. Establish recruiting, testing and qualification standards.

E. Provide Appointing Authorities with the means of analyzing area of responsibility, lines of authority, work distribution and other relationships between positions.

F. Establish lines of promotion.

G. Provide a basis for determining training needs.

H. Provide a basis for developing standards of work performance.

I. Assist Appointing Authorities in determining budget requirements.

J. Comply with applicable federal and state laws and regulations.

II. AUTHORITY

The Human Resources Director will be responsible for recommending classification of all positions and for the development and maintenance of the Classification and Compensation Plan. The City Manager adopts and implements the Classification and Compensation Plan.

III. PAY PLAN STRUCTURE

Each position is assigned to an occupational group or job family based on similarity of work functions. Also, each position is assigned a pay range that defines minimum and maximum rates of pay.

IV. PAY RANGE ADJUSTMENT

Pay ranges may be adjusted because of changes in market conditions, minimum wage, or internal value of a position. Market value of a position is determined through survey(s) that compare the City's pay range(s) for selected positions to those of other employers in the market defined by the City. Internal value is measured through a job evaluation process, which assesses the value of a position relative to other City positions.

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V. ANNUAL PAY ADJUSTMENT

Pay adjustments will be in the form of a step increase and will be limited to adjustments within the established pay range, provided performance expectations are met. These adjustments are part of the City's structured compensation plan and are applied consistently across all eligible positions. However, annual pay adjustments are not guaranteed and are subject to budget availability as determined by the City.

Employees who have reached the maximum of their pay range will receive a lump sum payment equivalent to the value of the approved step increase in lieu of a base salary adjustment, subject to budget availability.

The effective date of the annual pay adjustment will generally coincide with the first day of the following pay period after the performance review is completed. All pay adjustments must be supported by written documentation, typically in the form of a performance appraisal. Retroactive adjustments beyond two pay periods require approval from both the Department Director and the Human Resources Director.

VI. NEW POSITIONS

When a new position is established, the hiring Manager will submit a completed Job Analysis Questionnaire (JAQ) to the Human Resources Director. The Human Resources Director will review the JAQ and recommend to the City Manager the appropriate classification and compensation level for the new position.

VII. RECLASSIFICATION

When the duties assigned to an employee change substantially (kind and/or level of work), the Supervisor, with the concurrence of the Department Director, may request in writing a change in classification. The Human Resources Director will determine whether the position should be reclassified and request a completed Job Analysis Questionnaire from the Supervisor. Positions may be reclassified to lower, equivalent or higher classifications or may not be reclassified at all. The Human Resources Director will recommend to the City Manager such reclassifications as are found to be appropriate. The effective date of reclassification will be recommended by the Department Director and will coincide with the first day of the following pay period unless otherwise authorized by the Human Resources Director.

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2.02 RATE OF PAY

I. PAY

All pay recommendations will be made by the Department Director and approved by the Human Resources Director and City Manager.

II. ON INITIAL EMPLOYMENT

Newly hired employees will be compensated at the entry rate of the pay range of the position for which they are hired.

When exceptional qualifications of a candidate for employment indicate that a higher entry rate and/or additional compensation would be in the City's best interest, the Human Resources Director and City Manager may authorize hiring at a higher rate in the pay range, a hiring bonus, Paid Time Accrued (PTA), and/or relocation reimbursement, upon the recommendation of the appropriate Department Director. Relocation expenses are taxable per IRS rules and regulations.

III. PROMOTION

Employees promoted to a higher job class will be placed within the pay range of the new class at a rate commensurate with their education, training, experience, and seniority to the extent that such factors are reasonably related to the position.

IV. RECLASSIFICATION

Employees reclassified to a lower, equivalent or higher job class will be placed at the pay level equivalent to their demonstrated performance in their former job class.

V. DEMOTION

Employees taking a voluntary demotion in lieu of layoff will be reduced to the pay level in the new pay range which corresponds to their demonstrated performance in their former job class.

Employees who are voluntarily or involuntarily demoted for any other reason will be reduced to the pay level in the new pay range which corresponds to their expected level of performance.

VI. REINSTATEMENT FOLLOWING DEMOTION

Employees reinstated to their former job class following a demotion will be placed at the pay level which corresponds to their expected level of performance.

VII. REINSTATEMENT AFTER MILITARY SERVICE

Full-time and regular part-time employees who leave or who have left City service to enter the active service of the armed forces of the United States or of the State of Colorado, will be entitled to reinstatement if they meet the re-employment provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees returning from military leaves of absence will be restored to their former positions or, in some cases, to jobs that are equal to their former positions in status and pay. An employee returning from a military leave of absence will be compensated at the rate of pay, benefits and level of seniority the employee would have received had the employee continued working during the period of military leave. It is the intent of the City to comply with the requirements of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and other applicable laws.

VIII. RE-EMPLOYMENT AFTER NORMAL SEPARATION

Employees re-employed within (30) days of their separation date will be considered to have continuous service and will be placed at the pay level which corresponds to their expected level of performance, as approved by the Supervisor and Department Director. Employees re-employed after thirty (30) days of their separation date will be considered to have broken service for the purpose of pay status and will be subject to the rate of pay provision of "On Initial Employment." The effect on retirement or vesting upon re-employment after separation will be determined by the employee's retirement plan.

IX. AFTER REDUCTION-IN-FORCE

Employees re-employed in their former job class following a layoff will be placed at the pay level which corresponds to their demonstrated performance in their former job class at the time of layoff. Employees re-employed within (6) months of their separation date will be reinstated to their Paid Time Off (PTO) Accrual and Seniority level at the time of layoff.

X. UPON TRANSFER

Transferred employees will be placed at the pay level corresponding to their expected level of performance. Transfers require the recommendation of the Department Director, a review by the Human Resources Director and the approval of the City Manager.

XI. SEQUENCE OF PAY CHANGES

When more than one personnel action involving changes in an employee's pay status becomes effective on the same day, all such changes will take place in the following order of precedence:

1. Market Adjustment.
2. Annual Pay Adjustment.
3. Promotion, demotion, reclassification or transfer.

2.03 HOURS OF WORK

I. WORK PERIOD

The regular work week for full-time employees, with the exception of certain designated personnel in the Fire Department, will be forty (40) hours during the seven (7) day period from Sunday through Saturday. For all employees with a regular work week of forty (40) hours, the regular hourly rate of pay is calculated as twelve times the monthly rate divided by 2,080 hours. The regular work week period for regular part-time, seasonal, temporary and part-time employees will be determined by the employee's Supervisor, as needed.

Fire Department: Designated Fire Department personnel will have a regular work schedule of 48 hours followed by 96 hours off, equating to an average work week of 56 hours. Overtime compensation will be provided for actual hours worked beyond 212 in each 28-day cycle. For employees with an average work week of 56 hours, the regular hourly rate will be twelve times the monthly rate divided by 2,912, per the overtime exemption for sworn fire protection employees under the Fair Labor Standards Act.

Non-sworn Fire Department employees with a regular work schedule of 48 hours followed by 96 hours off will follow a standard forty (40) hour work week for purposes of overtime calculation. Overtime compensation will be provided for actual hours worked in excess of forty (40) hours in a work week. Daily overtime and double time provisions do not apply to employees in this category. The regular hourly rate of pay is calculated as twelve times the monthly rate divided by 2,080 hours.

Police Department: Designated personnel in the Police Department follow a standard forty (40) hour work week and are eligible for overtime compensation for any hours worked over 40 hours in a regular work week.

2.04 SPECIAL PAY

I. OVERTIME, NON-EXEMPT

In compliance with the Fair Labor Standards Act, a non-exempt employee who performs work in excess of a regular forty (40) hour work week, or in excess of two hundred twelve (212) hours in a twenty-eight (28) day work period for designated Fire Department personnel, will be compensated with overtime pay or compensatory time.

Supervisors will be held responsible for controlling overtime work and the associated expense. Whenever possible, work schedules will be adjusted to avoid or reduce routine overtime work. In situations where unexpected changes in workload require additional hours mandated by the Supervisor, overtime hours may be authorized.

Overtime work will, whenever possible, be assigned on a voluntary basis; however, an employee's Supervisor, or the Supervisor's designee, reserves the right to require any employee to work extra hours when the need arises. All overtime must be authorized by the appropriate Department Director or the Department Director's designee.

In an effort to limit the City's financial liability, Supervisors have the discretion to require the use of comp time.

A. HOURS WORKED

Paid time that is not actually worked, such as compensatory time, paid time off, jury duty hours, standby hours, and call-back hours will not be considered "hours worked" for the purpose of computing overtime. In the event that routine overtime occurs in the same week or work period in which an employee uses paid leave, the leave hours used will be reduced to offset the additional hours worked.

In certain situations, when an employee works unexpected, mandated overtime the Supervisor may authorize overtime compensation regardless of any time off the employee may have used during the work week or work period.

Employees will not be allowed to accrue and use compensatory time in the same week.

Each work week or work period will stand alone for overtime purposes.

Overtime will be calculated to the nearest fifteen (15) minutes of overtime worked.

Employees required to work during the transition to or from Daylight Saving Time will be compensated for the actual hours worked. When clocks move back one hour in November, employees will be paid for the additional hour worked. When clocks move forward one hour in March, no deduction will be made for the hour lost; employees will be paid for their scheduled hours during both transitions.

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B. RATE OF PAY

Overtime compensation for non-exempt employees will be in the form of either 1-1/2 times the regular hourly rate of pay, or in the form of compensatory time at the rate of 1-1/2 times the overtime hours worked.

Non-exempt employees who work a regular work week of forty (40) hours will be compensated at the rate of 1-1/2 times their regular hourly rate of pay for any and all work performed continuously over twelve (12) hours and at double their regular hourly rate of pay for any and all work performed continuously over sixteen (16) hours, including regularly scheduled shift hours.

Non-sworn Fire Department employees with a regular work schedule of 48 hours followed by 96 hours off are not subject to daily overtime or double time provisions. Overtime compensation will be provided for actual hours worked in excess of forty (40) hours in a work week at the rate of 1-1/2 times the regular hourly rate of pay.

C. LIMITS ON ACCUMULATION OF COMPENSATORY TIME

Non-exempt employees with a regular work week of forty (40) hours, a work period of eighty (80) hours, or a regular work schedule of 48 hours followed by 96 hours off may accumulate up to 120 hours of compensatory time. Sworn Fire personnel with a regular work period of two hundred twelve (212) hours may accumulate up to 168 hours of compensatory time. Hours reported in excess of these limits will be paid at overtime rates.

D. NON-EXEMPT TO EXEMPT

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

E. ON SEPARATION

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

II. OVERTIME, EXEMPT

Exempt positions generally require more hours than the normal work week to complete assigned duties. There is no legal requirement or obligation to grant compensatory time to exempt employees.

Positions determined by the Human Resources Director to be professional, administrative, or executive, as defined by the Fair Labor Standards Act, are exempt from the overtime pay and compensatory time off provisions of this Chapter.

Discretionary time off for exempt employees may be authorized periodically and administered by the appropriate Supervisor at his or her discretion but with the understanding that it is not an employee entitlement.

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III. STAND-BY PAY

Any non-exempt employees assigned to stand-by duty for the purpose of being on call and available to handle emergency situations arising at times other than during normal working hours are eligible for stand-by pay or compensatory time.

Stand-by pay or compensatory time will be authorized by the appropriate Supervisor and approved by the appropriate Department Director. The availability of compensatory time will vary across departments or divisions based upon operational demands, budget or staffing concerns.

Employees will be guaranteed one (1) hour of pay or compensatory time at double their regular rate of pay for each calendar day or overnight assignment of such stand-by duty. For employees with a regular work period of one hundred eighty-two (182) hours, such time will refer to the time from the end of the regular shift to the beginning of the next regular shift.

Stand-by pay is not included as "hours worked" for overtime purposes.

IV. CALL-BACK PAY

Non-exempt employees who have left their work site after completing their regular shift and who are subsequently "called back" to perform emergency work (i.e., unscheduled work with less than four hours prior notice) are eligible for call-back pay or compensatory time.

Call-back pay or compensatory time will be authorized by the appropriate Supervisor and approved by the appropriate Department Director. The availability of compensatory time will vary across departments or divisions based upon operational demands, budget or staffing concerns.

A. HOURS WORKED

Call-back time will cover the period from the time employees report for work until they are released by their Supervisor. Time spent in travel to the worksite is not counted as call-back time unless the employee is responding in a City vehicle. All call-back time will be calculated to the nearest fifteen (15) minutes of time worked. A minimum of two (2) hours will be guaranteed for each call-back. Additional call-back events which occur within the two (2) hour guarantee time will not be treated as separate events for purposes of determining a new call-back period.

Call-back hours are not included as "hours worked" for overtime purposes.

B. RATE OF PAY

Call-back pay or compensatory time will be 1-1/2 times the regular rate of pay.

V. COURT APPEARANCE

Non-exempt employees subpoenaed to appear during off-duty hours as a witness for court proceedings arising out of or within the scope of their employment will be eligible for court appearance pay.

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A. HOURS WORKED

A minimum of two (2) hours may be reported by employees for off-duty hours spent at job-related court appearances for which they have been subpoenaed.

B. RATE OF PAY

Off-duty hours spent on job-related court appearances will be compensated at the employee's regular rate of pay. Such hours spent on job-related court appearances will be considered "hours worked" for overtime purposes. Overtime compensation will be in accordance with the general overtime provisions of this chapter.

VI. SHIFT PREMIUM

Non-exempt employees assigned to work shifts and who routinely perform work during the assigned shift that begins after 3:00 p.m. and before 4:00 a.m. for a minimum of a two-week period will receive an hourly shift premium.

Shift premium pay does not apply to designated police and Fire personnel or employees in positions that perform work during the assigned hours due to the nature of their jobs.

Shift premium pay will be authorized by the appropriate Supervisor and approved by the appropriate Department Director.

A. RATE OF PAY

Shift premium pay is an additional fifty (50) cents per hour.

VII. TEMPORARY UPGRADE PAY

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

Temporary, acting or interim, upgrade pay is intended for upgrades lasting a minimum of two consecutive weeks to fill a position on a temporary basis where hiring is not expected to be permanent. The City is required to announce promotional opportunities to all current employees. In cases where an upgrade is ongoing, the Department Director will follow procedures in order to request a reclassification or a position addition. Temporary upgrade to a vacant position will be limited to a maximum of six (6) months.

A request for temporary upgrade pay will be recommended by the Supervisor, approved by the appropriate Department Director and reviewed by the Human Resources Director.

A. RATE OF PAY

Employees who are temporarily upgraded for at least one full pay period or 80 consecutive hours will be compensated within the pay range of the higher-level job class at the greater of the entry rate or their base rate plus five percent (5%) unless another rate is

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recommended by the Department Director and approved by the Human Resources Director and City Manager due to extraordinary circumstances or performance of the upgraded employee. A Supervisor may recommend a rate less than five percent (5%) above the employee's base rate, but not less than the entry rate of the range. The hiring Supervisor's recommendation will require approval by the appropriate Department Director and review by the Human Resources Director.

Due to staffing requirements and a higher incidence of temporary upgrades in the Fire Department, shift personnel who are temporarily upgraded to another shift position will receive temporary upgrade pay for each full shift worked in the higher-level position.

VIII. SPECIAL PROJECT PAY

In situations where the Department Director has determined that a special project requires completion and is considered to be more complex and outside the normal duties of an employee's work responsibilities, a request for special project pay of up to 10% above the employee's current pay rate may be made.

A special project is defined as being performed over a limited period of time, involves the completion of a specific task, and is outside the normal capacity of the employee's regular job duties.

A request for special project pay will be recommended by the Supervisor, approved by the appropriate Department Director, the Human Resources Director, and the City Manager.

IX. PAY FOR REQUIRED TRAINING / TRAVEL TIME

A. TRAINING TIME

A non-exempt employee who is required to attend training will be compensated for time in attendance if the following are met: 1) the required training occurs during the employee's regular working hours; 2) the training is initiated and mandated by the employee's Supervisor or Department Director; and 3) the training is directly related to the employee's job.

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

TRAINING TIME (Continued)

If the training or continuing education is required by the State of Colorado as a condition of practice of the trade or profession, and if the training is not directly job related, attendance at such training will not be considered working time.

B. TRAVEL TIME

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

X. STIPEND PAY

Employees may receive stipend pay for certain special duty assignments. Stipends will be authorized in writing by the appropriate Supervisor and approved by the Department Director, Human Resources Director, and City Manager.

A. RATE OF PAY

Employees designated to receive a stipend will receive a percentage of their base salary as the stipend. Stipends are not considered part of base pay and will not be included for purposes of calculating overtime and other employee benefits.

2.05 PAYROLL PROCESSING

I. PAY PERIODS and PAY DAY

There are generally twenty-six (26) pay periods in each full calendar work year. Pay periods begin at 12:01 A.M. on alternate Sundays. Payday is every other Monday. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday.

Employees who resign will receive a paycheck on the next regular payday. A dismissed employee's final paycheck including all compensation due will be available at the time of

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dismissal, or no later than six (6) hours after the start of the next regular workday of the finance office.

II. AUTHORIZATION

Department Directors are responsible for the maintenance and accuracy of daily time and attendance records for their various divisions. Approval for payment and input of time and attendance records into the payroll system will be completed by 12:00 noon on the Monday following the last day of the pay period, unless otherwise authorized.

III. PAYROLL DEDUCTIONS

The following types of deductions of authorized amounts may be made from an employee's pay:

A. Mandatory deductions such as Federal and State withholding tax, contributions to Social Security or court-ordered wage garnishments.

B. Mandatory contributions to benefit plans provided or authorized by the City of Grand Junction such as contributions to retirement plans, or disability and retiree health insurance premiums.

C. Voluntary deductions or contributions authorized by the employee such as insurance premiums, flexible spending accounts, loan payments or charitable contributions.

D. Deduction for the value of property provided by the City of Grand Junction to an employee during his or her employment, which the employee fails to return upon separation of employment.

E. Other deductions authorized by the City Manager.

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2.06 WORK-RELATED EXPENSES

I. TRAVEL AND BUSINESS EXPENSES

The City will pay for ordinary and necessary expenses incurred by employees that are directly related to City business and/or City required travel. In accordance with IRS guidelines, employees are required to report their actual and/or per diem travel and business expenses. (Per diem allowance is a daily payment instead of reimbursement for actual expenses for meals and incidental expenses.) Within ten business days of return from travel, actual travel and business costs must be itemized on the Travel Authorization and Advance Form and submitted, along with necessary documentation, for final Department Director or designee approval.

A. TRANSPORTATION AND MILEAGE REIMBURSEMENT

The City will pay for the cost of commercial, coach/economy class airfare and/or ground transportation. Employees wishing to upgrade from coach/economy class may do so using their personal funds. Airline travel insurance is prohibited and should not be purchased with City funds. Employees using a personal vehicle for City travel will be reimbursed for mileage at a per mile rate annually adopted by the City Manager. Mileage eligible for reimbursement is calculated (by internet map) as the round-trip mileage from the place of work to the place(s) of business. Mileage reimbursement will not exceed the rate for traveling by another form of transportation listed above. If more than one employee is traveling in a personal vehicle, mileage reimbursement will be paid only to the employee owning the vehicle. See Policy 8.2 for the mileage reimbursement authorized rate.

Employees who use their personal vehicles (a motor vehicle with an enclosed cab) for City day-to-day business travel are eligible for mileage reimbursement at the per mile rate. All mileage reimbursement requests must be submitted on the Mileage Reimbursement Form and include the approval of the appropriate Supervisor, Manager, or Department Director.

The City will not reimburse for regular employee commuting mileage to and from the employee's residence. The use of motorcycles for City business or to transport City equipment is prohibited. Therefore, the use of a personal motorcycle while on City business will not be reimbursed.

When traveling on City business, an employee will have the following options:

1. Use of a City vehicle or pool vehicle;
2. If a City vehicle is not available, the City will pay mileage or for a rental vehicle;
3. If traveling with business associates, employees must use a City pooled vehicle or a rental vehicle;
4. If an employee chooses to use their personal vehicle in spite of others being available, the City will cover the cost of fuel for the business related travel.

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TRANSPORTATION AND MILEAGE REIMBURSEMENT (Continued)

In order to receive mileage or fuel reimbursements and use personal vehicles for City business, employees must have and provide proof of insurance as required by state law.

Reimbursement will be made for parking expenses where free space is not available at the points of assignment. Employees will not be reimbursed for the cost of parking infractions or other traffic violations/citations.

B. MEAL ALLOWANCE

Meal expenses include breakfast, lunch, dinner, and related tips (not to exceed 20%) and taxes. Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons. The per diem will be equal to the rates established by the US General Services Administration (USGSA) by major cities, counties, and states. The City will allow a per diem for each meal not already included as part of the training/conference.

C. OTHER TRAVEL-RELATED EXPENSES

The City may pay for the actual cost of other expenses such as lodging, registration fees, telephone charges and miscellaneous items related to business travel when submitted with receipts and approved by the appropriate Department Director.

II. TAKE HOME VEHICLE

In certain situations, the City of Grand Junction will assign a City-owned Qualified Nonpersonal Use Vehicle (as defined by the Code of Federal Regulations). To ensure adherence to IRS regulations governing the utilization of "take home" vehicles, these vehicles are designated solely for official City business purposes. The assignment of take-home vehicles to employees is intended to enhance emergency response, or to ensure effectiveness and efficiency with specialized vehicle responsibilities. Take home status means an employee is required to drive a City vehicle from the place of residence to work, and vice versa, rather than leaving the vehicle at a City facility. Currently, regular and seasonal assignments of take-home vehicles require consideration and recommendation by an employee's Division Manager.

The purpose of this policy is to provide direction concerning the circumstances under which it may be appropriate to assign City-owned vehicles to be taken home by City employees. It is also intended to set forth standards and guidelines that will encourage effective and efficient use of the City's fleet, fuel, maintenance and vehicle replacement costs by limiting the amount of non-job-related trips. It will also attempt to ensure an equitable approach to vehicle usage driven by operational needs.

Department Directors shall submit to the City Manager justifications for the assignment of take-home vehicles in their departments. Approval of the assignment of a take home vehicle shall be the responsibility of the City Manager.

A. City vehicles shall not be taken home by employees living outside of the city limits, unless the City Manager determines that it is in the best interest of the City.

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II. TAKE HOME VEHICLE (Continued)

B. All employees assigned a take home vehicle shall keep a log of the usage of that vehicle outside of normal duty hours. This log shall include at least the name of the employee, date of call out, service address, nature of call out and time of service initiation and service completion.

C. Department Directors shall review, on a yearly basis, the assignment of take-home Vehicles in their departments. Department Directors shall report to the City Manager whether the assignments are justified by this policy.

D. Department Directors will be responsible for communicating to the Internal Services Manager any approved additions or deletions to the list of take-home vehicles and associated employees on an annual basis.

E. The list of approved take-home vehicles and associated employees shall be maintained by the City's Fleet Manager and provided annually to the Finance Director and City Manager.

F. No assignment of a take home vehicle shall be considered unless it is justified by one or more of the following criteria:

1. The employee is subject to frequent service calls requiring the use of a vehicle to conduct City business during the employee's non-duty hours. Frequent service calls shall be defined as an average of 2 calls per week.
2. The employee is required to respond to emergencies during non-duty hours, and the use of a City-owned vehicle is necessary for proper emergency response. Emergencies shall be defined as unforeseen circumstances requiring immediate action.
3. The employee is required to respond to non-duty hour calls within a limited time frame established by the department and traveling to secure a City vehicle would prevent the employee from meeting response time standards.
4. The employee must use specialized equipment carried in a City-owned vehicle, during non-duty hours, to effectively carry out their job duties and traveling to a City facility to secure the vehicle would create time constraints.
5. Exceptional circumstances necessitate a vehicle be taken home by an employee to enhance operational efficiency. The efficiency impact must be documented to the City Manager in writing and should reference the benefits versus the costs of the assignment or the department's service standards.
6. The City Manager deems that it is in the best interest of the City to assign a take home vehicle to an employee by virtue of the responsibilities of their position.

Internal Revenue Service guidelines dictate that in most cases, take-home vehicles are a fringe benefit, and it is "The employer's responsibility to determine the actual value of this fringe benefit and to include the taxable portion in the employee's income." Department Directors will communicate to employees the requirements for reporting take-home vehicles as a taxable fringe benefit prior to the employee taking the vehicle home.

III. UNIFORM AND TOOL ALLOWANCE

Uniform and tool allowances will be budgeted on an annual basis by each department and will be subject to annual budget review. Changes to the same may occur at any time upon written authorization by the City Manager. Allowances will not automatically increase each year.

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A. UNIFORM ALLOWANCE

Uniformed and certain other designated personnel will be furnished with uniforms, clothing, clothing allowance or equipment in accordance with the regulations established by the City Manager. The value of work clothing provided by the City is not taxable if the employee must wear the clothing as a condition of employment; and clothes are not suitable for everyday wear. All uniforms, clothing and equipment are the property of the City and must be returned upon separation from employment. See Policy 8.2 for clothing allowance rates.

B. TOOL ALLOWANCE

Designated personnel required to provide their own tools will receive reimbursement for the purchase of new or replacement tools up to an amount adopted annually and approved by the City Manager. See Policy 8.2 for tool allowance rates.

IV. CELL PHONE REIMBURSEMENT

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

A. AUTHORIZED USAGE

Because the employee's cell phone does not belong to the City and the City is not paying for the entire cost of the service, personal use is expected. The reimbursement is not taxed as income or considered earnings. The employee is not required to track business usage; however, the employee will be required to provide a copy of their cell phone bill on an annual basis for purposes of verifying that the reimbursement does not exceed the total cost of the employee's cell phone service.

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

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

B. ACCESS TO CITY DATA AND/OR STORAGE SYSTEMS

When personal cell phones are used to access City data and/or systems, regardless of whether or not an employee is receiving a cell phone reimbursement, all data transmitted

from or to, or stored on the employee's cell phone, is not privileged and may be subject to discovery under the Colorado Open Records Act. Employees using personal cell phones for City business should ensure that the phone is password or PIN protected and protect their phone from being lost or stolen.

3.01 PAID TIME OFF LEAVE POLICY

I. POLICY

Recognizing the varying work schedules of City employees and their diverse needs for time away from work, the City provides a Paid Time Off (PTO) leave program. Paid Time Off is accrued by employees to use for vacations, illnesses, off the job injury, medical/dental appointments, personal business, childcare, pregnancies, family emergencies or for any other valid absence as determined by the Department Director or his/her designee.

II. PAID TIME OFF ACCRUAL RATE

Employees with a regular work week of forty (40) hours will accrue the following amount of PTO on a bi-weekly basis for 26 pay periods each year:

Years of Service	Bi-weekly Accrual Hours	Annual Accrual Days
1 through 5	9.846	32
6 through 10	10.769	35
11 through 15	11.692	38
16 through 20	12.615	41
21 or more	13.539	44

Regular part-time employees with an average work week of 30 – 37 hours per week (three-quarter time) will accrue the following amount of PTO on a bi-weekly basis for 26 pay periods each year:

Years of Service	Bi-weekly Accrual Hours	Annual Accrual Days
1 through 5	7.385	24
6 through 10	8.077	26.25
11 through 15	8.769	28.5
16 through 20	9.461	30.75
21 or more	10.154	33

Regular part-time employees with an average work week of 20 – 29 hours per week (half-time) will accrue the following amount of PTO on a bi-weekly basis for 26 pay periods each year:

Years of Service	Bi-weekly Accrual Hours	Annual Accrual Days
1 through 5	4.923	16
6 through 10	5.385	17.5
11 through 15	5.846	19
16 through 20	6.308	20.5
21 or more	6.77	22

Seasonal employees working more than 1040 hours in the previous season accrue eight (8) hours of PTO at the beginning of their second season and accrue eight (8) additional hours with each season worked, up to a maximum of 40 hours. Balances do not carry over from year to year and, if not used, will be paid to the employee at the end of the season:

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II. PAID TIME OFF ACCRUAL RATE (Continued)

Seasons Worked Prior to Rehire	Seasonal Accrual Hours
1	8
2	16
3	24
4	32
5	40

Employees assigned to a regular work schedule of 48 hours followed by 96 hours off will accrue the following amount of PTO on a bi-weekly basis for 26 pay periods each year:

Years of Service	Bi-weekly Accrual Hours	Annual Accrual Shifts
1 through 5	13.846	15
6 through 10	15.138	16.4
11 through 15	16.431	17.8
16 through 20	17.723	19.2
21 or more	19.015	20.6

Employees assigned to a regular work schedule of 48 hours followed by 96 hours off who promote to or are assigned for more than a year to a position with a regular work week of forty (40) hours will have their PTO accrual rate and balance adjusted to the forty (40) hour rate. Accruals will be changed by using a conversion rate of 1.4 (11.2 hours divided by 1.4 equates to 8 hours). When employees move from a position with a regular work week of forty (40) hours to a position with a regular work schedule of 48 hours followed by 96 hours off, PTO accrual rates and balances will be converted by using a rate of 1.4 (8 hours multiplied by 1.4 equals 11.2 hours).

PTO accruals will increase to the next level in the pay period during which the employee's service requirement will be met, based on their actual anniversary date.

PTO will continue to accrue during periods of absence while the employee remains in an active pay status, with the exception that PTO accrual will be discontinued during periods of injury leave in excess of two weeks and during any period of short-term and long-term disability.

III. ELIGIBILITY FOR PAID TIME OFF USE

An employee will be eligible to take and use accrued PTO as approved by their Supervisor.

IV. PAID TIME OFF AND HOURS WORKED

PTO hours used will not count as hours worked for purposes of computing overtime with the exception of required mandatory work that, including PTO used, places the employee in an overtime situation.

V. MAXIMUM ACCUMULATION OF PAID TIME OFF

The maximum accumulation of PTO will be limited to two years' accrual total. Employees who reach the two-year accrual maximum will not be credited with further time off until their accruals are reduced below the two-year accrual level.

Regular work week of forty (40) hours:

Years of Service	Annul Accrual Days	Maximum Accrual	
		Days	Hours
1 through 5	32	64	512
6 through 10	35	70	560
11 through 15	38	76	608
16 through 20	41	82	656
21 or more	44	88	704

Regular work week of 30 – 37 hours per week:

Years of Service	Annul Accrual Days	Maximum Accrual	
		Days	Hours
1 through 5	24	48	384
6 through 10	26.25	52.5	420
11 through 15	28.5	57	456
16 through 20	30.75	61.5	492
21 or more	33	66	528

Regular work week of 20 – 29 hours per week:

Years of Service	Annul Accrual Days	Maximum Accrual	
		Days	Hours
1 through 5	16	32	256
6 through 10	17.5	35	280
11 through 15	19	38	304
16 through 20	20.5	41	328
21 or more	22	44	352

Regular work week of fifty-six (56) hours (sworn Fire personnel):

Years of Service	Annual Accrual Shifts	Maximum Accrual	
		Shifts	Hours
1 through 5	15	30	720
6 through 10	16.4	32.8	787.2
11 through 15	17.8	35.6	854.4
16 through 20	19.2	38.4	921.6
21 or more	20.6	41.2	988.8

Seasonal employees are not allowed to accrue PTO from one season to the next. All unused balances are paid to the employee at the end of the season.

VII. SCHEDULING OF PAID TIME OFF

Scheduled PTO is distinguished from unscheduled PTO by the degree of control or discretion that the City, through its Supervisors and Department Directors, exercises in the scheduling of leave time.

A. SCHEDULED USE

The scheduling of time off will be at the discretion of the Supervisor and/or Department Director based upon operational considerations. A reasonable effort will be made to accommodate the employee's requested dates for PTO, although dates are not guaranteed.

To be considered scheduled leave, the request must be submitted in advance of the use of PTO to the Supervisor or Department Director, and the Supervisor or Department Director must have the option of denying or rescheduling the leave to another date and/or time based upon operational or business considerations.

B. UNSCHEDULED USE

In the event that the employee is unable to work due to unforeseen personal illness or injury or for other unforeseen reasons, the following provisions will apply:

1. Notification
   If unable to report for work for any reason, employees must personally communicate this fact to the Supervisor or his/her designee, as early as required by the individual operating department. Notification must be made each time a scheduled work shift will be missed, unless authorization has been granted by the Supervisor covering a prolonged absence of specified duration. Employees failing to comply with this provision may be subject to disciplinary action.
2. Verification of Need for Unscheduled Leave
   The employee may be required to furnish medical verification or other proof that unscheduled use of PTO was unavoidable. Such proof may be requested by the employee's Supervisor, Department Director, or the Human Resources Director. Excessive use of unscheduled leave, as determined by the employee's Supervisor, and/or abuse of leave time may subject the employee to discipline as outlined in Policy 7.1.
3. Unscheduled Time Without Pay
   In the event that an employee must be off the job on an unscheduled basis, and they have no accrued PTO to cover the absence, the employee may request Leave Without Pay.
4. Medical Confirmation
   In the case of any unscheduled use of general leave due to personal illness or injury, the Supervisor or Department Director may require, at the expense of the employee, medical confirmation that the employee was unable to perform work during the leave. The City reserves the right to require that such confirmation is obtained from the City's health care provider. If the employee is required to obtain confirmation from the City's health care provider, the confirmation will be at the City's expense and the time spent during the appointment will be paid.

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VIII. EMERGENCY DONATION OF ACCRUED BUT UNUSED PAID TIME OFF

On a very limited, case-by-case basis, for medical or family emergencies only, employees are permitted to donate accrued but unused PTO to other full-time and regular part-time City employees (working a minimum of 20 hours per week) who have exhausted all available paid leave. Hours donated will be held in an Emergency PTO Bank and employees in need of donations will request approval to use hours from the bank.

A. DONATION OF PTO

a. Donations of leave by employees must be strictly voluntary and may not be solicited by Supervisors or Managers.

b. The employee donating leave may only donate PTO that has already been accrued and may not reduce their PTO leave balance below a minimum of 80 hours (112 for sworn Fire personnel).

c. Each employee donating PTO must complete a PTO Donation Form to include their Supervisor's approval and the amount of PTO donated.

d. PTO donations will be deducted from the donating employee's PTO balance on the first pay period following the approval of the donation.

B. USE OF DONATED PTO

1. Employees in need of donated PTO will complete a PTO Donation Request Form.

2. The use of donated PTO from the Emergency PTO Bank will require approval of the employee's Supervisor, Department Director and the Employee Assistance Foundation (EAF) Board.

3. The employee in need of PTO donations must have a history of judicious use of leave prior to the need for donation as determined at the sole discretion of the Supervisor or Department Director.

4. PTO donations may be used to supplement LTD, or injury leave benefits.

5. Employees who receive donated PTO will not accrue PTO during the time they are using donated PTO.

6. Emergency donations received in excess of a total of eighty (80) hours will require review and approval by the Human Resources Director and City Manager.

7. PTO donations will be paid at the current rate of pay of the employee receiving the donation.

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IX. BUY-BACK PROVISIONS

A. Employees with a minimum of six months of full-time service will be given the opportunity in a calendar year to convert up to a maximum of one hundred sixty (160) hours for full-time and regular part-time, two hundred twenty-four (224) hours for sworn Fire personnel of accrued but unused PTO into cash at a 2 to 1 ratio.

B. Employees wishing to exercise this buy-back option may not reduce their PTO leave balance below a minimum level of eighty (80) hours (112 for sworn Fire personnel).

C. Employees may use the buy-back provision four times in a calendar year. PTO buy-back requests must be submitted through GJ Cloud, the City's Human Resources portal. PTO buy-back will be paid as requested by the employee if the requested amount of accrued PTO leave is available as of the pay period ending date.

D. Employees buying back PTO may not be paid for more than eighty (80) hours (112 for sworn Fire personnel) of unused PTO unless they have used or are scheduled to use 160 (224 for sworn Fire personnel) hours of PTO within the calendar year in which the buy-back provision is used.

X. PAYMENT FOR PAID TIME OFF AT SEPARATION

Upon separation, regular full-time and regular part-time employees will be paid for accrued but unused PTO according to the following schedule:

Years of Service	Maximum PTO Hours at Separation			
	Full-Time	¾ -Time	½-Time	Designated Fire personnel
1 through 5	80	80	80	112.0
6 through 10	104	104	104	145.6
11 through 15	128	128	128	179.2
16 through 20	152	152	152	212.8
21 or more	176	176	176	246.4

PTO that has been accrued above these limits will be paid to the employee upon separation at the ratio of one hour of pay for two hours of PTO, up to the two-year maximum accrual level (see Policy 3.01, VI). Payment will be at the employee's base rate of pay, excluding overtime or temporary upgrade pay.

Upon separation, seasonal employees will be paid for accrued but unused PTO.

Employees are not permitted to use accrued PTO immediately prior to separation or retirement with the intention or effect of reducing balances to improve their payout at separation or to extend the separation date.

XI. RETROACTIVE ACCRUAL

Any employee who has been previously employed by the City of Grand Junction on a temporary or full-time seasonal basis may retroactively accumulate pro-rated PTO credits for a maximum

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of eighty (80) hours (112 hours for sworn Fire personnel) providing all of the following conditions are met:

A. The previous temporary work was based on a full-time, regular part-time, or fifty-six (56) hour work week.

B. The previous temporary employment was continuous.

C. There was no time lapse between the temporary employment and employment as an introductory employee.

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3.02 SHORT-TERM DISABILITY LEAVE POLICY

I. POLICY

Full-time employees are eligible for, and are covered by, the City's short-term disability (STD) plan following at least twelve (12) months of employment and working at least 1,250 hours with the City during the twelve (12) months preceding the request for a leave of absence.

As outlined below, STD Leave provides compensation at 100% of an eligible employee's current rate of base pay for illnesses, injuries, disabilities or other qualifying events. Eligibility commences when an employee is absent from work for a period of time in excess of eighty (80) working hours (112 hours for sworn Fire personnel) for the same medical condition or qualifying event.

II. LENGTH OF LEAVE

STD Leave provides compensation for a combined maximum period of 480 hours (or 672 for sworn Fire personnel) in a rolling 12-month period of time for all injuries, illnesses, qualifying events or disabilities including the first eighty (80) hours (or 112 hours for sworn Fire personnel) of absence from work.

The maximum STD hours per rolling calendar year for the care of a family member is 160 hours (or 224 hours for sworn Fire personnel). STD hours used for the care of a family member count toward the 480 hours (or 672 for sworn Fire personnel) 12 months maximum.

Any PTO Donations received will count toward the 480-hour maximum (672 for sworn Fire personnel) 12 month maximum.

III. REQUESTING STD LEAVE

Any employee incurring a medically incapacitating condition which will prevent the employee's return to work within eighty (80) working hours (112 hours for sworn Fire personnel) must contact the Human Resources Department to begin STD leave. An employee requesting STD Leave must submit a leave request through GJ Cloud, the City's Human Resources portal, and provide sufficient documentation from a health care provider verifying:

A. That the employee is medically unable to perform assigned duties;
B. The medically incapacitating condition involved;
C. The anticipated length of the required absence.

Should the employee be unable to return to work as anticipated by the health care provider, updated physician documentation must be provided no later than the date of expected return. Failure to provide necessary information will result in the suspension of an employee's STD benefits.

The City reserves the right to have an employee examined by professional(s) selected by the City to assert or corroborate a medical condition(s). Such examination(s) will be arranged and paid for by the City.

IV. TRANSITIONAL DUTY ASSIGNMENTS

Whenever possible, the City will provide transitional duty assignments to an employee on Short-Term Disability. Should an employee return to work in a modified or part-time capacity during the period of STD Leave, any hours worked will be paid at the employee's regular pay rate. The hours worked in the transitional duty assignment will not be counted toward the STD maximum hour limit of 480 (or 672 for sworn Fire personnel).

Transitional duty assignments will be limited to a maximum of 1040 hours (or 1456 hours for sworn Fire personnel) in a rolling 12-month period.

Upon receipt of the health care provider's authorization for a transitional duty assignment, the employee's STD leave will end or be adjusted by the hours the employee is able to work. In the event an employee chooses not to return to a transitional duty assignment, the employee must request another type of leave, such as PTO.

V. OTHER QUALIFYING EVENTS

A. Leave associated with childbirth will be treated as any other temporary disability under this policy. All provisions governing PTO and STD will apply.

B. STD leave may be used for parental leave for a maximum period of 480 hours (or 672 hours for sworn Fire personnel) as supported by the attending physician's medical certification.

In order to be eligible for parental leave, an employee must meet one of the following criteria:

- Be a spouse or partner of a woman who has given birth to a child.
- Have a child through surrogacy.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

STD Leave must be used immediately following childbirth or the date a child was placed for adoption or foster care.

STD Leave for childbirth, parental leave, adoption, or foster care placement must be used consecutively and cannot be used intermittently, unless the child is disabled, or the mother requires continuing care for a serious health condition.

An employee and his/her spouse both working full time for the City each have discrete rights to STD leave for qualifying parental leave events.

V. OTHER QUALIFYING EVENTS (continued)

C. STD Leave may also be provided to an employee to care for his/her immediate family member who is seriously ill, injured or otherwise disabled as outlined as a qualified serious illness under the Family Medical Leave Act. STD for emergency family leave will be limited to four weeks (160 hours or 224 hours for sworn Fire personnel) per any twelve (12) consecutive month period and will apply only after the employee has charged the first 80 hours absence (112 hours for designated sworn Fire personnel) to PTO.

VI. BENEFITS DURING LEAVE

A. The first 80 hours (112 hours for designated sworn Fire personnel) of any period of medical incapacity relating to the same personal illness, injury, or other qualifying event will be charged to an employee's accrued PTO, or in the event that these are not available, to Leave Without Pay.

B. STD payments are considered taxable income to the employee.

C. PTO will not accrue during any period of STD. Employees are not eligible for holiday pay during STD leave and holidays will not extend the duration of the leave.

D. All stipend payments, i.e., cell phone allowances and auto allowances, will be suspended during any period of STD.

E. STD will run concurrently with Family Medical Leave (FMLA) and Colorado Paid Family and Medical Leave Insurance Program (FAMLI), as applicable.

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3.03 LONG-TERM DISABILITY LEAVE

I. POLICY

Full-time employees are eligible for, and are covered by, the City's long-term disability (LTD) plan effective the first day of the month following six months of full-time employment.

The LTD plan provides compensation up to 60% of the eligible employee's rate of base pay in effect at the time of the initial absence for the disabling condition or in accordance with state law for sworn fire and police personnel. Coverage is provided through the City's LTD insurance provider for injury, illness or disability requiring an employee to be absent from work more than 448 hours (627.2 hours for sworn Fire employees). This policy is subject to change without notice because the insurance provider might change its coverage.

II. LENGTH OF LEAVE

LTD Leave is available for a maximum of twelve (12) months from the date of injury, illness or disability and initial absence.

If it is determined during the twelve (12) month period that the employee is unable to return to full duty due to or as a result of their injury, illness or disability, with or without reasonable accommodation, the employee will be separated from employment.

If LTD benefits are denied by the City's insurance provider, employment may be ended.

III. REQUESTING LTD LEAVE

Any employee incurring a medically incapacitating condition which will require or is anticipated to require an employee be absent from work more than 448 hours (627.2 hours for sworn Fire employees) must contact the Human Resources Department to complete an application for LTD benefits with the City's LTD insurance provider.

If the general prognosis is that the employee will be unable to return to work, the application for LTD benefits should be initiated by the employee four to six weeks following the start of the medical absence.

IV. SUPPLEMENTING LTD LEAVE COMPENSATION

PTO hours may be used to supplement LTD payments up to 100% of the employee's normal base pay.

For all sworn fire and police personnel, benefits under the LTD plan will be coordinated with the State Death and Disability Plan.

V. BENEFITS DURING LEAVE

A. The City will continue to pay its contribution toward the employee's health and dental insurance premiums during periods of disability for a maximum of twelve (12) months from the date of disability and the initial absence.

B. LTD payments are considered taxable income to the employee.

V. BENEFITS DURING LEAVE (Continued)

C. PTO will not accrue during any period of LTD Leave. Employees are not eligible for holiday pay during LTD leave and holidays will not extend the duration of the leave.

D. In circumstances where LTD benefits are pending approval and the maximum benefit under the City's STD Leave has been met, the employee will be paid using accrued leave balances or placed on unpaid leave. Upon receipt of the LTD determination notice, employee hours will be adjusted to reflect the LTD decision either by coding the hours as LTD or reducing available leave balances accordingly.

3.04 FAMILY AND MEDICAL LEAVE

I. POLICY

Consistent with the Family and Medical Leave Act of 1993 (FMLA), full-time, part-time and seasonal employees may be entitled to a family or medical leave of absence if certain conditions are met.

II. ELIGIBILITY FOR FAMILY AND MEDICAL LEAVE

Any employee who has been employed by the City for at least twelve (12) months and who has worked at least 1,250 hours with the City during the twelve (12) months preceding the request for a leave of absence will be eligible for a family or medical leave of up to 12 weeks in a rolling 12 month period. Up to twenty-six (26) weeks of military caregiver leave may be taken to care for a covered service member during a single 12-month period.

III. BASIC LEAVE ENTITLEMENT

An eligible employee may take family or medical leave for the following reasons:

A. Incapacity due to pregnancy, prenatal medical care or childbirth;
B. To care for the employee's child after birth, or placement for adoption or foster care;
C. To care for the employee's spouse (including civil union, common law, and domestic partnership), son, daughter, grandchild, sibling, parent, grandparent, or in-law who has a serious health condition; or
D. A serious health condition that prevents an employee from performing their job functions.

IV. MILITARY LEAVE ENTITLEMENT

An eligible employee with a spouse, son, daughter or parent on active duty or called to active-duty status in the National Guard or Reserves to go to a foreign country may use their 12-week leave to address certain qualifying exigencies.

A qualifying exigency may include:

A. Short notice deployment;
B. Military events and related activities;
C. Childcare and school activities;
D. Financial and legal arrangements;
E. Attending certain counseling sessions;
F. Attending post-deployment reintegration briefings.

V. LENGTH OF LEAVE

Each eligible employee may be granted family or medical leave for a period of up to twelve (12) work weeks during any rolling twelve (12) months.

VI. MILITARY CAREGIVER LEAVE ENTITLEMENT

An eligible employee may take up to twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member. The employee may be a spouse, parent, child or next of kin of a service member in the Armed Forces, Reserves, National Guard or anyone in those categories of the military on a temporary disability retired list (TDRL) or who

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VI. MILITARY CAREGIVER LEAVE ENTITLEMENT (Continued)

was injured on active duty in the military for up to five years after their separation from military service.

The service member must have a serious illness or injury incurred in the line of active duty or suffers from a preexisting serious injury or illness that was aggravated by their active duty service, as determined by the Department of Defense (DOD), that may render them medically unfit to perform the duties of their office, grade, rank or rating and for which they are undergoing medical treatment, recuperation, therapy or outpatient treatment or is on TDRL.

This leave entitlement may be taken with the following exceptions:

A. Leave is available on a per-service member, per-injury basis.
B. No more than twenty-six (26) work weeks may be taken in any single rolling 12-month period.
C. During a single 12-month period, eligible employees are entitled to a combined total of twenty-six (26) work weeks of leave under the traditional FMLA leave and the military caregiver family leave.
D. An employee and their spouse working for the same employer are limited to twenty-six (26) weeks of military caregiver leave in a single 12-month period.

VII. SUBSTITUTION OF OTHER LEAVE PROGRAMS

If an employee is entitled to paid leave under another City-provided leave program, such as PTO or STD, those paid leaves will run concurrently with any FMLA or FAMLI leave when a qualifying event occurs. Use of paid leave does not extend the family or medical leave of absence period. FMLA Leave Without Pay will be granted only if paid leave is exhausted and the employee still has an FMLA leave entitlement remaining. The total of paid and unpaid leave provided will not exceed twelve (12) work weeks or twenty-six (26) work weeks for military caregiver leave entitlement unless specifically approved by the employee's Department Director, Human Resources Director and City Manager.

VIII. REDUCED WORK SCHEDULE/INTERMITTENT LEAVE

Employees may take any FMLA qualifying leave intermittently or on a reduced hours basis if such leave is medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Certification of medical necessity will be required. If intermittent or reduced hours leave is required, the City may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the employee's recurring periods of leave.

Employees taking leave to care for a newly born or newly placed child do not have the legal right to take intermittent leave. A request for intermittent leave under these circumstances may be approved by the employee's Department Director.

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IX. PREGNANCY REASONABLE ACCOMMODATION

The City will provide reasonable accommodations to employees with limitations related to pregnancy, childbirth, or related medical conditions. If an employee requests an accommodation, the City 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 City operations or pose a threat to the health and safety of employees, as defined by law.

The City may require documentation from a 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 City 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.

X. REQUESTING A FAMILY OR MEDICAL LEAVE

A. EMPLOYEE'S RESPONSIBILITIES

1. If the need for the leave is foreseeable, an employee must provide the City with thirty (30) days' notice of a request for leave, but in any case, notice is required as soon as practicable and generally must comply with the City's normal call-in procedures.

2. If the leave is foreseeable based on a planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

3. An employee requesting leave must complete a Leave Request Form and provide appropriate documentation, as may be required, to verify the reasons for the leave.

4. Employees will also be required to provide a certification supporting the need for leave and periodic recertification. In all cases of leave for a serious health condition, the City reserves the right to request a second medical opinion and/or Fitness for Duty evaluation at the City's expense. In the case of conflicting opinions, the City may obtain a third opinion and/or Functional Capacity Evaluation at the City's expense. The third opinion is final.

5. 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 City's attendance guidelines.

A. EMPLOYEE'S RESPONSIBILITIES (Continued)

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6. Employees on leave must contact the Human Resources Department at least two days before their first day of return, or as soon as practicable, and submit the Employee Status Form completed by the treating physician prior to their return.

B. THE CITY'S RESPONSIBILITIES

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

XI. BENEFITS DURING LEAVE

During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work.

An employee who is on an unpaid family or medical leave of absence may maintain health and/or dental insurance plan coverage by arranging with the Human Resources Department to pay their portion of the premium contributions during the period of unpaid absence. If the employee is on paid leave, appropriate deductions for group health and dental coverage will be made from the employee's paycheck.

City paid benefits, such as STD and LTD insurance, life insurance and PTO accruals will not continue during any period of Leave Without Pay, unless the period of Leave Without Pay is five (5) days or less (as provided by the Leave Without Pay policy). Employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins will not be lost.

XII. RETURN FROM LEAVE

An employee returning from leave will be reinstated to the same or an equivalent position, with equivalent benefits. Failure to return to work on the regularly scheduled workday after the expiration of leave may result in dismissal.

In the event that an employee fails to return from family or medical leave, the employee will be liable for group health benefit premiums paid by the City to maintain insurance coverage unless: (1) the employee's failure to return to work stems from the continuation, recurrent or onset of a serious health condition of the employee or a family member; or (2) the failure to return stems from circumstances beyond the control of the employee.

XIII. UNLAWFUL ACTS

FMLA makes it unlawful for the City to interfere with, restrain or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

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3.05 WORKERS' COMPENSATION

I. POLICY

All employees are eligible for, and are covered by, the City's Workers' Compensation coverage effective the first day of employment.

Workers' Compensation provides compensation to employees for eligible work-related injuries or illnesses per Colorado State law at two-thirds (2/3) of the employee's normal weekly wage up to a state maximum wage, which is adjusted annually for inflation.

Claims Management is provided through the City's third-party workers' compensation administrator for work-related injury, illness or disability requiring an employee to be absent from work.

II. REPORTING AN INJURY OR ILLNESS

The injured employee and their Supervisor must notify the Human Resources Department within twenty-four (24) hours of the injury or illness and complete and submit the Employee Report of Injury Form to the Human Resources Department within ten (10) days of the injury or illness. Immediate reporting to the Human Resources Department is required for all serious injuries and/or fatalities.

Employee Responsibility: An employee must immediately report to their Supervisor any work-related injury or illness, regardless of severity by the end of shift. If the severity of the injury prevents the employee from reporting, co-workers with knowledge of the injury will inform the employee's Supervisor and/or the Human Resources Department.

Supervisor Responsibility: At the time of the injury, the Supervisor must provide the employee with information on the City's designated medical providers (page two (2) of the Employee Report of Injury Form) and allow the employee to schedule an appointment with one of the providers. For all injuries or illnesses requiring medical attention, the Supervisor must submit all three (3) pages of the Employee Report of Injury Form to the Human Resources Department.

III. MEDICAL TREATMENT

Non-emergency injuries or illnesses requiring medical attention are to be scheduled by the employee with one of the City's designated medical providers.

If the injury or illness occurs after regular office hours, the injured employee should seek medical treatment from one of the City's after-hours facilities. Follow-up treatment must then be arranged through one of the City's designated medical providers.

For life threatening emergencies or extreme trauma injuries, employees will be taken to the most appropriate medical facility for emergency care. Follow-up care other than emergency referrals will be through one of the City's designated medical providers.

To establish eligibility for Workers' Compensation, the injured employee must be examined by one of the City's designated medical providers. The medical provider will determine if the

III. MEDICAL TREATMENT (Continued)

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injury or illness is work-related and will provide the City with appropriate notice of the employee's condition, work restrictions and/or need for time off work.

Employees who fail to observe the above procedures and who receive medical attention through non-designated medical providers will be personally responsible for any resulting medical expenses.

IV. COMPENSATION AND BENEFITS

A. Per Colorado State Law, the first three (3) shifts of leave following an eligible work-related injury or illness are not compensated. As a benefit for full-time and regular part-time employees, the first three (3) shifts of leave are paid by the City.

B. All Workers' Compensation wages are tax-exempt and are paid by the City's third-party workers' compensation administrator directly to the employee without any payroll deductions.

C. Because this payment is mailed from an outside source, checks may be received on a different schedule than the City's normal payroll cycles.

D. All stipend payments, i.e., cell phone and auto allowances, will be suspended during any period an employee is absent from work as a result of a work-related injury or illness.

E. Employees on Workers' Compensation leave may supplement their wages from accumulated PTO or Compensatory Time. The injured employee must make payment arrangements to cover the cost of their premium deductions for benefits such as health, dental and life insurance. Payments will be arranged through the Human Resources Department and paid to the City's Finance Division.

F. An injured employee who is absent from work more than 448 hours (627.2 hours for sworn Fire personnel) may become eligible for LTD benefits and should contact the Human Resources Department to complete an application for LTD benefits with the City's LTD insurance provider. An employee should begin this process as soon as it appears likely that the lost time due to injury will last more than 448 hours (627.2 hours for sworn Fire personnel).

G. PTO will not accrue during periods of absence due to a Workers' Compensation covered injury or illness in excess of two weeks. Employees are not eligible for holiday pay during Workers' Compensation leave and holidays will not extend the duration of the leave.

H. Any period of absence due to a Workers' Compensation covered injury or illness will run concurrently with an eligible employee's twelve (12) week leave entitlement under the Family and Medical Leave Act and/or FAMLI.

IV. COMPENSATION AND BENEFITS (Continued)

I. In the event absence due to a Workers' Compensation covered injury or illness is utilized and the determination is reached that the injury or illness is not compensable, any payments made to the employee by the City may be charged against the employee's accumulated PTO or Compensatory Time.

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J. If an employee is injured on the job as a result of actions by an outside party and is able to recover damages from the outside party, by State Law they must report this information to their Supervisor and the Human Resources Department.

K. During an absence due to a Workers' Compensation covered injury or illness, employees are not allowed to engage in any employment, either with the City or any other employer, without the written consent of the employee's Supervisor, Department Director, Human Resources Director and the City Manager and with the concurrence of the employee's physician.

V. SUPPLEMENTING WORKERS' COMPENSATION

PTO or Compensatory Time may be used to supplement Workers' Compensation wages up to an amount that yields 85% of the employee's normal gross pay when added to the workers' compensation tax-exempt wages.

The first 80 hours (112 hours for sworn Fire personnel) of supplemental pay may be charged to an employee's accrued PTO or Compensatory Time.

Supplemental pay will be paid by the City of Grand Junction in a separate check. The check will be issued on the City's normal payroll cycle and will include normal deductions for benefit premiums and any applicable payroll taxes. Employees on workers' compensation leave who are receiving no wage supplement will be required to submit monthly payments to the City to cover their portion of benefit premiums.

Employees who have sufficient qualifying leave time available and desire to supplement workers' compensation pay must complete the *Request to Supplement Workers' Compensation Wages* form and return to the Human Resources Department.

VI. TRANSITIONAL DUTY ASSIGNMENTS

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

Transitional duty assignments will be limited to a maximum of 1040 hours (or 1456 hours for sworn Fire personnel) in a rolling 12-month period.

Employees on transitional duty assignments will be paid at their regular rate of pay for all hours worked.

VI. TRANSITIONAL DUTY ASSIGNMENTS (Continued)

PTO accruals will be prorated on the basis of actual hours worked, providing the prorated accrual meets or exceeds one (1) hour. The period of employment continuation will not be extended by time worked in transitional duty hours.

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VII. EMPLOYMENT CONTINUATION

Full-time employees who are unable to perform their regular job duties due to work-related injury or illness will be able to continue their employment with the City for up to twelve (12) calendar months from the date of disability or reduced work capacity. As the twelve (12) calendar month deadline approaches, if there is no medical prognosis of immediate ability to return to full duty, the employee will be separated from employment at or shortly following the twelve (12) month period. Brief returns to full duty will not extend the separation deadline.

If at any time during the course of treatment for injury, there is a medical determination made by an authorized treating physician that the employee will not be able to return to their original position, with or without reasonable accommodation, within the twelve (12) month period as described above, the employee will be separated from employment.

Employees who are subject to disability separation under this section will be evaluated by the City ADA Committee for accommodation and placement options in compliance with the Americans with Disabilities Act.

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3.06 OTHER

I. LEAVE OF ABSENCE

An employee who has need to be absent from work for any reason and who is not eligible for leave with pay, or doesn't qualify for family and medical leave, may request a leave of absence without pay. A leave of absence without pay for a period not to exceed eight (8) working hours may be granted by the employee's Department Director. Leave Without Pay in excess of eight (8) working hours, with the exception of pending LTD benefits, will require the approval of the employee's Department Director and the Human Resources Director or the City Manager with the exception of pending LTD requests. In the event that a leave of absence in excess of five (5) days is granted to an employee for any reason, the City will not continue to pay for insurance or other benefits previously paid for by the City. When granted leave expires, the employee must report for work or request leave extension in the same manner as the original leave. Failure to do so will place the employee in "unauthorized absence" status and the employee will be dismissed. Except for extended military duty, a Leave Without Pay absence and extension thereof cannot exceed one (1) year.

An employee on non-military related Leave Without Pay will receive no compensation or benefits and will accumulate no PTO during any period of such leave.

II. MILITARY LEAVE

An employee who is a member of the National Guard or any other component of the military forces of the State of Colorado or of the United States who is called into training or active service, ordered or authorized by proper authority, will be entitled to a temporary leave of absence with pay for the equivalent of four weeks of work on the employee's regular work schedule in any calendar year. In the event said leave exceeds the four weeks of regular work schedule in any calendar year, the employee will be entitled to utilize PTO or a temporary leave of absence without pay. In any case, said employee will not be subject to any loss of seniority, status, efficiency rating, PTO or other benefits all in accordance with provisions of 28-3-601, C.R.S. and/or applicable federal law. Such leave will not exceed the deployment term and must be approved by the appropriate Department Director and the Human Resources Director.

Employees are not permitted to carry any unused military days forward into the next calendar year.

III. BEREAVEMENT LEAVE

In the event an employee has suffered the death of a family member and following losses associated with miscarriages and certain pregnancy, fertility, surrogacy, and adoption-related losses (i.e., failed surrogacy, adoption, or fertility treatment), bereavement leave of up to 40 hours (56 hours for sworn Fire personnel) may be granted. Bereavement Leave is also available to benefited regular part-time employees at the rate of up to 30 hours for three-quarter time employees and up to 20 hours for half-time employees. Bereavement leave is scheduled through the employee's Supervisor. If additional time is needed, the employee may use Paid Time Off or other leave with Supervisor's approval.

III. BEREAVEMENT LEAVE (continued)

A "family member" refers to an employee's spouse (including civil union, common law and domestic partnership), parent, child, sibling, grandparent, grandchild and an individual who has acquired such relationship through marriage, including step and half relationships.

Bereavement Leave hours may be submitted only for hours that the employee was scheduled.

IV. JURY DUTY

An employee who is called to perform jury duty will receive their regular compensation for any regularly scheduled working hours spent in the actual performance of such service. Employees assigned to a jury for four (4) days or longer should decline any payment from the court for services rendered.

Employees scheduled to report for an evening or night shift on the same day as serving as a juror will be given a minimum of an eight (8) hour break between the end of jury duty and reporting to work.

V. TIME OFF FOR VOTING

Any employee who is registered to vote and does not have three (3) or more consecutive non-scheduled work hours while voter service and polling centers are open on that day, is eligible for up to two (2) hours off with pay in which to vote. The City encourages employees to vote before the beginning of their shift, after their shift, or by mail.

VI. VICTIMS OF CRIME AND DOMESTIC VIOLENCE (Paid or unpaid)

An employee who is the victim of domestic abuse, stalking, sexual assault, or any other crime determined by a court to have an underlying basis of domestic violence and has been employed for at least twelve (12) months is eligible to utilize PTO to take up to three (3) working days of leave in any twelve (12) month period. The employee must use this leave to:

- Seek a restraining order;
- Obtain medical care or mental health counseling for the employee or the employee's children;
- Make the home secure or seek new housing;
- Seek legal assistance to address issues arising from the domestic abuse.

VII. PREGNANCY AND NURSING MOTHERS LEAVE

In accordance with the State of Colorado Workplace Accommodations for Nursing Mothers Act, an employee is eligible to use unpaid or paid break time, mealtime, or both to express breast milk for her nursing child for up to two years after birth. A private place close to the employee's work area will be provided. Restroom stalls are not considered appropriate for this accommodation.

VIII. WORK BREAKS AND LUNCH PERIODS

An employee may be allowed one (1) fifteen-minute work break during the first half of the normal work shift and one (1) fifteen-minute work break during the second half of the normal work shift.

Work breaks are scheduled by Supervisory personnel at such time and location as the Supervisor may direct and in consideration of the workload demands of the division. Work

breaks are not cumulative. Work breaks which are not taken or allowed to be taken will be forfeited.

Lunch periods, without pay, will be scheduled by the appropriate Supervisor according to the needs of each division.

IX. PAID SICK TIME

In accordance with the Healthy Families and Workplaces Act (HFWA), employees who are not eligible to accrue Paid Time Off (PTO) on a bi-weekly basis will accrue Paid Sick Time at the rate of one (1) hour for every 30 hours worked, up to 48 hours per year. The accrual of Paid Sick Time begins on the employee's date of hire.

Paid Sick Time may be used for the following reasons:

A. Mental or physical illness, injury, or a health condition that prevents the employee from working, or the need to obtain a diagnosis, treatment, or preventative care;
B. Care for a sick or injured family member or the family member's need for diagnosis, treatment, or preventative care;
C. Address and/or seek treatment for domestic violence, sexual assault, or harassment for self or a family member;
D. The official public health closure of employee's place of business, or school or place of care of the employee's child, due to a public health emergency.
E. Attend a funeral or memorial service, to grieve, or to manage financial and legal matters that arise after the death of a family member;
F. Care for a family member whose school or place of care has closed due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the closure;
G. Evacuate their residence due to inclement weather, loss of utilities, or other unexpected occurrence resulting in the need to evacuate.

If an employee uses Paid Sick Time for four (4) or more consecutive workdays, the employee will be asked to provide appropriate documentation outlining the need for the absences.

Paid Sick Time hours may be used as they are accrued and will not count as hours worked for purposes of computing overtime.

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IX. PAID SICK TIME (Continued)

The maximum accumulation and utilization of Paid Sick Time will be limited to a total of 48 hours per calendar year.

Paid Sick Time accruals will be paid out upon promotion, termination, resignation, retirement, or other separation from employment. Upon separation, accrued but unused Sick Time will be paid at a ratio of one hour of pay for one hour of Sick Time up to a maximum of 48 hours. Payment will be at the employee's base rate of pay, excluding overtime or temporary upgrade pay.

X. FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI)

The City has exercised the right to "opt-out" of the program, meaning that the City has declined to participate and will not make contributions to the program. However, even though the City voted to "opt out" of the FAMLI program, an employee may individually opt into the FAMLI program by contacting the FAMLI Division at CDLE_FAMLI_info@state.co.us.

Should an employee individually opt into the FAMLI program and elects to use its benefits, his/her leave from the City will be in accordance with the established leave policies as outlined in Policy 3.06, I. Leave of Absence. Any period of absence due to a FAMLI covered injury or illness will run concurrently with an eligible employee's twelve (12) week leave entitlement under the Family and Medical Leave Act.

PLEASE NOTE: Any City employee who chooses to opt into the program will be responsible to remit premiums directly to the State of Colorado. The City will not be deducting the premium from paychecks or handling any related reporting. See https://famli.colorado.gov/ for more information.

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I. POLICY

The City of Grand Junction provides paid holidays to eligible employees as a separate benefit from Paid Time Off (PTO). Holiday pay is based on an employee's regularly scheduled workday and is not drawn from an employee's PTO balance. Employees will receive holiday pay only when the holiday falls on a day they are regularly scheduled to work, not on a day they choose to work or are called in to work.

II. ELIGIBILITY

Full-time and regular benefited part-time employees are eligible for holiday pay in accordance with this policy. Seasonal and non-benefited part-time employees are not eligible for holiday pay.

III. OBSERVED HOLIDAYS

City observed holidays are as follows:

1. New Year's Day	January 1
2. Martin Luther King Jr. Day	Third Monday in January
3. Washington's Birthday	Third Monday in February
4. Memorial Day	Last Monday in May
5. Juneteenth	June 19
6. Independence Day	July 4
7. Labor Day	First Monday in September
8. Veteran's Day	November 11
9. Thanksgiving Day	Fourth Thursday in November
10. Friday after Thanksgiving	Fourth Friday in November
11. Christmas Day	December 25

When a holiday falls on a Saturday, it will be observed on the preceding Friday; if the holiday falls on a Sunday, it will be observed on the following Monday.

IV. HOLIDAY PAY

Full-time and benefits-eligible part-time employees with a regularly scheduled workday that falls on an observed holiday will receive holiday pay at their regular base rate. Holiday pay is tied to the specific holiday and does not accrue or carry over for use at a later time. Exempt employees will receive their regular salary on holidays and are not eligible for additional compensation.

Employees in 24/7 operations will receive holiday pay based on the actual calendar date of the holiday rather than the City observed date.

Non-exempt employees who are required to work on a holiday will receive holiday pay at their regular base rate in addition to straight time pay for hours worked.

IV. HOLIDAY PAY (Continued)

Fire Department employees assigned to a regular work schedule of 48 hours followed by 96 hours off who work a holiday as part of their regularly scheduled shift will receive holiday pay based on the 11.2-hour equivalent structure at their base rate, in addition to straight time pay for

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hours worked. Employees who work less than the full shift will receive a prorated portion of the 11.2 hours based on hours worked relative to the full 24-hour shift.

V. HOLIDAY PAY DURING LEAVE

Employees on leave, including the initial 80-hour waiting period (112 hours for Fire personnel), Short-Term Disability, Long-Term Disability, FMLA, FAMLI, or Workers' Compensation are not eligible for holiday pay. Holidays occurring during any period of leave will not extend the duration of the leave.

4.01 RECRUITMENT AND SELECTION

I. POLICY

The City of Grand Junction offers equal opportunity for employment and advancement to all qualified applicants and employees. The Human Resources Director will monitor recruitment and selection activities. The City Manager has final authority and responsibility for this policy.

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II. VACANCY ANNOUNCEMENTS

Announcements of job vacancies will be posted by the Human Resources Department for a minimum of ten (10) working days at designated locations throughout the City. Certain vacancies may be restricted to applicants who are current employees of the City. For positions open to external applicants, the Human Resources Department will recruit applicants using a variety of sources depending upon the requirements of the position.

III. APPLICATION PROCEDURES

To be considered for employment, all applicants must complete a City Employment Application. Falsification of information on the application and/or refusal to supply requested information will eliminate an applicant from consideration. Applications will be accepted only for vacant positions. Individuals may complete a Job Interest Card on the City's website, www.gjcity.org, to be notified of future vacancies.

IV. VETERANS PREFERENCE

The City recognizes the economic loss suffered by citizens who have served their country in uniform. To restore veterans to a favorable competitive position for City employment and to acknowledge the larger obligation owed to disabled veterans, preference will be given in accordance with Article XII, Section 15 of the Colorado Constitution.

Under this law, qualified veterans and surviving spouses are eligible for preference points when taking a competitive examination, other than a promotional examination. To be qualified, applicants must be honorably discharged veterans or the un-remarried surviving spouse of a veteran who served on active duty in the United States Armed Forces during one of the periods for which the federal government awards veteran's preference points. It will be the candidate's responsibility, upon application, to present documentation in the form of a DD214 form or other supportive documentation of veteran status.

V. EVALUATION AND SELECTION

Applicants who appear to be best qualified for a position based on relevant job history, education, training, test performance and other job-related criteria will be further evaluated by participating in any one or a combination of assessments to determine suitability for employment, including but not limited to oral interviews, written and performance tests, physical or psychological exams and reference and background checks.

VI. EMPLOYMENT OFFERS

Offers of employment will be made to the applicant determined to be the best qualified for a particular position. All offers of employment are contingent upon successful completion of a drug screen and/or physical examination. (See Policy 6.5).

4.02 CONDITIONS OF EMPLOYMENT

I. ATTENDANCE

All employees must report promptly for work in accordance with assigned shift and break schedules.

II. PHYSICAL/MENTAL CAPACITY TO PERFORM DUTIES

A Supervisor, Department Director, the Human Resources Director or the City Manager may request any employee to take a physical, including a drug and/or alcohol test, or psychological

examination at any time when, in their judgment, such an examination may be necessary to determine the employee's fitness to perform duties for the City. All such examinations will be performed by licensed personnel selected by the City as designated by the Human Resources Director, and will be arranged and paid for by the City.

III. RESIDENCY

Residency requirements for employees of the Grand Junction Fire and Police Departments will be established by the Fire and Police Chief, respectively, with review by the Human Resources Director, as well as approval of the City Manager.

IV. OUTSIDE EMPLOYMENT

With the written approval of their Supervisor, Department Director and the Human Resources Director, an employee may engage in outside employment provided such employment does not present a conflict of interest or interfere with normal working hours, overtime requirements or the efficient performance of duties with the City.

As per City Charter (Article XIII, 101), no employee will solicit or receive extra compensation in any form from, or by reason of, their employment with the City. This prohibition includes secondary employment which is acquired as a direct result of the City employing the employee in the capacity the employee works and/or where the employee is using skills in the secondary job that the City paid for the employee to acquire.

All secondary employment requires the Department Director's approval, as well as that of the Human Resources Director prior to the employee taking a second job. No employee will receive personal terms from any company doing business with the City that are more favorable than those granted to the public generally.

V. PERSONAL RELATIONSHIPS IN THE WORKPLACE

It is the City's policy to avoid real or perceived conflicts of interest, favoritism or negative impressions that may result when applicants for employment and/or employees with family or personal relationships work together.

The City reserves the right to take prompt and unilateral action if a conflict of interest, favoritism or negative impression(s) arise involving the hiring or terms and conditions of employment of relatives and/or employees that are involved with other employees in personal relationships. In such cases, the employee's Department Director, along with the City Manager and the Human Resources Director, will determine whether the person will be hired or in the

V. PERSONAL RELATIONSHIPS IN THE WORKPLACE (Continued)

event that a relationship occurs after employment, whether the employees may be reassigned, disciplined or terminated.

Employees in close personal relationships will refrain from displays of affection or excessive personal conversation and interaction in the workplace.

Employees who have concerns about personal relationships between other employees should report their concerns to their Department Director or to a Human Resources representative.

VI. IMMIGRATION LAW

In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, must complete and sign Form I-9, Employment Eligibility Verification, as designated by the U.S. Citizenship and Immigration Services in order to certify that they are eligible for employment in the United States.

New employees must present documentation to the Human Resources Director or their designee on their first day of employment in order to verify their identity and employment eligibility. If unable to provide the required document(s) within three (3) days, employees must produce a receipt showing that they have applied for the document(s). Employees must produce the actual document(s) within 90 days of the date of hire. Employees unable to produce the required document(s) within these deadlines will be dismissed.

VII. CITATION/ARREST OR CONVICTION REPORTING

Most City employees are hired for jobs that require accreditation, licensing, certifications and specialized qualifications. In addition, because all City employees are entrusted to serve the community, City employees must perform their work with a high degree of moral and ethical behavior. Each of these requirements must be continuously met throughout an employee's career with the City. Failure to meet these standards may result in discipline (see policy 7.01, II, N., Conduct Unbecoming of a City Employee).

In order to ensure that all employees have and keep these standards, employees are required to report any arrest(s), conviction(s) for criminal violation(s), and/or all citations for moving violation(s) of six (6) points or more (such as speeding 20 mph over the limit or DUI) whether resulting from on or off duty conduct and whether or not occurring within the City.

In order for the City to be prepared to respond to and protect the employee from potentially volatile or damaging situation, employees are required to report other contacts with law enforcement such as an officer being called to an employee's home for a domestic disturbance, an employee being investigated as a suspect in a crime or any other event that would adversely affect the public's perception of City employees.

Employee reports under this policy must be made to the employee's Supervisor as soon as possible but within no more than 48 hours of the beginning of the incident. Rights provided by the 5th Amendment to the United States Constitution apply; an employee does not have to incriminate themselves in their report but do have to disclose that they were contacted,

VII. CITATION/ARREST OR CONVICTION REPORTING (Continued)

charged, arrested, etc. In the event the employee is incarcerated, a family member may report on the employee's behalf.

The Supervisor along with the Human Resources Director or their designee will evaluate whether pending charge(s) or conviction(s) will have an effect on the employee's ability to perform the duties and responsibilities of their job.

Documentation regarding incidents reported under this policy will only become part of the employee's personnel record if the incident results in disciplinary action.

4.03 JOB ASSIGNMENTS

I. HIRING SEQUENCE

Job assignments and promotions will be made through re-employment, reinstatement, voluntary demotion, transfer, promotion or original employment at the discretion of the appropriate Department Director, with review by the Human Resources Director and approval of the City Manager.

II. RE-EMPLOYMENT

Employees who are re-employed within thirty (30) days of their separation date will, upon re-employment, be considered to have continuous service for the purpose of salary step status and employee benefits. Employees who arrange re-employment within 30 days of their separation date and are unable to begin work within that time frame due to extenuating circumstances, may request an extension of their start date.

Employees who are separated from their employment with the City, either voluntarily or involuntarily, may apply for re-employment but may be required to compete with other internal or external applicants. Former employees seeking re-employment will be subject to the same selection or disqualification criteria as external applicants.

Re-employment will be at the discretion of the appropriate Department Director, with review by the Human Resources Director.

III. RETURNING FROM MILITARY SERVICE

An employee who volunteers, or who is called into extended active duty with regular military service, and who is eligible for re-employment or reinstatement under the Uniformed Services Employment and Re-Employment Rights Act (USERRA) of 1994, will be eligible for re-employment to their previously held position provided the military leave of absence was 90 days or less. After military leaves of absence of 91 days or longer, the employee will be restored to their former position or to a position of like seniority, status, and pay. Employees serving between 31 and 181 days must request re-employment no later than 14 days following completion of service. Employees serving more than 181 days must request re-employment no later than 90 days following completion of service. Time limits to request re-employment may be extended for up to two years if an employee is hospitalized or convalescing from an injury related to military duty.

IV. VOLUNTARY DEMOTION

Employees may request a voluntary demotion for any reason. No employee will receive a voluntary demotion to a position for which the employee does not possess the requisite qualifications. In order to receive a voluntary demotion to a job class with minimum standards of employment substantially different from that of an employee's own job class, an employee will be required to demonstrate their eligibility for employment by competitive process.

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IV. VOLUNTARY DEMOTION (Continued)

Employees who attained regular status in their position or job class, and who have taken a voluntary demotion to a lower job class, may be reinstated to a vacant position in their former job class by re-qualifying through competitive process.

V. TRANSFER

Employees who have attained regular status may be eligible to transfer from their current position and division to another position and division by participating in the competitive selection process, providing that both positions are assigned the same salary schedule and that both positions have the same minimum standards of employment. Transfers will not be accomplished unless there is an existing vacant position in which an employee can be placed. Employees will not be transferred to a position for which they do not possess the requisite qualifications.

VI. PROMOTION

Vacancies in positions above the entry level may be filled by promotion through a competitive selection process. Applicants for promotion will be evaluated on the basis of qualifications and performance.

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4.04 INTRODUCTORY PERIOD

I. POLICY

The introductory period is an integral part of the selection process and procedure which allows the City to train, observe and evaluate an employee's work in order to determine fitness for regular status in the position.

The following appointments are subject to an introductory period:

A. Initial employment;
B. Promotion;
C. Demotion;
D. Transfer to another position within the City;
E. Reinstatement (after thirty (30) days from separation);
F. Re-employment (after thirty (30) days from separation).

II. DURATION

The length of the introductory period will be determined by classification, but no less than ninety (90) days from date of appointment or six (6) months for positions that are Supervisory in nature.

III. REVIEW & EVALUATION

The work and conduct of an introductory employee will be subject to frequent review and evaluation by the employee's Supervisor to determine whether performance expectations and competencies are being met, and to otherwise assess the employee's suitability for continued employment.

IV. COMPLETION OF INTRODUCTORY PERIOD

The introductory period is not complete until the Supervisor recommends in writing to the Human Resources Director or designee one of the following:

A. The employee be given regular status;
B. The employee be dismissed;
C. The employee be demoted or returned to a former position in which they have regular status.

An introductory employee will be assigned regular status only with approval of the employee's Supervisor, Department Director, and the Human Resources Director or designee.

IV. A and C are not subject to review or appeal by the employee; dismissals, IV. B may be reviewed or appealed when reasonable evidence supports that discrimination has occurred as defined in Policy 1.01 of this Manual.

Completion of the introductory period does not prevent or prohibit either the employee or the City from ending the employment relationship, which is at will; the employment may end as provided in these policies.

4.05 SEPARATIONS

I. RESIGNATION

Employees who desire to resign from City employment are requested to notify their immediate Supervisor or Department Director at least two (2) weeks in advance; however, the Department Director may agree to permit a shorter period of notice. Failure to comply with the request to provide two (2) weeks' notice will be noted in the employee's personnel file and may result in the employee forfeiting reinstatement privileges. Normally, the last day worked by the employee will be considered the date of separation, and the employee will be compensated for PTO and compensatory time in accordance with City policy (see Policy 3.1; Section X.) With the approval of the Human Resources Director, a Department Director may request the immediate separation of an employee who is leaving the organization and has access to sensitive information and/or systems.

II. RETIREMENT

The retirement age for employees will be in accordance with the provisions governing their respective retirement plans.

III. DISABILITY RETIREMENT

An employee applying for permanent disability due to physical or psychological impairment will submit to the Human Resources Department a written statement from a licensed physician or other licensed health care professional approved by the City in order to substantiate the claim.

The City reserves the right to have an employee examined by professional(s) selected by the City in order to assert or corroborate a disability. All such examinations will be performed by licensed personnel designated by the Human Resources Director and will be arranged and paid for by the City.

An employee seeking disability retirement who is found by the City to be permanently disabled will not be allowed to exhaust available leave time prior to retiring from the City on disability, unless otherwise authorized by the City Manager.

IV. REDUCTION-IN-FORCE

At the City Manager's sole discretion, the workforce may be reduced. A reduction-in-force will be implemented, when necessary, because of financial conditions, lack of work or a change in City operations or organizational structure. Changes in operations may include, but are not limited to, the use of an outside contractor, privatization or reduction or elimination of a City service.

When it is determined that a reduction-in-force is needed, the Department Director of the affected division along with the Human Resources Director will conduct an analysis, including an evaluation of any alternatives, and prepare a recommendation for the City Manager detailing the changes to be made in order to generate the labor cost savings needed or to create a more cost effective or efficient way of conducting business. The recommendation will identify

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IV. REDUCTION-IN-FORCE (Continued)

employees that, as a result of the reduction, will be separated, reassigned or reduced in hours. In their analysis the Department Director and the Human Resources Director will consider existing conditions, as well as the future needs of the City, the department, division and work unit.

A. APPEALS OBJECTING TO THE BASIS FOR A REDUCTION IN FORCE

Employees impacted by a reduction-in-force may appeal the decision by submitting a written document detailing their reason for appeal to the City Manager within five (5) working days of receiving notice. The reasons for appealing are limited to claims that financial conditions do not warrant staff reductions, that the decision to reorganize or change City operations was not made with the genuine interest of the City in mind or that the decision was made for reasons that are unlawful under state or federal law or the constitution. The appeal meeting will be scheduled by the City Manager, or their designee, within five (5) working days of receipt of the written request. The purpose of the meeting will be to provide an opportunity for the employee to present information as to why the employee believes the reduction-in-force action should not occur. The employee may bring one representative of their choice to the meeting. A representative may not make arguments on behalf of the employee or behave in any way that is disruptive to the meeting; otherwise, they will be asked to leave. The City Manager will issue a final decision on the appeal in writing within ten (10) days of the meeting. The City Manager's decision will be final.

B. RE-EMPLOYMENT

Employees who have separated from employment due to a reduction-in-force may apply for publicly advertised open positions. Qualified applicants will be subject to a competitive hiring process along with other current and/or former employee applicants. There is no guarantee of re-employment; the former employee will be subject to the same selection or disqualification criteria as other applicants. Past work history with the City and that the individual was part of a reduction-in-force may be taken into consideration as part of the decision process.

Employees who are re-hired within (6) months of their reduction-in-force separation date will be reinstated to their Paid Time Off (PTO) accrual and seniority level at the time of separation.

C. SELECTION OF EMPLOYEES

The primary factors used in the selection of employees to be included in a reduction-in-force will include the individual employee's skills and abilities to perform the duties of a specific position and/or to meet the needs of the City in providing essential services. These factors will be used in evaluating employees for all types of reduction-in-force actions including but not limited to, separation, reassignment, reduction in hours or changes in status.

The following criteria, in no particular order, may be used in evaluating an employee's skills and abilities:

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C. SELECTION OF EMPLOYEES (Continued)

1. The employee's past performance in the affected job class as documented in the employee's performance appraisals;
2. Documented disciplinary and performance issues in the employee's personnel file or Supervisor's employee file;
3. Recommendation and reference from the employee's Supervisor;
4. Training and qualifications for the position including years of experience;
5. A competitive process designed to assess job related knowledge, skills and abilities;
6. The employee's ability to meet future organizational objectives.

In situations where incumbent's skills and abilities are relatively equal, continuous years of service in the same division and/or department may be used to determine the order in which employees are included in a reduction-in-force.

Employees selected for reduction-in-force will be provided with as much advance written notice as possible in order to minimize personal hardship.

D. REDUCTION-IN-FORCE ACTIONS

Prior to a reduction-in-force action occurring, the Department Director will meet with the employee and provide an explanation as to the need for the reduction-in-force and the factors that were considered in the decision. A written notice of the decision and a copy of the reduction-in-force policy will also be provided to the employee.

1) Separation from employment
   Employees may be separated from employment. The separation date will be at least four weeks from the date of the written notice. The separation will be considered a "layoff" with no fault on the part of the employee for unemployment insurance and related purposes.

2) Reduction in hours
   An employee's status may be changed to less than full-time. Reduction in hours could occur as a result of changes in hours of operation or in response to the need to reduce labor costs. When an employee is reduced in hours their status and eligibility for certain benefits may change to three-quarter time, half time or part-time/seasonal.

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4.06 PERSONNEL INFORMATION AND REFERENCES

I. RELEASE OF PERSONNEL INFORMATION

Access to personnel file information is granted to the employee and appropriate Supervisors and Department Directors, unless otherwise authorized by the employee or required by law. The Human Resources Director or their designee will respond to all verification of employment requests and will release the employee's name, position held, dates of employment and verification of salary. The release of additional personnel files or other employment information (i.e., reference checks for potential employers, creditors, etc.) will occur only as allowed or required by law.

II. EMPLOYMENT REFERENCES

Should departments wish to exceed the above guidelines, any further release of information (other than name, position held, dates of employment and verification of salary) will be authorized in writing by the employee or former employee. The authorization will include a waiver of liability releasing the City and its agents from any damages resulting from providing the information requested. Forms are available through the Human Resources Department.

All written responses including letters of recommendation should be forwarded to the Human Resources Department for review. All writings will be copied for inclusion in the employee's personnel file. Departments are encouraged to strictly control verbal and written statements concerning employees and are cautioned against responding with or volunteering information which might be perceived as defamatory.

III. PERSONNEL FILES

Upon request to the Human Resources Director or their designee, an employee will be given reasonable opportunity to inspect and/or obtain a copy of their personnel file. A request to inspect a personnel file may be oral or written, and all files will be reviewed in the Human Resources Department. No changes or alterations may be made to any documents in the file, and no documents may be removed from the file.

An employee's file may not be immediately available for inspection. If a hard copy of the personnel file is not available, or immediate inspection is not feasible, the Human Resources Department will have reasonable time to provide the personnel file.

Pursuant to Colorado law, access to employee personnel files may be limited to once a year during employment and once after employment ends.

A. COPIES OF PERSONNEL FILES

An employee may request copies of their personnel file in writing. Information in an employee's personnel file relating to individuals other than the requesting employee will be removed from the copies given. Before the requested copies are prepared, the employee will be notified of the copying charges that will apply. Copying charges will include the labor cost for retrieving, assembling, redacting, and copying. Costs associated with copying personnel files are outlined in Policy 8.02.

5.01 TRAINING AND DEVELOPMENT

I. POLICY

City of Grand Junction employees are encouraged to actively seek opportunities to continue their education, training and career development. Employee development is vital and contributes to the successful accomplishment of individual and organizational objectives. The Training and Development Policy is intended to provide employees with the information needed as they seek education and training opportunities that will increase their efficiency, knowledge, skills and abilities during their employment with the City.

The City provides three different methods for employees to gain additional education and training:

The first of these is the City-wide training program that is offered and budgeted through the Human Resources Training Budget and administered by the Human Resources Department. The training provided under this category is directed toward organizational development and enhancement of employee general work skills. Any regular full-time or part-time/seasonal City employee can participate in these trainings with the permission of their Supervisor. Some trainings may be required depending on your position.

The second opportunity for employees to obtain additional training is through their departments. Funds allocated for upgrading employee skills that are directly related to employees carrying out their specific job tasks must be approved by the Department Director and funded by the department. Any regular full-time City employee can participate in these trainings with the permission of their Supervisor.

The third avenue that employees can use is the Tuition and Educational Reimbursement Program. This option is only available to regular full-time employees who have been employed with the City for 12 months or more. Employees must be in good standing with their department and have no disciplinary actions pending, in process, or received within the previous six-month period.

Participation in the Tuition and Educational Reimbursement Program is a privilege, not an employee right or entitlement. Therefore, not every request will be granted. Employees are required to submit a *Tuition and Educational Reimbursement Program Application* form in order for Human Resources to determine his/her program eligibility. Employees who receive other tuition assistance funding from external programs may not be eligible for educational reimbursement. If approved, the employee is subject to all of the below mentioned conditions and budget constraints, as well as the Department Director and Human Resources judgment. Human Resources will provide oversight of the Tuition and Educational Reimbursement Program to ensure City-wide consistency in the manner in which it is administered.

If you are approved for participation in the program, a signed *Statement of Understanding* will be required. This outlines the requirement for prorated repayment to be made to the City in the event that you resign or your employment is terminated before 12 months have elapsed after completion of a course, or if you received other tuition assistance that was not disclosed.

II. TUITION AND EDUCATIONAL REIMBURSEMENT

Employees who have been with the City for 12 months or more are encouraged to pursue formal educational opportunities to enhance their career development with the City. To that end, regular full-time employees may be eligible for reimbursed funding up to but not exceeding $5000.00 per calendar year. Employees who are meeting or exceeding performance expectations are eligible for reimbursement consideration.

A. CRITERIA

- For use at the following: accredited academic institution, high school degree program, GED course, vocational, technical or trade school courses.
- If the employee is degree-seeking, the preference is for the applicant to attend Colorado Mesa University (CMU) but is not a requirement.
- Employees will be taxed on the tuition reimbursement if it exceeds the annual amount as outlined in IRS Code Section 127.
- Employees must be working with the City for at least 12 months as a full-time employee.
- Employees must have met or exceeded expectations in their most recent performance appraisal and be in good standing with their department and no formal disciplinary actions, pending, in process or received within the past six months.

B. PROCEDURE

- A *Tuition and Educational Reimbursement Program Application* form must be submitted each year; acceptance is not guaranteed or automatic from previous year acceptance. Applications will be accepted year-round and employees will be added to a wait-list if allotted seats have already been filled. The application provides the program of study, institution, and date of class(es). In addition, the form provides an explanation of how the employee, and the City will benefit from the skills, knowledge, and competencies gained through the program and how they align with the overall strategic objectives of the department and/or City.
- The application will be routed to the employee's supervisor for initial approval, then to HR for an eligibility review before it goes to the Department Director and back to HR for final approval.
- Upon approval, the employee will be notified of acceptance into the program and sent a *Statement of Understanding*. This outlines the requirement for a (prorated) repayment of funds received if the employee separates employment prior to 12 months after completion of a funded course or non-disclosure of other financial assistance.t
- Employee pays for the course(s) and fees upfront.
- Employee submits itemized course(s) fees and grades once the course is successfully completed. This requires a "C" or better for undergraduate courses, a "B" or better for graduate courses, and a "Pass" for pass/fail courses.
- Reimbursement will be paid after receiving all required documentation.
- The Human Resources Department will audit the participants in the first six months of the year to ensure the funds designated are being used. If the funds are not being used, or will not be used, the next person on the waitlist will be contacted to see if they would like to participate in the program.
- Thirty (30) calendar days must be allowed for both the approval process, as well as the reimbursement process.

C. SEPARATION OF EMPLOYMENT

Employees agree to continue in the employ of the City and provide active service to the City for a minimum of 12 months from the date the employee completes the class. If the employee leaves the City earlier for any reason, other than the employee's disability or dismissal not involving misconduct, he/she will be liable to repay payments made to him/her in the preceding one year under this program, pro-rated on a monthly basis.

For example, if an employee separates in May 2026, the finance department will look at the last class completed. If a class was completed in December 2025, the employee would have worked 5 months since the end of the class, so they would have to repay 7/12 of the amount of that class.

III. REQUIRED TRAINING

Required training courses, which are those initiated and mandated by the employee's Supervisor or Department Director, and which are required for the performance of an employee's job duties, will be arranged as much as possible during regularly scheduled working hours. A Supervisor, with the approval of the appropriate Department Director, may change normal working hours to accommodate the training schedules. In the event an employee is required to attend a lecture or training program outside their normal working hours, they will be compensated in accordance with Policy 2.4 VIII. Approval of course work taken during working hours is at the discretion of the employee's Supervisor, Department Director and Human Resources.

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5.02 PERFORMANCE APPRAISAL

I. POLICY

Employees may receive a review of their work performance at any time. A formal written appraisal of all regular part-time and full-time employees' performance will be completed annually in the month of March. Employees will complete a self-evaluation and submit it to their Supervisor or Manager who will then contribute to and finalize the evaluation. The Department Director will then review and sign the performance evaluation. The employee's Supervisor will discuss the written appraisal with the employee. The employee should sign the written appraisal. If an employee refuses to sign the appraisal, the Supervisor should note the refusal to sign on the form. Refusal by the employee to sign the performance appraisal does not invalidate the contents or the performance appraisal. The employee will be provided with a copy of the performance appraisal for their reference.

A formal performance appraisal must accompany any request for a performance adjustment to an employee's rate of pay (see Policy 2.1, Section V) or any request to release the employee from the introductory period (see Policy 4.4, Section III & IV).

II. RESPONSIBILITY

The Department Director will be responsible for ensuring performance appraisals are completed in a timely manner. The Human Resources Department will ensure performance appraisals are fair, objective and in compliance with City policy. Performance appraisals will be completed by the employee's Supervisor and approved by the Department Director prior to the original form being forwarded to the Human Resources Department for inclusion in the employee's personnel file.

5.03 RECOGNITION

I. POLICY

In order to recognize outstanding employee efforts that support the City of Grand Junction's mission and enhance the achievement of the City's goals, a recognition program has been implemented.

II. RECOGNITION PROGRAM

The purpose of the Employee Recognition Program is to show appreciation to employees for a job well done and to recognize the actions of employees that are above and beyond their job. The Employee Recognition Program is flexible in order to adapt to the diverse operations and employees of the City.

Each department will appoint a representative to coordinate the department's Recognition Program with the Human Resources Department. The representative will facilitate communication of accomplishments for which employees or teams have been recognized, assist in organizing the quarterly recognition event and track individual awards and department expenses for the program. The Human Resources Department will maintain and monitor the budget for the program, coordinate annual recognition events, develop and deliver Supervisory training and communicate with the department representative.

III. TYPES OF EMPLOYEE RECOGNITION

A. IMMEDIATE RECOGNITION

All employees are encouraged to recognize and appreciate each other by using a variety of recognition methods and techniques. Employees will be provided with ideas and tools for recognition at the department level based on what is most effective and valued by that department. Forms of immediate recognition include thank you cards, emails to the employee's Supervisor for inclusion in the employee's performance log, low-cost awards such as movie tickets, and group or individual appreciation events. Gift cards are not an authorized form of recognition, any exceptions must be requested in writing and be approved by the Human Resources Director.

B. RECOGNITION EVENT/SERVICE AWARDS

Each department will hold recognition events each year for the purpose of awarding Employee Service Awards and for recognition of employees or teams of employees for notable accomplishments.

Service awards will be presented to full-time and regular part-time employees in recognition of years of service to the City every five (5) years beginning at the employee's five (5) year employment anniversary. The term "years of service" is defined as continuous, full-time or regular part-time service, broken only by approved leaves of absence.

C. DEPARTMENT EMPLOYEE OF THE YEAR

A department may select an employee of the year. The employee of the year may be a supervisory or non-supervisory employee. The Department Director will determine how nominations will be taken and selections made. The department employees of the year will be recognized at the department's final recognition event of the year and will receive their choice of one (1) day, eight (8) hours of Paid Time Off or a $250 taxable award.

D. ANNUAL RECOGNITION EVENTS

An appreciation event will be held annually for the purpose of celebrating and appreciating the work done by all City employees.

IV. RECOGNITION FOR COST SAVINGS SUGGESTIONS

The Employee Recognition Program also awards employees for cost saving suggestions. To make a suggestion, the employee should submit their idea in writing to their Supervisor and send a copy to The Human Resources Department. A suggestion should not describe the problem but offer specific solutions that result in a better way of doing things, reduce waste, save time or money, solve a problem or add other value for the City to which a monetary value cannot be readily assessed. Suggestions eligible for recognition under this program should be original and should be beyond the scope of the employee's regular job duties. Suggestions dealing with conditions of employment, job classification or enforcement of existing policies or procedures will not be considered under this program.

The Supervisor will evaluate the suggestion or will refer it to another Supervisor or department if appropriate. The evaluating Supervisor will be responsible for keeping the employee and The Human Resources Department informed regarding the status and final outcome of the employee's suggestion. If it is determined that a suggestion be adopted, the evaluating Supervisor will fill out the Cost Savings Suggestion Form and will consider the significance of the cost savings, revenue enhancement or service improvement in determining a befitting award. The Department Director will review the Supervisor's recommendation and, if in agreement with it, will bring the recommendation to the Department Director team for final approval.

V. SAFETY AWARD PROGRAM

A. INTENT

The City's Safety Award Program has the following goals:

1. Develop a culture of safety awareness and improved safety outcomes by reducing City accidents and injuries and their attendant cost.
2. Reward work groups for attaining safety goals and for safe work practices.
3. Foster an environment in which every employee is motivated to create a safe workplace.

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B. AUTHORITY

The City-wide Accident Review Committee will review injury data monthly to track and trend accidents and distribute Safety Award, points will be assessed to the employee involved in the accident. Points will identify where additional training is needed and will be tracked annually to distribute Safety Awards.

Each DOT/Safety Sensitive employee (as defined in Policy 6.05, IV. C.) is eligible for an annual Safety Award in the amount of $50. Those that have a cumulative annual accident point total of two or less will be eligible for the Safety Award. Safety Awards are taxable income.

At the employee's annual performance evaluation, a discussion is held between the employee and the employee's supervisor to discuss the previous year's accidents, if any. If the employee is eligible to receive the annual $50 Safety Award, it will be paid out at the same time annual step increases (if any) are awarded.

Additionally, each department's total number of accidents will be tracked. Those departments with an annual accident total of less than their three (3) year rolling average will be awarded an additional $500 to be used at the Director's discretion to promote and recognize safety. Departments that do not record any accidents will receive a $1,000 bonus to be used at the Director's discretion to promote and recognize safety.

VI. TAXABILITY OF GIFTS, AWARDS, AND PRIZES

Gifts, awards, or prizes given by an employer to an employee are typically subject to IRS regulations, making them taxable and part of the employee's wages subject to withholding. Cash or cash equivalents, such as gift cards, prepaid credit cards, and the like, are always taxable. Non-cash tangible property valued above $100 is also taxable. For non-cash tangible property below $100, each case will be assessed by the Human Resources or Finance Department. All gifts, awards, and prizes must be reported to Payroll within the pay period of receipt.

6.01 CODE OF CONDUCT

I. POLICY

The Code of Conduct is intended to ensure that all employee conduct is proper, principled, and right; in short, ethical. City employees are prohibited from engaging in any unethical conduct. Conduct which could reflect unfavorably on the City or an Employee's service.

Employees are expected to conduct themselves in such a way that their actions and relationships with one another and members of the public are always professional and ethical. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting City business. It is the City's policy that all employees conduct themselves ethically and avoid misconduct or the appearance of misconduct.

II. ETHICAL CONDUCT

A. GIFTS

City employees and members of their immediate family are prohibited from accepting gifts from any person who has or is seeking to obtain business with the City, or from any person within or outside City employment whose interest may be affected by the employee's performance or non-performance of work duties.

Employees may accept:

1. Refreshments or meals provided as part of a business meeting;
2. Unsolicited food items received at the workplace which are intended to be shared with employees and customers;
3. Meals and entertainment of nominal value offered by a vendor at a meeting or conference or taken as a group rather than individually. In most circumstances, a "nominal value" means less than $65 (See Colo. Constitution art. XXIX, § 3);
4. Presentation items such as cards, plaques, certificates and trophies;
5. Flowers, fruit baskets, and commemorations of a special occasion;
6. Discounts that are available to the public, including unsolicited items of a nominal value or anything for which an employee pays fair market value.

Employees may not solicit or receive any pay, commission, money, pass, free ticket or service, be it a tangible item or service, including but not limited to, gratuities, favors, discounts, entertainment, hospitality and entertainment, prizes, gift cards, preferential treatment, training, transportation, lodging, meals, or merchandise upon terms more favorable than those offered to the public generally or derive any benefit, profit or advantage directly or indirectly from or by reason of any dealings with or service for the City. (See, City Charter Article XIII, §101.)

It is the employee's responsibility to ensure ethical conduct with regard to the acceptance of gifts or rewards. All gifts or rewards given outside of authorized City programs should immediately be reported to/given to the Employee's Supervisor and discussed with the Human Resources Department prior to using/keeping the gift or gratuity.

B. CONFIDENTIAL INFORMATION

Any information that an Employee learns about the City, its employees, City Council, or citizen(s), as a result of working for the City that is not otherwise publicly available shall be treated as confidential information. An Employee may not disclose confidential information to anyone who does not need to know such information except to assist in rendering City services. Employees will refrain from texting or emailing during meetings where confidential information is being discussed as there may be a perception that confidential information is being disclosed to a person(s) who should not receive the information. If an employee has an outside interest which could be affected by any City plan or activity, the employee must report the circumstances in writing to the employee's Supervisor immediately.

C. POLITICAL ACTIVITY

A City employee will not be a candidate for elected City office or actively participate in any campaign for any City office while an employee of the City.

Prohibited activities will include, but will not be limited to: work on behalf of a candidate at the election polling place; the distribution, publication or preparation of materials on behalf of or against a candidate for City office; active participation on a campaign staff including the solicitation of funds, preparation of materials, service as an officer, employee or Director of such a campaign; activity involved in organizing, serving as an officer or other official or any club, committee or organization acting for or against any candidate for City office. Employees have the right to become a member of a political club or organization, to attend political meetings and to enjoy freedom from interference in voting.

A City employee may be a candidate and/or participate in a campaign(s) that is not specific to City elected offices.

D. MEDIA INQUIRIES

All media inquiries are to be directed to the employee's Supervisor and Department Director.

E. USE OF CITY RESOURCES

Resources provided by the City, including equipment, vehicles, devices, materials, internet, and office items are provided for business use only.

F. CONFLICTS OF INTEREST

It is the City's policy to avoid activities, transactions, or relationships that may give rise to conflict of interest. Employees may not use City property or information for personal gain, nor violate policies regarding Conditions of Employment (Policy 4) and Ethical Conduct.

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III. EMPLOYEE ACCOUNTABILITY

Employees are responsible for knowing and adhering to the values and standards set forth in the Code of Conduct. Violations are subject to disciplinary action as provided in the Personnel Policy Manual. Real or perceived violations of the Code of Conduct shall be reported to a direct Supervisor, Department Director, Human Resources Director, City Attorney or City Manager.

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6.02 SEXUAL HARASSMENT

I. POLICY

Sexual harassment is an unlawful and unacceptable form of conduct which undermines the integrity of the employment relationship. Sexual harassment will not be tolerated whether such harassment is directed toward fellow employees or the public.

II. DEFINITION

Sexual harassment is defined as unwelcome or repeated sexual advances, a request for sexual favors or other verbal or physical conduct of a sexual nature when one or more of the following conditions are met:

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

Sexual harassment may include but is not limited to the following: any sexual flirtation, advance or proposition; persistent sexual or romantic advances despite an individual's rejection of the advances; verbal abuse of a sexual nature; any sexually explicit or degrading comment about another individual or their appearance; non-verbal sexually oriented body language such as obscene gestures and leering; the display or transmission of any sexually suggestive picture or object; or any other physical or verbal conduct which is offensive or abusive.

III. RESPONSIBILITY

An employee who feels victimized by sexual harassment should inform the individual engaging in harassing behavior that such behavior is unwelcome. Then report each instance of alleged misconduct to the appropriate Supervisor, Department Director or Human Resources Director. An investigation will be conducted, and any employee found to have sexually harassed any person will be subject to appropriate discipline, up to and including dismissal. All inquiries, complaints and investigations will be treated as confidentially as practicable. Information is revealed strictly on a need-to-know basis. The outcome of the investigation and that appropriate discipline was taken, if any, will be reported to the complainant and the employee accused. Any employee who is guilty of retaliation against another for filing a sexual harassment complaint will be subject to discipline, up to and including dismissal.

Supervisors and Department Directors must take preventative and timely action with regard to sexual harassment. All incidents must be documented.

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6.03 OTHER HARASSMENT OR INTIMIDATION

I. HARASSMENT OR INTIMIDATION

No City employee will harass or intimidate any other person or class of people on the basis of hair, race, color, religion, creed, sex (including pregnancy, gender identity, gender expression, chosen name, pronouns, form of address, and sexual orientation), national origin, age (40 or older), disability, genetic information, marital status, veteran status or any other status protected by applicable federal, state or local law.

A. DEFINITION

Such harassment or intimidation means to engage in, or the act of engaging in, any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or groups membership in or perceived membership in, a protected class, which conduct is:

- Subjectively offensive to the individual alleging harassment; and
- Is objectively offensive to a reasonable individual who is a member of the same protected class.
- The conduct need not be severe or pervasive to constitute a discriminatory or unfair employment practice if:
    - Submission to the conduct or communication is explicitly or implicitly made a term/condition of the individual's employment; or
    - Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or
    - The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. RESPONSIBILITY

An employee who feels victimized by harassment should inform the individual engaging in harassing behavior that such behavior is unwelcome, then report each instance of alleged misconduct to the appropriate Supervisor, Department Director or Human Resources Director. An investigation will be conducted, and any employee found to have harassed any person will be subject to appropriate discipline, up to and including dismissal. The outcome of the investigation and that appropriate discipline was taken, if any, will be reported to the complainant and the employee accused. Any employee who retaliates against another for filing a harassment complaint will be subject to discipline, up to and including dismissal.

Supervisors and Department Directors must take preventative and timely action with regard to harassment. All incidents must be documented.

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II. HOSTILE WORK ENVIRONMENT

A hostile work environment is an unlawful or unacceptable form(s) of conduct which undermines the integrity of the employment relationship. A hostile work environment will not be tolerated whether such harassment is directed toward fellow employees or the public.

A. DEFINITION

A hostile work environment is created when an employee feels uncomfortable or scared to be in his or her workspace due to offensive behavior, intimidation or abuse by a coworker, Supervisor, or member of the public. These may be situations where a Supervisor threatens a subordinate employee's job or aspect of employment but does not carry out that threat. It also includes situations where a Supervisor, co-worker, or member of the public engages in behavior that meets all of the elements listed below and alters the employee's work environment.

- The behavior is unwelcome.
- The behavior is offensive to a reasonable person.
- The behavior is directed at the employee because of the employee's protected status.

B. RESPONSIBILITY

An employee who feels victimized by harassment should inform the individual engaging in harassing behavior that such behavior is unwelcome, then report each instance of alleged misconduct to the appropriate Supervisor, Department Director, or Human Resources Director. An investigation will be conducted, and any employee found to have harassed any person will be subject to appropriate discipline, up to and including dismissal. The outcome of the investigation and that appropriate discipline was taken, if any, will be reported to the complainant and the employee accused. Any employee who retaliates against another for filing a harassment complaint will be subject to discipline, up to and including dismissal.

Supervisors and Department Directors must take preventative and timely action with regard to harassment. All incidents must be documented.

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6.04 ANTI-VIOLENCE

I. POLICY

The City is committed to a safe, healthy, productive workplace for all employees. As such, it is the City's policy to maintain a work environment that is free from intimidation, harassment, threats and hostile or violent acts of any kind. The City has zero tolerance for threatening, intimidating or hostile behavior; verbal or physical abuse; vandalism; arson; and the possession or use of weapons in the workplace or while on duty by any employee, unless such possession or use is specifically authorized as a required part of the employee's job duties.

II. DEFINITION

Violence is defined as the infliction of any bodily injury or harmful physical contact or the destruction or abuse of property. Examples of violent acts include, but are not limited to, intimidating, threatening or hostile behaviors, physical abuse including intentional bodily injury and homicide, damage or destruction of City property, unlawful use of weapons and other acts which are inappropriate in the workplace.

A threat is defined as a declared or implied intent to inflict violence at a City workplace or to a City employee. Threats may be direct, conditional or veiled.

III. RESPONSIBILITY

The City has established a Threat and Violence Assessment Team (TVAT) to assist management in identifying potential sources of violence, reporting and investigating procedures for threats of violence, developing plans to reduce the risk of violence and/or preventing acts of violence and developing response, trauma and recovery plans to deal with a violent incident.

Managers and Supervisors have a responsibility to be familiar with the City's Anti-Violence Policy and to report any instance of inappropriate behavior, or concerns about specific employees, to the Department Director or the Human Resources Department for evaluation and actions to be taken.

Employees who feel they have been subjected to, have observed or have knowledge of any violation of this Policy have a responsibility to immediately report the behavior or incident to their Supervisor or the Human Resources Director as soon as possible. Employees are encouraged to report threats to the Police Department or other applicable law enforcement agency if they believe a serious or imminent dangerous situation or violation of law exists.

Reports of workplace violence should be documented on the Violence Threat Report Form found on Cityweb under Forms.

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6.05 ALCOHOL AND DRUG-FREE WORKPLACE

I. POLICY

Employees are expected and required to report to work mentally and physically fit to perform their jobs. It is the City's intention and commitment to provide and maintain a safe, healthy, and secure work environment for employees, as well as the general public and any parties doing business with the City. Because the City recognizes drug and alcohol use as a potential health and safety hazard, it has implemented these rules to ensure a work environment free from alcohol, drugs, illegal/controlled substances, and other intoxicants.

This Policy applies to all employees while performing work on behalf of the City, or who are in facilities or on property owned, controlled, or operated by the City.

Under the plain language of Colorado's lawful activities statute, C.R.S. 24-34-402.5, the term "lawful" refers to those activities that are lawful under both State and Federal law. Therefore, any applicant or employee who engages in an activity that is permitted by State law but is unlawful under Federal law is not protected under the lawful activities statute.

Marijuana, including tetrahydrocannabinol (THC) constituent(s), are Schedule I drugs under the Controlled Substance Act. As such, employees will be tested for THC, and if detected as outlined in Section IV of this policy will be subject to discipline.

In accordance with the Natural Medicine Health Act of 2022 (NMHA) no applicant or employee may possess a natural medicine as defined by the NMHA in a public building, ingest natural medicine in a public place, or use consume, possess, transfer, display, transport or grow a natural medicine(s) in a City workplace.

II. DEFINITIONS

Alcohol includes the intoxicating agent in beverage alcohol, ethyl alcohol or other alcohol including methyl and isopropyl alcohol.

Covered property includes all offices, facilities, land, buildings, structures, installations, automobiles, trucks and all other vehicles and equipment, whether owned, leased, rented, or used by the City, including its affiliates.

City property also refers to all work locations or modes of transportation to and from those locations while an employee is engaged in the course and scope of employment with the City.

Drugs, for the purposes of this Policy, include legal and illegal substances including cocaine, marijuana, medical marijuana, and/or cannabis products containing THC, cannabidiol (CBD) products containing THC, opiates, amphetamines and phencyclidine

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II. DEFINITIONS (Continued)

and any other substance determined by the United States or the State of Colorado to be illegal to possess or consume; narcotics, hallucinogens, depressants, stimulants, inhalants and other substances capable of creating or maintaining effects on one's physical, emotional or mental state; any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease or other conditions in persons or animals. A drug is a "substance" for purposes of this Policy's reference to substance abuse.

Safety-Sensitive Positions include jobs that:

- Require the employee to possess a valid Commercial Driver's License (CDL) to operate a commercial motor vehicle, to operate an emergency vehicle, or to operate potentially dangerous equipment or machinery.
- Exercise law enforcement authority or are required or permitted to carry a firearm while on duty.
- Provide emergency medical services, including 911 call takers and dispatch.
- Have unsupervised access to controlled substances.
- Are responsible for the care or safekeeping of minors.
- Have administrative access to, and are responsible for the City's computer systems, servers, and networks.
- Are determined by the City, due to an essential function(s) of the job, may result in serious injury or death to a member of the public or co-worker by or because of an employee's action or inaction. Such jobs include those that require driving a motor vehicle and/or operating equipment as an essential duty of the job; and/or jobs that involve operations and/or maintenance of chemical, mechanical, or biological treatment equipment for water and/or wastewater.

III. PROHIBITED CONDUCT

It is the policy of the City to strictly prohibit the use, consumption, possession, transaction, or sale of alcohol and/or any drug(s) by any employee while working or assigned to work on City property, while operating City equipment or vehicles or while performing City duties. When required as part of their job duties, employees may be authorized by their supervisor to sell, transport or handle alcohol and/or drug(s).

The following conduct is specifically prohibited:

A. Use of drugs (including excessive quantities of prescription or over-the-counter drugs) and any other chemical substance that may alter or affect an individual's mood, senses, responses, motor functions, judgment, reactions, or performance.

B. The presence of detectable amounts, unless another standard or tolerance is established by this policy, of any drugs or alcohol that equal or exceed the prohibited amount in an employee's body system, while performing City business or while in a City facility, is prohibited.

Chapter 6: EMPLOYEE CONDUCT	Effective Date: December 1, 2023

III. PROHIBITED CONDUCT (Continued)

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C. Use of prescription medications that have a likelihood of substantially affecting the employee's performance while on the job unless such use is approved as necessary to job performance as determined by the employee's physician in consultation with Human Resources.

D. Possessing or using alcohol or drugs while on duty, being under the influence of alcohol or drugs or having the odor of an alcoholic beverage or drug(s) while on duty or reporting to work or to a scene.

E. Possessing of alcohol or drugs while operating a City vehicle, unless the alcohol or drug(s) are being transported on City business.

F. Use of or consuming alcohol or drugs within eight (8) hours of reporting to work or to a scene.

G. Use of or consuming alcohol and/or drugs while on call.

H. Following a vehicle accident requiring a Post-Accident Test, use of alcohol within eight (8) hours after the accident, or until the employee takes the Post-Accident Test as required by this Policy, whichever occurs first.

IV. TESTING

To meet the objectives of this Policy, the City will maintain a drug-testing program that includes the following:

A. APPLICANT TESTING

Prospective employees will be required to undergo drug(s) testing. All offers of employment are contingent upon a satisfactory result of drug testing. Applicants who refuse to submit to drug testing will not be considered for employment. Any applicant who tests positive will be denied employment with the City and will not be reconsidered for employment for one year.

B. CURRENT EMPLOYEE TESTING

1. Reasonable Suspicion

   Any employee reasonably suspected of being impaired, even to the slightest degree, by alcohol and/or drug(s) while on duty will be required to submit to testing. Reasonable suspicion includes those objective observations of appearance, behavior, speech, or body odors, which lead a supervisor or other ordinary reasonable person to believe that the employee is using or abusing alcohol and/or drug(s). The person who makes the observations will not be the same person who administers testing. If a Reasonable Suspicion Test is required, the City will provide the employee with transportation to and from the testing site. Under no circumstances will the employee be authorized to drive to the testing site.

2. Post City Vehicle Accident

   Employees will be subject to alcohol and/or drug(s) testing following a City vehicle accident on public or private property. The City employee operating the

2. Post City Vehicle Accident (Continued)

   vehicle must be sent to the City drug and alcohol facility for a Post-Accident Drug Screen if one or more of the following occur:

   a. The employee is cited with a moving violation.

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b. Any person or persons involved sustains injury or death from a vehicle or motorized equipment.
c. Any accident or incident where property damage occurs.

An employee must remain available for testing after any accident, or the employee will be considered as having refused to be tested. This does not mean that the employee cannot leave the scene of an accident to obtain emergency medical or other assistance, or that medical attention for an injured employee be delayed.

3. Application and Selection for a Safety-Sensitive Position
Employees that apply for and are selected for a transfer or promotion into a position requiring a valid (CDL) to perform the essential functions of the new position will be required to undergo drug(s) testing. All offers are contingent upon a satisfactory result of drug testing. Employees who refuse to submit to drug testing or tests positive, will be subjected to disciplinary action as outlined in Policy 7.1.

C. RANDOM TESTING

Employees who are in a designated safety-sensitive position are subject to random testing. In addition, random testing is required for employees who fall under any of the following categories:

- Are required to possess a valid (CDL) to operate a commercial motor vehicle, to operate an emergency vehicle, or to operate potentially dangerous equipment or machinery.
- Exercise law enforcement authority or are required or permitted to carry a firearm while on duty.
- Provide emergency medical services.
- Have unsupervised access to controlled substances.
- Are responsible for the care or safekeeping of minors.
- Have the potential to cause serious injury or death to a citizen or co-worker through their action or inaction.
- Drive a motor vehicle and/or operate light or heavy equipment as an essential duty of their job.
- Have administrative access to, and are responsible for the City's computer systems, servers, and networks.
- Have a high probability, as determined by the City due to an essential function(s) of the job, to cause serious injury or death to a member of the public or co-worker by or because of an employee's action or inaction. Such jobs include those that require driving a motor vehicle and/or operating equipment as an essential duty of the job and jobs that involve chemical and/or mechanical and/or biological treatment of water and/or wastewater.

1. Selection (Continued)
The selection of employees for alcohol and/or drug(s) testing other than reasonable suspicion, post-accident and follow-up testing will be at random and in compliance with state law. Under this process, each employee has an equal chance of being tested every time a selection is made. There are no limits to the number of times an employee may be randomly selected for testing. Employees will only

be tested while on duty.

The City will contract with vendors who will conduct testing on a 24-hour basis, thereby accommodating those employees who do not work a "typical" work schedule.

The Human Resources Director or their designee will be notified by the testing agency of the names of the employees who have been selected for testing. The Human Resources Director or their designee will advise the selected employee's supervisor that the employee has been selected. The employee must respond for testing within one (1) hour of notification. Failure to appear at the testing site within the timeframe required will be treated as a refusal to test.

Positive test results will be reported to the Human Resources Director or their designee as soon as the results become available.

2. Test Cost
   The City will pay the costs of specimen collection and testing for alcohol and/or drug(s). Second sample testing (other than confirmatory testing) of a positive result will be at the employee's sole and absolute expense. Second sample testing must be performed by a Substance Abuse and Mental Health Services Administration certified lab.

D. NON-NEGATIVE RESULTS

Any employee with a non-negative test for alcohol and/or drug(s) will have that result verified through a confirmatory testing method. The result of the confirmatory test will be considered final. Test results arising out of or under this Policy will be handled to reasonably ensure privacy, minimize intrusion, and establish a proper chain of custody and confidentiality. Any information gained will be communicated on a strict "need to know" basis.

E. REFUSAL

Refusal by any employee to submit to testing under the circumstances outlined above is considered a violation of this Policy and will result in disciplinary action up to and including dismissal.

marijuana (THC) and/or substances including marijuana and products that contain THC in the employee's system, the employee may be dismissed in accordance with the procedures in Chapter 7 of the Personnel Policy Manual.

V. VIOLATIONS AND REHABILITATION

A. ALCOHOL and/or DRUG(S) VIOLATIONS

Should testing, random or otherwise, show the existence of alcohol, drug(s) and/or marijuana (THC) and/or substances including marijuana and products that contain THC in the employee's system, the employee may be dismissed in accordance with the procedures in Chapter 7 of the Personnel Policy Manual.

B. PRESCRIPTION OR OVER-THE-COUNTER DRUG VIOLATIONS

Any employee who has taken, used or ingested drug(s) for a medical condition which has (have) a likelihood of substantially affecting the employee's performance while on the job, has the responsibility to tell their supervisor about the effect(s) of the drug(s) so that accommodation(s) may be made.

Use of physician-prescribed drug(s) according to the prescription/directions given by the employee's physician/pharmacist will not, in and of itself, subject the employee to discipline.

Use of physician-prescribed drug(s), where the employee has not used the drug(s) according to the employee's physician's/pharmacist's directions or use of prescription drugs for which an employee does not have a current physician's prescription, may subject the employee to discipline as outlined in Chapter 7 of the Personnel Policy Manual.

C. LOSS OF REGULAR OR COMMERCIAL DRIVER'S LICENSE

If an employee is charged with and convicted of, Driving Under the Influence of Alcohol/Driving While Ability Impaired, Vehicular Assault, or Vehicular Homicide as defined by Colorado State Law (or corollary statutes of any state) the employee will be subject to discipline according to Chapter 7 of the Personnel Policy Manual.

If the offense(s) occur while on duty, the employee may be dismissed. If the offense(s) occur while off-duty and driving is an essential job function for their position, the employee may be dismissed. The employee's inability to perform driving responsibilities due to a suspension, prohibition, or loss of license will generally not be accommodated through job duty changes or transfers to other assignments. Employees may apply for open positions that do not have a driver's license requirement.

Drivers of a Commercial Motor Vehicle (CMV) as defined by federal law are subject to disqualification from driving a CMV for one to three years following a first conviction or refusal to be tested for a drug or alcohol offense, and lifetime disqualification for a second conviction or refusal to be tested. A City employee whose job requires a CDL may be dismissed upon a violation that results in the license being placed in prohibited status as outlined by the Federal Motor Carrier Safety Administration Act, as amended.

VI. RESPONSIBILITY

Where alcohol and/or drug(s) possession or use by an employee is suspected, the employee's immediate supervisor, department director or Human Resources Director should be immediately notified. Rehabilitation for substance abuse, if any, is at the sole discretion of the appropriate department director and must be reviewed and approved by the Human Resources Director and City Manager. If rehabilitation is recommended and approved, the employee will not be allowed to return to work until certified to do so by an appropriate representative of the treatment program. Certification may include, but not be limited to, return-to-duty testing, follow-up testing and other testing and/or treatment. Employees participating in a treatment program will do so at their own expense. Paid Time

Off and Leave Without Pay may be authorized by the appropriate department director for a treatment program.

Employees on physician-prescribed medication should notify their supervisor prior to starting work if there is the likelihood that such medication could affect job performance and safety.

Employees needing assistance in handling such problems are encouraged to use the City's Employee Assistance Program (EAP) and health insurance plans, as appropriate. Efforts to obtain help for an alcohol and/or drug(s) problem will not, in and of itself, jeopardize employment.

VII. DISCLOSURE

Upon written request, an employee is entitled to copies of the City's records pertaining to the employee's use of alcohol and/or drug(s), including records pertaining to their alcohol and/or drug(s) tests.

All results of alcohol and/or drug(s) testing conducted pursuant to this Policy on employees who have a CDL will be made available upon written request to the Secretary of Transportation, or any state or local officials with regulatory authority over the City.

Any information obtained pursuant to this Policy will be released per regulatory authority.

VIII. RE-EMPLOYMENT

Employees who are involuntarily discharged from employment with the City or resign in lieu of disciplinary action because of a violation of the Drug and Alcohol policy will not be eligible for re-employment for one year from the separation date.

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6.06 TOBACCO USE

I. POLICY

The City has a responsibility to provide and maintain a safe, clean working environment for its employees. In accordance with this responsibility, smoking and the use of tobacco and tobacco-like products such as cigars, cigarettes, electronic cigarettes, chewing tobacco, and pipes is prohibited in the interior of all City buildings, facilities and vehicles and in the presence of citizens. Smoking is permitted only outdoors in compliance with City ordinances.

6.07 ACCESS AND USE OF COMPUTER AND COMMUNICATION SYSTEMS

I. POLICY

The City's computers, electronic devices, networks, access to the Internet, email, voice mail systems, fax messages, and other electronic media are business tools intended for employees to use in performing their job duties. Therefore, all electronic documents and files prepared with, received, and/or stored on any City computer and/or electronic equipment are the property of the City regardless of their physical location, or the form in which they are maintained.

All electronic files, documents, messages and usage logs created, received, or stored on the City's computer systems and cellular devices are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including email, text messages, voice messages, and social media posts either whether sent or received.

All employee electronic files, mail messages, or other correspondence, sent or received on a City owned device and all business related files and communications sent or received on a personal device, may be considered a "public record" under the Colorado Open Records Act and E-discovery laws and may be subject to public inspection and disclosure.

II. PROHIBITED USAGE

A. Using City electronic messaging resources for personal entertainment, personal benefit or gain, any personal business activities, sending chain letters, or soliciting donations for charitable, religious or political causes, except for City-sponsored charities. The term electronic messaging is used to describe a wide range of electronic communication tools including, but not limited to, email, instant messages, text messages, voice mail, blogs, wikis, video conferences, faxes, pagers, web meetings, and the use of any and all internet websites, forums and news groups and news feeds.

B. Soliciting, transmitting or receiving any material (goods, services and/or electronic data/information) that could potentially embarrass the City.

C. Using City electronic resources, property or documents, to engage in personal social networking. Social networking includes all types of postings on the Internet, including, but not limited to, social networking sites, such as Facebook, or LinkedIn; external blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and the posting of videos on YouTube and similar media. Any written, auditory and/or visual messages communicated by an employee that are relative to the City in any capacity are the sole property of the City may not be posted or published on personal sites or devices without authorization of the employee's Department Director.

D. Transmitting or receiving any material that is in violation of any federal, state or local law, ordinance or regulation.

II. PROHIBITED USAGE (Continued)

E. Sending or receiving commercial software or other material in an attempt to circumvent licensing. Employees will comply with copyright and licensing laws for materials, software and other media.

F. Displaying, transmitting, or downloading material that is in violation of City guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful. If an employee receives an electronic message containing such material, the recipient should contact the sender and take other appropriate steps to discourage such communication(s). If contacting the sender to notify the sender that such communications are unwelcome does not end the communication(s), then the employee will block the address as "Junk Email" using the Office 365 spam tools and report recurring incidents to the Information Technology Manager.

G. Installing software that is not expressly licensed by the City on any City device.

H. Providing unauthorized access to private or confidential information.

I. Providing access to public information without following the current rules and procedures for dissemination of City information.

J. Transmitting sensitive information, unless the electronic message is conveyed using approved security techniques identified in the Information Security Manual available on the City's intranet, including, but not limited to, encryption.

K. Using another user's electronic messaging account, network account, home directory or personal file storage device, or sending a message under someone else's name without the latter's express permission.

L. Seeking information on, obtaining copies of, modifying files, or altering data or passwords belonging to other users, or representing themselves as another user unless expressly authorized to do so by the other user and/or their Supervisor.

M. Incidental personal use of City computers, devices, and networks is allowed subject to the prohibited use described in this policy, subject to the privacy restrictions described below, provided that the use doesn't impact the employee's work performance or that of fellow workers, and provided that the use doesn't adversely impact the use or availability of the devices and networks for business purposes.

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III. PRIVACY

Employees shall have no expectation of privacy in either sending or receiving electronic messages using City provided devices or systems. Employees are hereby notified that any electronic message received into or sent from a City system or device, or any business-related electronic message received or sent from a personal device, may be considered a "public record" subject to the disclosure requirements of the Colorado Open Records Act and E-discovery laws. It is the responsibility of each employee to use electronic messaging in accordance with applicable law(s) and the City's policies in effect at time of usage.

The City may monitor a user's City provided electronic message accounts without prior notification.

The use of City owned devices and accounts, and personally owned devices and accounts for business purposes is subject to the policies provided in the Information Security Policies available on the City's Intranet.

Access to, and use of, the Internet on City devices or networks, including all communication by electronic messaging is not to be considered confidential, secure, personal or private. Any and all electronic messages, including those containing personal or privileged information, are records of the City.

The City reserves the right to access the files, messages or communications sent, received or stored on the City's computers, devices, and computer systems and to disclose contents, including any metadata of such to third parties as required by law. Under E-discovery laws, in the event that a document or electronic message has been forwarded to or received on a personal computer, device, or storage drive, that computer, device or drive may be subject to search and seizure.

Confidential or privileged information includes communications to and from an attorney of the City (e.g., the City Attorney, the Assistant City Attorney and the Staff Attorneys), personnel information, criminal investigation files or any other privileged information as identified by City policy or by law.

Whether or not an electronic message is confidential can only be determined as a matter of law, based on the particular circumstances. Just because a message is labeled "CONFIDENTIAL" does not mean that it will be exempt from disclosure. If an employee is not sure if information is confidential or privileged, the employee should consult with his or her Supervisor or the City Attorney's Office before distributing information via electronic messaging.

IV. MONITORING

The City Manager or the City Attorney may access or may authorize a Department Director or the IT Director, or designee, to access the files, system logs and computer data of any user stored or produced on the City's computer or communication systems. This also includes data and logs stored on or produced on City computers that have been used to access or attempt to access non-City electronic messaging systems (whether in draft or final form).

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IV. MONITORING (continued)

If authorized by the City Manager or the City Attorney, the IT Director or their designees may access and/or inspect any and all users' e-mail files, internet usage, voice mail files, and all other electronic media to correct service problems, ensure system security and perform searches of the contents of the e-mail boxes/folders for any legitimate business reason.

The IT Director or their designee will be responsible for monitoring and auditing the usage of the City's communications systems and will report any known or suspected violation(s) of this policy to the respective Supervisor, Department Director, Human Resources Director, or the City Manager, as the situation warrants. Audits will be performed at intervals established by the IT Director as such that the City's interests are protected fully.

V. RETENTION OF ELECTRONIC RECORDS

Employees are responsible for maintaining all electronic records generated during work-related communications and activity, regardless of whether the records were generated on a City owned, third party, or personal device, in accordance with the City's record retention policy available on the City's Intranet. Messages received or sent to/from a City owned device are generally stored automatically for the minimum period specified in the records retention policy. However, the employee is ultimately responsible for properly storing and managing all electronic records in their care.

VI. POLICY VIOLATION

The City has the sole and exclusive right to delete and/or retain any or all electronic messages or files of a former user of the City's electronic systems or devices.

Employees are responsible for properly identifying, classifying, and storing e-mail records using the City's record retention schedule and designated media which is available on the City intranet.

Any person who violates this policy may be subject to disciplinary action as outlined in Policy 7 of the Personnel Policy Manual. Criminal or civil penalties may be imposed in addition to any personnel action taken.

Failure to enforce part or all of this policy does not constitute a waiver or amendment of the policy.

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Chapter 6: EMPLOYEE CONDUCT	Effective Date: July 18, 2017

6.08 CITY-ISSUED CELLULAR DEVICES

I. POLICY

The City provides cellular services and devices to City employees for official City business. Department Directors or their designee will determine if and when an employee requires wireless communication in order to maximize effective and efficient service in the performance of the employee's official duties.

II. AUTHORIZED USE

City owned cellular devices and personally owned cellular devices used for business purposes will be used in accordance with the Cellular Device Use Policy available on the City's intranet. By accepting the City-owned device, a stipend for the use of a personal device, or by using a personal device for business purposes, the employee acknowledges and accepts the responsibilities and risks outlined in the Cellular Devise Use Policy.

III. PUBLIC INFORMATION

Wireless device account billings, records and the numbers assigned to the devices and accounts are public information. If requested for a business use or purpose, employees' City-issued wireless device phone numbers are to be provided to the requesting party.

Public Information Officers or persons in communications positions should make their wireless telephone number reasonably available so that in the event the employee cannot be reached by the public and/or media on their office telephone during incidents of breaking news, they can be reached on their wireless device.

6.09 SOCIAL MEDIA USE POLICY

I. POLICY

Social media is a term used to describe a broad range of internet and mobile-based communication tools that allow users to make connections between people, to exchange information and create a virtual community. The City recognizes the value of utilizing this form of communication to provide information to, interact with and build relationships with a wide variety of people including our citizens, area businesses, governmental partners and visitors. This policy is to establish guidelines for the use of social media technologies currently in existence or that may exist in the future. Various forms of social media may be used at the discretion of the City's Department Directors and City Manager to add value to the City's overall communication strategy.

II. AUTHORIZED USE

A. Only designated staff responsible for City communication, marketing and community relations will be authorized by their Department Director or the City Manager to develop social media on behalf of the City. The justification for use of social media technologies by designated staff must be specifically reviewed and approved by the Department Director. Approved accounts and their content are the property of the City.

B. Authorized employees representing the City on City-sponsored social media will take the following actions to the extent that the media allows:

1. Post meaningful messages and information appropriate to the goals and purpose of the site.
2. Be as transparent as possible while protecting information that is considered to be non-public in nature.
3. Use the City and/or department logo where appropriate.
4. Ensure acceptance of all individuals who wish to network with the City by becoming followers, fans or friends.
5. Regularly review comments, keep content up-to-date, ensure accuracy of information and correct misstatements as quickly as possible.
6. Specify that the content, comments and replies posted are for public disclosure and will be subject to the Colorado Open Records laws.
7. Ensure information published does not violate City policies, standards or Code of Conduct.
8. Include notification to the public of the City's right to remove inappropriate messages or postings.
9. Avoid personal views and remain neutral on topics of a religious or political nature.
10. Follow copyright and fair use laws.

C. Authorized developers will provide the Communications and Engagement Director, or their designee(s), with a record of all of their social media accounts, authorized developers and access information. Department Directors will ensure that authorized developers have an acceptable level of knowledge and training and that City sponsored sites are used within the Terms of Service established by the social media outlet or online host, and in accordance with state and federal law.

II. AUTHORIZED USE (continued)

D. Authorized use of City-sponsored social media may be discontinued at the discretion of the Department Director or City Manager.

III. PROHIBITED CONDUCT

Employee use of social media sites, either on or off-duty, is subject to established City policies. Disciplinary action may result from employee behavior in the social media environment that violates any policy in Chapter 6: Employee Conduct. Inappropriate employee use of social media may be grounds for disciplinary action as identified in Policy 7.1, Section II, Reasons for Disciplinary Action, including behavior that is offensive, careless, illegal, or threatening, violates confidentiality, causes unfavorable criticism from the general public or reflects adversely on the City. Complaints of inappropriate behavior by an employee using social media will be investigated and determined to be founded or unfounded. The intent of this policy is not to restrict the flow of useful and appropriate information but to ensure City employees adhere to their ethical and legal obligations.

A. ON-DUTY

Use of social media by employees during work hours and on City-owned electronic devices is allowed for work related purposes only. Employees may access City sponsored social media sites for the purpose of viewing work related information by connecting to the media through the City's website (www.gjcity.org). When possible, employees should avoid using their personal login information to access social media at work. Employees are advised that their use of social media during work hours may be monitored at any time. Employee use of personal electronic devices during work hours must not interfere with the performance of their job responsibilities and is subject to the same restrictions as off-duty social media conduct.

B. OFF-DUTY

Employees are personally responsible and legally liable for their behavior while using social media off-duty. Comments made by individuals who identify themselves as, or are known to be City employees, may be viewed negatively by the public or may be incorrectly associated by the public with the City. Employees should be aware that others, including co-workers, Supervisors, citizens, or other unintended parties may read information they post on social media sites.

In addition to established policies related to employee conduct, employees are expressly prohibited from the following off-duty conduct when using social media:

1. Acting as a representative of the City unless authorized by a Department Director or the City Manager.
2. Making statements about the City which are defamatory, obscene, slanderous, untruthful or unlawful.
3. Representing themselves in a public forum with information, opinion or posture that would damage the reputation of the City or fellow employees.

C. OFF-DUTY (continued)

4. Discussing or providing information that is confidential or related to personnel matters.

5. Publishing or using City related or owned property including, but not limited to, documents, logos, and photographs taken in the course and scope of employment, or images of themselves in uniform or other identifying property.

In order to clarify that an employee is not representing the City while using social media off-duty, it is recommended that individuals who do identify themselves as City employees, use a disclaimer such as "The postings on this site are my own and do not represent the City of Grand Junction".

Employees with questions regarding personal off-duty social media use and their employment relationship with the City should contact their Department Director, the Human Resources Department or the City's Communication Manager.

6.10 WORKPLACE BULLYING

I. POLICY

The City strives to provide its employees a workplace that is free from all forms of bullying behavior. In order to realize that goal, Employees are expected to treat others with dignity and respect.

The City will not, in any instance, tolerate bullying or similar bad behavior by any Employee.

II. DEFINITION

The City defines bullying as occasional and/or recurrent mistreatment that the recipient(s) reasonably claims harms his/her/their wellbeing and/or disrupts productivity. Behavior that is threatening, humiliating, intimidating, and/or sabotaging will be considered bullying and in violation of the City Personnel Policy Manual.

Bullying or similar bad behavior includes, but is not limited to:

- **Verbal Tormenting:** Offensive language, remarks, nicknames, or jokes; slandering, insulting, or ridiculing a person, their family, or beliefs; name-calling that is hurtful, insulting, or humiliating; refusal to address an employee by their preferred name and/or pronouns; public reprimands.
- **Physical Intimidation:** Threat of physical assault; damage to a person, their office, or property; any unwelcome touching including pushing, shoving, kicking, poking, and/or tripping; any violent act as outlined in Policy 6.04.
- **Gestures:** Non-verbal gestures that are offensive, obscene, or convey threatening messages.
- **Exclusion or Isolation (physical, verbal and/or non-verbal):** Excluding others from social or work-related activities; disregarding a person's work, presence or existence.

III. RESPONSIBILITY

An Employee(s) that reasonably feels he/she/they has (have) been subjected to or has (have) observed workplace bullying should report his/her/their feelings and/or observation to his/her/their Supervisor or the Human Resources Director as soon as possible.

6.11 DISTRACTED DRIVING OR OPERATION OF MACHINERY

I. POLICY

The City values safety in its workplaces. As such, the City's policy is to help, with the active involvement of its employees, promote the health and safety of City employees. Because driving and the operation of equipment or machinery are dangerous, employees performing those activities must be alert, attentive, and not distracted when driving or while operating any motor vehicle, equipment, or machinery in the course of their work.

In the event this policy, or any elements thereof, conflict with or are inconsistent with the policies or directives of the Police Department or Fire Department, the policies or directives of those departments shall override.

II. DEFINITION

Distracted Driving is inattention to driving or the operation of any vehicle or equipment or machinery because of the driver (operator) focusing on an object, activity, event, person, or other tasks (s) or a combination of factors not primarily related to the driving (operation) of the vehicle, equipment, or machinery.

A distracted driver (operator) has reduced cognitive awareness, impaired decision-making, and/or compromised performance which leads to or may lead to an increased risk of driver error and crashes or near-crashes and/or injury or death. Distracted Driving includes:

Auditory distraction is caused when sound(s) prevent(s) a driver/operator of a vehicle, machine, or equipment from making the best use of his/her hearing while driving or operating a vehicle, machine, or equipment and the driving/operation of the vehicle, machine or equipment is unsafe or may become unsafe.

Cognitive distraction is when a driver/operator's mind becomes unsafely distracted while driving or operating a vehicle, machine, or equipment.

Physical distraction is when a driver/operator unsafely removes his/her hands or feet from the controls while driving or operating a vehicle, machine, or equipment.

Visual distraction is when a driver/operator unsafely takes his/her eyes away from the road or area in which operating equipment or driving a machine or vehicle.

III. PROCEDURES

USING CITY-ISSUED HEADSETS, CELL PHONES, SMARTPHONES, OR TWO-WAY RADIOS WHILE DRIVING

All employees must abide by all laws regarding the use of handheld cellular devices while driving. The following guidelines are written to help ensure the safety of City of Grand Junction employees, vehicle passengers, and the public at large.

1. The use of City-issued wireless headsets is permissible and an acceptable form of two-way communication while driving or operating a City vehicle, equipment, or machinery.

III. PROCEDURES (Continued)

2. The use of two-way radios while driving or operating a City vehicle, equipment, or machinery or driving a personal vehicle on City business is permissible as an essential function of the employee's job, such as during, by way of example, sanitation/recycling routes, waste removal/management, road construction, chip sealing, weed abatement, mowing operations, snow plowing/removal, infrastructure maintenance and repairs, and travel between job sites.

3. The use of cell phones or smartphones is only permissible in vehicles that do not require a CDL to operate, when the driver uses hands-free devices or voice commands to operate the cell phone or smartphone, and the driver is in the seated driving position and properly restrained by the vehicle's seat belt. If the cell phone or smartphone requires other steps to operate then the driver is expected to safely stop the vehicle and perform the steps to initiate, answer, or terminate a call. All calls must be as brief as possible and work-related. The driver or operator must conclude such usage prior to resuming driving.

4. Driving safely and defensively always takes precedence over talking on a wireless headset, cell phone or smartphone, or two-way radio. Calls must be avoided in hazardous situations, such as congested traffic or inclement weather.

5. Portable electronic devices including cell phones and smartphones may be used as navigation devices only provided that the following considerations are followed:
    a. Mounted navigation systems may not block or obstruct the driver's view in any way, i.e., may not be placed in the center of the windshield.
    b. Navigation systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
    c. Programming or otherwise engaging the navigation screen may only occur before driving or while safely pulled off the road.

IV. PROHIBITED ACTIVITIES

Employees are not permitted to operate a motor vehicle, machine, or equipment while, by way of example, engaging in any of the following auditory, cognitive, physical, or visual distraction(s):

- Using a cell phone or smartphone without a hands-free device or voice commands except when needing to call emergency responders, such as 911.
- Using a cell phone or smartphone in a vehicle that requires a CDL to operate.
- Manually dialing a cell phone or smartphone.
- Reading or sending text messages and or emails.
- Reading.
- Personal grooming.
- Eating or drinking.

V. EMPLOYEE RESPONSIBILITY

It is the employee's responsibility to practice safe driving/operating practices. The employee will operate the vehicle, equipment, or machine prior to engaging in any work-related activity that distracts the operator from safely operating the vehicle, equipment, or machinery.

VI. SUPERVISOR RESPONSIBILITY

If the Supervisor observes an employee not practicing safe driving/operating practices, then the Supervisor must stop the employee's operation of the vehicle, equipment, or machine until the driving or operation may be conducted safely. Supervisors are responsible for investigating alleged violations of this policy.

VII. TRAINING

Due to the importance of this topic, there will be periodic training on this policy.

6.12 ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS

I. POLICY

Artificial Intelligence (AI) tools are software, services, and embedded features that use machine learning, large language models, generative models, or similar techniques to produce content, predictions, classifications, or decisions. AI tools may improve City productivity and service delivery; they also create risks to the confidentiality of City data, the integrity of public records, attorney-client privilege, and public trust. This policy applies to all employees, and to elected officials, board and commission members, contractors, interns, and volunteers, when AI tools are used in connection with City business or City data, regardless of device ownership.

II. APPROVED TOOLS

Employees will use only AI tools approved by the Information Technology (IT) Department for City business. Free or consumer-tier AI services, and AI features embedded in City-licensed software that have not been approved by IT, will not be used. Use of non-approved AI tools or AI tools accessed through personal accounts for City business is prohibited.

III. PROHIBITED INPUTS

Employees will not enter, upload, paste, or otherwise transmit any of the following into any AI tool unless the specific tool has been explicitly approved by IT and the City Attorney for that category of data, and the employee has been authorized to use it for that purpose:

A. Criminal Justice Information governed by the FBI CJIS Security Policy, including any data accessed through CCIC or NCIC;
B. Protected Health Information and other HIPAA-adjacent information, including data handled by the Human Resources Benefits Division;
C. Personally Identifiable Information, including Social Security numbers, dates of birth, driver's license numbers, and financial account numbers;
D. Personnel records, complaints, disciplinary actions, and employee investigation material;
E. Attorney-client communications and attorney work product;
F. Material subject to a litigation hold or active law enforcement investigation;
G. Credentials, API keys, cryptographic keys, network architecture details, and vulnerability data; and
H. Any other information classified as Confidential or Restricted under the City's data-handling standards.

IV. PUBLIC RECORDS

Prompts submitted to AI tools and outputs received from AI tools may be treated as potentially subject to disclosure under the Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq. Privileged material will not be submitted to any third-party AI tool without prior approval from the City Attorney. Records of consequence will be saved to authorized City systems; AI tool chat history will not be relied on as a system of record.

V. VERIFICATION AND DISCLOSURE

AI tools may produce inaccurate or fabricated content, even when the output appears confident. Employees will verify the accuracy of AI-generated content before relying on it, citing it, or distributing it, and will cite primary sources rather than the AI tool itself. AI-generated content will not be submitted in legal filings, contracts, or signed documents without review by the City Attorney. All content in any City record is attributable to an employee regardless of whether the content was generated by AI, and employees are responsible for the content generated by AI when that content is used in any City record.

VI. DECISIONS AFFECTING RIGHTS, BENEFITS, OR EMPLOYMENT

AI tools will not be the sole basis for any decision that materially affects an individual's employment, benefits, City services, licensing, or other legal rights. A City employee will review and take responsibility for any such decision.

VII. SECURITY

Employees will access approved AI tools through City-managed accounts and authentication, including multi-factor authentication where applicable, and will not include credentials, API keys, or other secrets in AI prompts.

VIII. RESPONSIBILITY

Employees are responsible for compliance with this policy and will report suspected violations or incidents to a Supervisor or to IT.

7.01 DISCIPLINE

I. POLICY

Employees are expected and required to conduct themselves in a manner that reflects the City's values, mission, and goals and to perform their duties as hired or assigned. As such the City will respond to and correct inappropriate employee behavior and/or deficient performance.

Any employee may request a meeting with their Department Director to have proposed disciplinary action of a written reprimand or more serious discipline reviewed. The Department Director may uphold or amend the proposed disciplinary action.

Full-time and regular part-time (benefitted) employees who have completed their introductory period and are not on probationary status for performance issues may appeal certain disciplinary actions imposed by their Department Director to the City Manager or their designee by following the appeal process. Disciplinary actions that are appealable to the City Manager include suspensions, demotions, dismissals, and any other disciplinary action which affects an employee's pay, benefits, or status.

Any employee may appeal disciplinary action to the City Manager or their designee if the employee claims that discrimination has occurred.

II. REASONS FOR DISCIPLINARY ACTION

Certain conduct is unacceptable and may result in disciplinary action up to and including dismissal. Reasons for disciplinary action include, but are not limited to, the following:

A. Violation of a City and/or department policy, directive, rule, regulation, provision, Standard Operating Guideline or Procedure, Charter or Code of Conduct.
B. Unsatisfactory performance.
C. Loss or suspension of a license, certification or related authorization required for the performance of a job (see Policy 4.2, VII for reporting requirement).
D. Insubordination including, but not limited to, failure, neglect or refusal to follow either a lawful verbal or written instruction given by a Supervisor.
E. Indulging in offensive conduct by using offensive or abusive language or gestures in public, while on duty or in uniform, while officially representing the City, while on City premises or in City vehicles.
F. Deliberate or careless conduct which results or could reasonably result in injury to the employee, a co-worker or member(s) of the public.
G. Unauthorized use of City vehicle(s), equipment, radio(s) and/or other City property (including information and/or information technology) for other than official business, including inappropriate use of electronic messaging, the internet and social networking site(s).
H. Carelessness, neglect, waste or damage of City property or of property belonging to any of its employees. In the event of damage to City property, the employee may be required to make restitution to the City in an amount or manner determined by the City.
I. Violating any law in connection with one's employment (see Policy 4.2, VII for reporting requirement).

II. REASONS FOR DISCIPLINARY ACTION (Continued)

J. Vending, soliciting or collecting contributions on the employer's time or premises without proper authorization.

K. Using, threatening or attempting to use personal or political influence in an effort to secure special consideration or benefit as a City employee.

L. Inducing, attempting to induce or allowing any employee in the service of the City to commit an unlawful act or to act in violation of City regulations, official policy or departmental orders.

M. Conviction of or a plea of guilty or "no contest" to a felony or misdemeanor when such conviction or plea is job-related or may adversely affect the City of Grand Junction, or its reputation (see Policy 4.2, VII for reporting requirement).

N. Conduct during off-duty hours which may cause unfavorable criticism from the general public and reflects adversely on the City (see Policy 4.2, VII for reporting requirement).

O. Falsification or material omission in the application for employment or falsification of personnel records, time reports or other City records.

P. Failure of a Supervisory employee to take the necessary or appropriate steps to discipline a subordinate employee when the conduct requires such action, and when the Supervisor knows or reasonably should have known of the action/failure to act.

Q. Abuse of work hours, leave or attendance policies of the department or City, including failure to work assigned overtime.

R. Failure of an employee to report facts or knowledge of violations of any City Charter, ordinance, rule, personnel policy or order, by another employee of the City.

S. Failure of an employee to report an incident, accident, or safety violation.

T. Engaging in a strike, slowdown or concerted effort to stop or interrupt City work of any kind.

U. Any other violation proscribed by this manual.

III. FORMS OF DISCIPLINARY ACTION

Recognizing that circumstances vary widely even in similar situations, the City retains the right to treat each performance issue, violation of policy or incident of misconduct on an individual basis, without creating a binding precedent for other cases. Discipline will be considered appropriate if, in the sole judgment of the City, it is relevant to the offense. Prior to recommending disciplinary action, the Supervisor and Department Director will thoroughly investigate the issue and obtain the employee's input. Suspensions, demotions, dismissals, and any other disciplinary action which affects a full-time or regular part-time employee's pay, benefits, or status are considered appealable actions. Employees will be advised in writing whenever an appealable disciplinary action is being considered.

Disciplinary action may include any of the following, either alone or in combination:

A. COUNSELING

A Supervisor may counsel an employee in an effort to make the employee aware of a deficiency, as well as to inform the employee of what will take place in order to correct the deficiency. Counseling may include a training program to correct a deficiency. A written summary of the counseling will be made for the Supervisor's record.

III. FORMS OF DISCIPLINARY ACTION (Continued)

B. ORAL WARNING

A Supervisor may orally communicate to the employee the deficiency and indicate that failure to remedy the problem(s) will result in other or more severe disciplinary action. A written summary of the warning will be made for the Supervisor's record. An oral warning is not an appealable discipline.

C. WRITTEN REPRIMAND

A Supervisor may reprimand an employee in writing. A written reprimand will identify the offense(s), the necessary corrective action(s) by the employee, and if applicable, the time period in which the employee must accomplish the corrective action. A written reprimand will be signed by the Supervisor and provided to the employee. A signed copy will be delivered to the Human Resources Department for inclusion in the employee's personnel file. A written reprimand is not an appealable discipline.

D. SUSPENSION

A Department Director, with concurrence of the Human Resources Director, may suspend an employee. Suspensions will be without pay. A suspension is an appealable action.

E. PROBATIONARY STATUS

A Supervisor, with the concurrence of the appropriate Department Director and Human Resources Director, may change the status of a regular employee to probationary. Disciplinary probation will be for a specific period of time, not to exceed twelve (12) months, during which the Supervisor will evaluate the employee's ability to meet job standards and expectations. Failure to meet performance expectations during the probationary period will result in further disciplinary action, typically in the form of Dismissal. A change in status from regular to probationary is an appealable action. Employees dismissed while on disciplinary probation may not appeal the Dismissal to the City Manager except in cases where the employee feels discrimination has occurred.

Employees on disciplinary probation will not receive market adjustments to their pay or be eligible for promotion or transfer until they have returned to regular status.

F. DEMOTION

A Department Director, with concurrence of the Human Resources Director, may demote or reduce the pay of an employee permanently or temporarily. A demotion is an appealable action.

G. DISMISSAL

A Department Director, with concurrence of the Human Resources Director, may dismiss an employee. A dismissal is an appealable action.

IV. ADMINISTRATIVE LEAVE

If, in the sole discretion of the City, it is in the employee's and/or the City's best interest that an employee be removed from the workplace, the employee may be placed on either paid or unpaid Administrative Leave. Administrative Leave may continue while the circumstances surrounding the employee's alleged action are under investigation and until they are authorized to return to duty. In the event of a criminal investigation, disciplinary action may take place prior to the conclusion of the investigation. When the investigation results in a Letter of Discipline, any period of appeal will be without pay, unless otherwise approved by the Department Director and the Human Resources Director.

If the City Manager or their designee overturns the discipline recommended in the Letter of Discipline through the appeal process, any pay which would have accrued may be paid to the employee at the discretion of the City Manager.

Employees on Administrative Leave will not receive market adjustments to their pay until they have returned in good standing to full duty.

V. NOTICE OF DISCIPLINE

When information received by the Supervisor indicates the possible need to impose a suspension, demotion, change in status or any other disciplinary action which affects a full-time or regular part-time employee's pay, benefits, or status, a Notice of Discipline will be issued. The Notice of Discipline will minimally include:

A. A statement containing the reasons for the discipline, and that disciplinary action up to and including termination is being considered.

B. Notice of the time and date the employee is scheduled for a disciplinary review meeting with their Department Director. The employee will be advised that failure to attend the disciplinary review meeting will eliminate the employee's entitlement to any further review or appeal.

C. A statement that the employee may provide a written document to the Department Director that details any disagreement with the charges, evidence and/or proposed action.

D. Notice of the employee's right to request copies of, or the opportunity to review, documentation supporting the proposed disciplinary action.

The Notice must be signed by the Department Director and hand-delivered in a confidential manner to the employee or be mailed to the employee's home address by certified mail.

VI. DISCIPLINARY REVIEW MEETING

Within five (5) working days of issuing the Notice of Discipline, the Department Director or their designee will meet with the employee. The purpose of the meeting will be to give the employee an opportunity to offer any facts, circumstances, arguments or evidence as to what has occurred. It is not intended that this meeting constitute a formal hearing where Rules of Evidence used in court proceedings would apply, but to give the employee an opportunity to meet and exchange information. The employee may bring one representative of their choice to the meeting. A representative may not make arguments on behalf of the employee or behave in any way that is disruptive to the meeting; otherwise, the representative will be asked to leave. The disciplinary review meeting may be tape-recorded.

VII. LETTER OF DISCIPLINE

Within ten (10) working days following the disciplinary review meeting the Department Director or their designee will prepare a Letter of Discipline. The Letter of Discipline will serve as the Department Director's decision on the disciplinary matter. Discipline will be imposed in the event that discipline has been determined to be appropriate.

The Letter of Discipline will:

A. Cite the reasons for the action.
B. State the disciplinary action to be imposed.
C. State the effective date of the disciplinary action, if any.
D. Advise the employee of their right to appeal, if applicable.
E. Specify the time frame for the employee's response.

The Letter of Discipline must be signed by the Department Director and reviewed and approved by the Human Resources Director. The Letter of Discipline will be mailed to the employee's home address by certified mail or hand-delivered to the employee in a confidential manner.

The discipline outlined in the Letter of Discipline will be imposed on the date stated in the Letter.

VIII. APPEAL PROCESS

An employee who wishes to appeal an appealable disciplinary action may request an appeal meeting. Appealable disciplinary actions include suspensions, demotions, dismissals, and any other disciplinary action which affects an employee's pay, benefits, or status. The employee may request a meeting with the City Manager within five (5) working days after the Department Director's response. An appeal meeting should be scheduled with the City Manager or their designee within twenty (20) working days of the date a written request is received by the City Manager's office.

Failure to follow the steps outlined above results in forfeiture of an appeal meeting.

VIII. APPEAL PROCESS (Continued)

The employee may designate a representative to discuss the charges and/or evidence, or otherwise represent the employee. The representative may confer with the employee during the meeting, but may not engage in tactics which, in the opinion of the City Manager, disrupt or unreasonably delay the meeting. Any representative will be compensated by the employee.

The Supervisor or Department Director recommending discipline may be present at the appeal meeting and may have representation from the City Attorney's office, as well as the Human Resources Department.

IX. FINAL DECISION

The City Manager or their designee will make a final decision no later than ten (10) working days following the appeal meeting. The decision will be in writing and will be mailed to the employee's home address by certified mail or hand-delivered to the employee in a confidential manner. The City Manager may sustain, overturn or modify the proposed discipline. If the disciplinary action is overturned by the City Manager, the effect of the discipline imposed will be reversed and may be made retroactive to the day the discipline was imposed.

X. PERFORMANCE AGREEMENTS

The employee's Supervisor and Department Director, or the City Manager or their designee at either appeal meeting, may enter into a performance agreement with an employee in lieu of implementing pending disciplinary action. The agreement will detail the terms of the modified behavior and/or corrective action to be taken by the employee. The employee has the option of agreeing to or rejecting the terms of the agreement. The employee must successfully complete all terms of the agreement. Failure to complete the terms of the agreement will be cause for immediate imposition of the proposed disciplinary action. The agreement will not have a term longer than twenty-four (24) months.

The City, by and through the Supervisor, the Department Director, and/or the City Manager, has sole discretion to offer a performance agreement as an alternative to disciplinary action. The employee has no right or entitlement to such an agreement.

XI. PROCESS DEVIATIONS

Deviations from the processes and timelines stated in this discipline policy by any party must be documented in writing in a timely manner together with an explanation as to why the deviation occurred.

7.02 COMPLAINT AND GRIEVANCE RESOLUTIONS

I. POLICY

The City endeavors to establish and promote positive employee relations and sound personnel management. At times, employees may experience work-related problems or dissatisfaction with a City practice. The complaint and grievance process outlined in this policy provides steps an employee may take to address and resolve complaints and grievances related to the interpretation or application of City policies, or state and federal laws, working conditions, employment practices, discrimination, and harassment.

The complaint and grievance process is not intended for complaints or disputes over management's operational decisions, classification and compensation of positions, performance appraisals, denial of leave, or other benefit issues unless a potential policy or legal violation exists. Employees may address workplace issues that are less serious in nature by utilizing the Workplace Improvement Program (forms and information available on Cityweb or by contacting the Human Resources Department).

Employees who believe they have been unfairly subjected to disciplinary action should follow the steps identified in the Discipline and Appeals Policy (Policy 7.1, Section V). At any time, the employee may request the assistance of the Human Resources Department to facilitate communication or serve as a mediator.

If an employee feels that he or she is being subjected to harassment or discrimination, the employee may first bring the issue directly to the Human Resources Director or may proceed as provided in this policy. Any employee, Supervisor, or Manager who becomes aware of an employee's complaint or grievance related to discrimination or harassment should immediately report the issue to the Human Resources Director to ensure that a proper investigation is conducted, and necessary action is taken. Employees may complete the Complaint and Grievance Form (available on Cityweb or by contacting the Human Resources Department).

No employee may engage in retaliation, retribution, or any form of harassment against another employee for bringing forth workplace complaints or grievances.

II. COMPLAINT AND GRIEVANCE RESOLUTION PROCEDURE

All complaints and grievances must be either discussed with a member of the Human Resources Department or submitted in writing by completing the City's Complaint and Grievance Form (available on Cityweb or by contacting the Human Resources Department). Any documentation which helps to explain the complaint or grievance may be attached to the form. To facilitate a timely resolution of the issue, the complaint and grievance procedure should be initiated as soon as the complaint/grievance arises.

Employees have the right to have a representative at all stages of the complaint or grievance procedure and the right to submit complaints and grievances anonymously.

A. HUMAN RESOURCES DIRECTOR REVIEW

Within five (5) working days of receipt of the Complaint and Grievance Form, the Human Resources Director or designee will schedule a meeting with the employee.

The complaint or grievance will be investigated, and a resolution determined as quickly as possible. Within ten (10) working days from the meeting, the Human Resources Director or designee will provide a written response of their investigation to the employee.

If the Complaint and Grievance Form is submitted anonymously, the Human Resources Director or designee will investigate the complaint or grievance to the extent possible, documenting steps taken to resolve the matter as soon as reasonably possible.

B. CITY MANAGER REVIEW

If unsatisfied with the response from the Human Resources Director, the employee may appeal the outcome of the Human Resources Director action or inaction in writing to the City Manager. The written appeal along with copies of the grievance and responses received must be submitted within five (5) working days of receipt of the Human Resources Director's decision. The City Manager or the City Manager's designee will review the decision and may request additional information or investigation from the employee or Human Resources Director. The City Manager will respond to the employee in writing within ten (10) working days. The City Manager's decision will be final.

IV. PROCESS DEVIATIONS

Deviations from the processes and timelines stated in this complaint and grievance resolution policy by any party must be documented in writing in a timely manner together with an explanation as to why the deviation occurred.

7.03 OTHER COMPLAINT RESOLUTIONS

I. COMPLAINTS AGAINST COUNCIL EMPLOYEES – CITY ATTORNEY, CITY MANAGER, AND MUNICIPAL JUDGE

No City employee employed by the City Council, may harass, intimidate or otherwise denigrate any other person because of the other person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information or any other legally protected status.

No City employee employed by the City Council, may use, attempt to use or suggest that hiring, advancement, promotion or other terms or condition(s) of employment may be subject to, affected by, relate or otherwise be influenced by any verbal, physical or other quid pro quo influences, whether sexual or otherwise.

Together these behaviors may be referred to as harassment, intimidation and inappropriate practices warranting a complaint(s).

A. RESPONSIBILITY

An employee who feels victimized by an act(s) of a City Council employee should inform the Human Resources Director in writing. The Human Resources Director will contact the City Attorney if the complaint is about the City Manager or the Municipal Judge; if the complaint is about the City Attorney the Human Resources Director will contact the City Manager. Together the Human Resources Director and the City Attorney or the City Manager will conduct an investigation in to the alleged inappropriate act(s). The outcome of the investigation will be reported to the City Council. Any City Council employee found to have acted inappropriately will be subject to discipline, up to and including dismissal.

B. CONFIDENTIALITY

All inquiries, complaints and investigations will be treated as confidentially as practicable. Information is revealed strictly on a need-to-know basis. The outcome of the investigation and the resulting discipline, if any, will be reported to the complainant and the employee accused. Any employee who is guilty of reprisal against another for filing a complaint will be subject to discipline, up to and including dismissal.

II. WHISTLEBLOWER

The City expects that its employees will conduct themselves in an ethical manner and in compliance with all applicable laws, rules, and regulations at all times. If an employee has knowledge of, or a concern of, illegal or dishonest fraudulent activity, the employee is to promptly contact his/her immediate Supervisor, Department Director, or the Human Resources Director and provide specific factual details, including records, reports, communications or other documentation of the alleged illegal, unethical, or fraudulent activity.

II. WHISTLEBLOWER (continued)

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

All reports of fraudulent activities will be followed up promptly, and an investigation conducted. In conducting the investigation, the City will strive to keep the identity of the complaining individual as confidential as possible.

Employees reporting wrongdoing will not be retaliated against. This right for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

8.01 EMPLOYEE RELATED EXPENSES POLICY

I. POLICY

The City will provide employees working in designated occupations with clothing for the purpose of identifying them as a City employee as well as ensuring safety and a professional appearance. The clothing program is not intended to fully support the employee's clothing requirements for work.

II. CLOTHING REQUIREMENTS

Authorized employees are required to wear City designated upper garments each workday. Any employee working on or near traveled right of ways and construction projects will wear approved colors for safety reasons. When employees need to or are required to wear non-safety-colored jackets, safety vests will be worn over the outer garment while working in a construction zone or near traffic. All upper garments and approved safety vests will be available from City Stores.

Footwear must match the hazard level of the job. If safety toed shoes or boots are required, annual reimbursement is provided with Departmental approval.

Clothing with the City logo should not be worn after work hours as it is intended to provide employees with an informal uniform to be worn for the purpose of providing identification as a City employee, and for ensuring a professional appearance during work hours.

III. PURCHASING GUIDELINES

The Department Director or their designee will justify each workgroup's clothing need and decide what articles the City will provide.

Each new hire will be given appropriate articles of clothing as determined by the Department Director or their designee. All other employees will receive clothing as their previously City issued clothing wears out. The employee will bring the worn-out article to their department designee for replacement approval. The designee will approve an inventory request through the current finance system which will allow the employee to pick up the replacement item at City stores.

Except for approved safety boot reimbursements, this policy specifically prohibits employees from purchasing or coordinating purchases of clothing directly from providers. Employees will not accumulate inventories of unused clothing or purchase clothing for other than their individual use. Employees will not purchase additional clothing at the City's discount for personal use.

IV. AUTHORIZED CLOTHING

Choice of work pant quality and color must adhere to the requirements of each Department, with purchase subject to Supervisor approval and authorized amounts. Work clothing must not be torn or worn out and will present a professional appearance at all times. Pants, overalls, and coveralls are not carried by City Stores. Employees may purchase these items from retailers upon Supervisor approval.

Shirt choices from City Stores include short/long sleeve tee shirts, short sleeve polo shirts, and short/long sleeve collared work shirts. Colors will be either "safety green", grey, or dark blue.

Choice of sweatshirts available include insulated zipper front hoodies, pull over style hoodies and regular crew neck sweatshirts. Colors will be offered in "safety green", grey, or dark blue.

Winter coats provided include one choice, "safety green" with reflective stripes. Insulated bib overalls or non-insulated coveralls in a department approved color.

Class 3 vests, work gloves and hat replacements will be handled on an as-needed basis. Gloves and hats will be ordered from City stores. Gloves and hats will be charged out of operations accounts. Summer and winter hats with a City logo are available.

Shorts will be allowed in some work areas as determined by department policy; however, shorts will not be provided by the City's clothing allowance. Shorts must be navy blue or tan.

Other items available for public identification only include a short/long sleeve dress shirt of neutral color, and a semi-formal winter jacket, both with the City logo.

Employees are not to remove sleeves on upper garments or wear ragged or torn clothing while working. In addition, employees are not to wear excessively worn and/or faded clothing that could compromise their safety or visibility.

Any deviation from the above-mentioned policy regarding specified type of clothing provided or color changes will require Department Director or their designee approval.

V. AUTHORIZED EXPENSE

Changes to the authorized clothing amounts will be evaluated based on inflationary impacts. Adjustments will only be made based on recommendation by the Purchasing Division and review and approval by the Human Resources Director and the City Manager. Certain safety clothing is tax exempt per IRS rules, all other clothing provided to employees is subject to City sales tax.

VI. TAXABLE EXPENSE

If the clothing provided to employees doesn't meet the criteria for a deductible expense, such as a uniform, it should be considered a taxable fringe benefit. This applies to clothing with the City of Grand Junction logo or any other clothing provided to employees. If there's any uncertainty regarding this IRS regulation or uncertainty of a clothing item, departments should reach out to the Human Resources or Finance Department.

8.02 WORK RELATED EXPENSES – AUTHORIZED RATES

I. AUTHORIZED RATES

The following rates are authorized for work-related expenses.

A. MILEAGE REIMBURSEMENT — Published IRS Rate.

B. MEALS — Published USGSA per diem rates.

C. TOOL ALLOWANCE — Up to $1100.00 reimbursement per year as approved by Department.

D. CLOTHING ALLOWANCE — Clothing will be approved and purchased based on the needs of each Department.

E. SAFETY BOOT ALLOWANCE

Designated field employees — Up to $150.00 upon Supervisor prior approval and with submitted receipt of purchase.

F. DATA/CELLULAR USAGE LEVELS

Level I – Incidental — Limited or occasional need for accessibility during workday; and/or, E-mail and other electronic communication can wait until normal workday; and/or, Phone usage required during the workday.
Reimbursement - $25.00 per month.

Level II – Beneficial — Accessibility required throughout workday and occasionally after hours; and/or, need for occasional e-mail notification or data communication; and/or, Phone usage required during workday and occasionally during off hours.
Reimbursement - $37.50 per month.

Level III – Necessary — 24-hour accessibility required; and/or, Frequent or constant electronic and data communication is required; and/or, Phone usage required during workday, as well as frequent off-hour usage.
Reimbursement - $50.00 per month.

II. AUTHORIZED COSTS

A. COPYING OF PERSONNEL FILES

1 – 10 pages	No Charge.
11 & over	As Published in Open Records Policy.

Accommodation (ADA)	A reasonable change in work environment and/or work process that enables a qualified individual with a disability to perform the essential functions of a job.
Anniversary Date	That date on which an employee began employment with the City in a full-time or regular part-time position. The Anniversary Date is used in calculating years of service. The most recent date will be considered the anniversary date if the employee has left and returned to work (re-employment) after more than 30 days have lapsed before re-employment.
Appeal	The right of a regular employee to seek review of a disciplinary decision. (See definition of Employee - Regular.)
Applicant	A person who has filed an application for employment or promotion.
Appointing Authority	A person(s) having the ability to designate individuals for City positions. Appointing Authorities will be designated by the City Manager and include Department Directors and others designated.
Appointment	A designation of an applicant by the Appointing Authority to occupy a position.
Approved AI Tool	An artificial intelligence tool that has been reviewed and approved by the Information Technology Department for use in connection with City business.
Artificial Intelligence (AI)	Software, services, and embedded features that use machine learning, large language models, generative models, and similar techniques to produce content, predictions, classifications, or decisions.
Base Pay Rate	The hourly rate or salary paid for a job performed. Does not include shift differentials, benefits, overtime or any pay other than the base rate.
City Council	The legislative and policy-making body of the City of Grand Junction comprised of seven (7) elected community members.
City Manager	The chief administrative and executive officer of the City of Grand Junction. The City Manager is appointed by the City Council.
Class or Classification	A position or group of positions which are sufficiently alike with respect to duties, responsibilities and qualifications that they may be designated by the same title and are compensated in the same range of pay under substantially the same employment conditions.

Classification Plan	A schematic list of job classes, supported by specifications.
Compensation	Consideration earned by or paid to an employee for work performed in any position. For purposes of these policies, compensation excludes benefits.
Compensatory Time or "Comp Time"	Leave time which may be granted in lieu of money for overtime worked.
Demotion	The movement of an employee from a position in one job class to a position in another job class with lower compensation or the change of an employee from one pay level within a pay range to a lower pay level within the same pay range. Usually, a demotion occurs for performance or disciplinary reasons, but may occur for other reasons.
Department Director	The Community Development Director, Police Chief, Public Works Director, Fire Chief, Parks and Recreation Director, Visit Grand Junction Director, Finance Director, City Clerk, General Services Director, Utilities Director, Information Technology Director, Communications and Engagement Director and Human Resources Director.
Departmental Rules	Rules and regulations applicable specifically to employees in a certain department in addition to the City of Grand Junction personnel rules and regulations.
Disciplinary Action	An oral warning or reprimand, counseling, written warning or reprimand, suspension, administrative leave, demotion or dismissal in response to a lapse in performance, policy violation and/or misconduct. See Policy 7.1.
Disability (ADA)	A physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.
Discrimination	Whether deliberate or unintentional, any action that has the effect of limiting employment or advancement opportunities because of an individual's hair, race, color, religion, creed, sex (including pregnancy, gender identity, gender expression, and sexual orientation), national origin, age (40 or older), disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state or local law is not allowed.
Dismissal	Involuntary separation of any person from employment by the City.

Electronic Messaging	A wide range of electronic communication tools including, but not limited to, email, instant messaging, text messages, voice mail, blogs, wikis, video conferences, faxes, pagers, web meetings, and the use any and all internet websites, forums and news groups and news feeds.
Emergency Work	Overtime work, scheduled less than four (4) hours in advance of the work, arising during periods of time other than an employee's regular work week, workday or shift.
Employee	A person occupying a position with the City, including a person who is on authorized leave of absence.
Employee – Full-time	An employee who has been appointed to a position that is regularly scheduled to work forty (40) or more hours per week. Full-time employees work a minimum of 2080 hours per year or 2912 hours per year for sworn Fire personnel.
Employee – Regular	A full-time employee who has successfully completed his/her introductory period.
Employee – Regular Part-time	An employee appointed to a position that is regularly scheduled to work an average of 20 – 37 hours per week on a year-round basis. The maximum annual number of hours that may be budgeted and worked by a part-time (1/2) employee is 1508. The maximum annual number of hours that may be budgeted and worked by a part-time (3/4) employee is 1924.
Employee – Seasonal	An employee who has a six (6) week break in service every 12 months. The maximum annual number of hours that may be budgeted and worked by a seasonal employee is 1840.
Employee – Temporary	An employee who has received an appointment to a position for a specified or limited period of time. Said employee may work forty (40) or more hours per week or less than forty hours per week.
Equal Employment Opportunity	Procedures and practices that are intended to prevent any individual from being adversely affected or excluded from employment opportunities on the basis of hair, race, color, religion, creed, sex (including pregnancy, gender identity, gender expression, and sexual orientation), national origin, age (40 or older), disability, genetic information, marital status, veteran status, or any other status protected by applicable federal, state or local law is not allowed.
Exempt Employee	An administrative, professional or executive employee, as defined by the Fair Labor Standards Act, who is paid on a salaried basis and not eligible to receive overtime compensation for hours worked.

Family Member (FMLA)	An employee's spouse, parent, son or daughter as defined under the Family and Medical Leave Act.
Health Care Provider (FMLA)	Any health care professional who is licensed or authorized to practice by the State or who is providing services as a result of a referral while under the Supervision of a health care provider.
Holiday Pay	Compensation provided to eligible employees on City observed holidays based on the employee's regularly scheduled workday.
Generative AI	A category of artificial intelligence that produces new content, including text, images, code, or other outputs, in response to user prompts or inputs.
Intermittent Leave	Any period of time, beginning with an absence from work, which includes: 1) multiple scheduled shifts during which the employee works only a portion of each scheduled shift or 2) multiple scheduled shifts during which there are combinations of partially worked shifts, full shifts off work and/or full shifts worked.
Incumbent	The current occupant of a City position.
Initial Employment	The appointment of a person, not previously employed in a full-time position, to a full-time position.
Introductory Employee	A full-time employee who has not yet completed his/her introductory period.
Introductory Period	The period of time after initial employment in a full-time position during which the employee is required to demonstrate suitability for the position and is without benefit of rights afforded to proficient employees. A new introductory period applies whenever an employee is promoted, demoted, transferred, reinstated or re-employed.
Job Analysis Questionnaire	A questionnaire used to gather information about the tasks assigned to a job and the employee knowledge, skills and abilities required to do the job.
Leave	An authorized absence from regularly scheduled work hours which has been approved by proper authority.
Market Adjustment	An adjustment to a position's pay range and/or incumbent pay to reflect pay changes or trends in the designated Market Area.
Market Area	A group of external business and governmental organizations defined by the City Manager to which the City compares wage rates.

Next of Kin (FMLA)	As related to a covered service member for purposes of the 26-week leave, the nearest blood relative other than the service member's spouse, parent or child, in the following order of priority: blood relatives who have been granted legal custody of the service member; brothers and sisters; grandparents; aunts and uncles; and first cousins, unless the service member has specifically designated in writing another blood relative.
Non-exempt Employee	An employee subject to the provisions of the Fair Labor Standards Act with respect to overtime compensation or compensatory time for hours worked in excess of his/her regular work week or work period.
Overtime	Time a non-exempt employee works in excess of the regular work week or work period.
Pay Adjustment	An increase in pay (from one pay level to a higher pay level in the pay range) for the employee who meets the performance standards for that higher pay level.
Performance Appraisal	A written appraisal of the work performance of an employee which is designed to inform management and the employee of the manner in which the employee is/is not meeting performance standards.
Position	A group of duties and responsibilities assigned or delegated by the Appointing Authority to one person.
Probationary Status	A form of disciplinary action which puts a regular employee on notice of failure to meet performance expectations and that expectations must be met within a period of time not to exceed 12 months or the employee may be dismissed without appeal rights.
Proficient	The maximum pay level in a pay range. Employees who have demonstrated competency in all aspects of their position may be deemed to be proficient.
Promotion	The movement of an employee, other than by reclassification, from a position in one class to a position in another class which has a higher maximum pay rate than the original class.
Range	The minimum, intermediate and maximum rate of pay established for a class in the Classification Plan.
Reclassification	The assignment of a position to a class different from the one to which it was previously assigned, on the basis of changes in or re-evaluation of the duties, responsibilities and/or qualification requirements of the position.

Reduction-in-force	Non-disciplinary separation of an employee from a position because of lack of work, lack of funds, change in operations or for any other reason(s) determined by the City to warrant a reduction in staff.
Re-employment	The subsequent employment of an employee who was laid off and who, prior to lay-off, had a satisfactory employment record with the City. Re-employment may also apply to former employees who were separated as a result of the expiration of Long-Term Disability or Injury Leave.
Regular Status	The designation achieved by an employee upon successful completion of an introductory period.
Reprimand	An oral or written notice from a Supervisor or Appointing Authority that an action(s) or activity(ies) of an employee is unacceptable, and/or notice in response to a performance problem, policy violation and/or misconduct.
Resignation	Notification to the City of an employee's intent to end their employment.
Retirement	The separation of an employee who is eligible for and has elected retirement under the provisions of a City-approved retirement plan.
Rules of Evidence	Rules that govern the introduction of evidence in proceedings, both civil and criminal, in courts. These rules do not apply in City disciplinary procedures.
Serious Health Condition (FMLA)	An illness, injury, impairment or physical or mental condition involving either in-patient care or continuing treatment by a health care provider.
Separation	The end of employment with the City by reason of layoff, resignation, retirement, dismissal or death.
Six (6) Months	Thirteen (13) complete bi-weekly pay periods.
Suspension	An involuntary absence imposed on an employee for disciplinary reasons.
Supervisor	An individual having the authority, in the interest of the employer, to recommend or take action on hiring, transferring, administrative leave, suspension, layoff, recall, promotion, discharge, assignment, reward or discipline of employees and the responsibility to direct them or adjust their grievances or effectively recommend such actions, requiring independent judgement rather than merely routine or clerical action.

Transfer	The movement of an employee from one position to another position of the same class or another class having the same maximum pay rate and the same minimum standards of employment.
Twelve (12) Months	Twenty-six (26) complete bi-weekly pay periods.
Vacancy	An unoccupied position for which funds have been provided and are available.
Work Period	The total of scheduled work hours (twenty-eight [28] day period for sworn Fire personnel) as determined by departmental rules and regulations and as approved by the City Manager.
Work Week	The total of scheduled workdays in a seven (7) day period as determined by departmental rules and regulations and as approved by the City Manager.