

**TOWN OF CASTLE VALLEY
EMPLOYMENT POLICIES
Amended: August 20, 2008**

Disclaimer: Policies set forth in this document are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Town of Castle Valley and any of its employees. Employment with the Town of Castle Valley is at will and nothing in this document constitutes or promises a contract of employment or changes the status of at will employment. The provisions of this document may be amended or canceled at any time by the Castle Valley Town Council.

1. Descriptions of Authority

The Castle Valley Town Council establishes employment policies and procedures and may alter or amend these at any time.

The Mayor acts as Personnel Administrator for the Town, assuring the implementation of employment policies, identifying and developing job descriptions, managing searches, signing time cards, etc.

With regard to the Town Clerk/Recorder, the Mayor recommends hirings, raises and terminations for Council approval. Only the Council can enter into contracts, agreements or promises of any kind relative to Town Clerk/Recorder. To the extent that the Mayor makes oral or written promises, they are not enforceable.

With regard to other employees, the Mayor and/or the Director Supervisor has the direct authority for hirings, raises and terminations, although the Council's advice and consent may be sought.

The Council serves as a final appeal board for any employee dispute.

2. Employment Non-Discrimination and Openness

The Town of Castle Valley is an Equal Opportunity Employer. We recruit, hire, and provide conditions of employment without regard to a person's race, color, religion, sex, age, national origin, sexual orientation, disability, marital status or any other legally protected status.

All employees are required to report to their Supervisor, the Mayor or to a member of the Town Council, as appropriate, any act of discrimination that they experience or see. The Town will investigate all such allegations.

The Town does not tolerate retaliation of any kind based on any claim or complaint regarding discrimination.

3. Residency and Nepotism

We prefer that employees should be residents or property owners in the Town of Castle Valley, although exceptions may be made on the basis of candidate qualifications.

No employee or public officials may recommend for employment or actually hire a relative or spouse when he/she is also going to be the relative's supervisor. No one may supervise a relative or spouse or be supervised by one. Exceptions may be granted if a) the relative or spouse will be employed for four weeks or less; or b) if the relative or spouse is the only applicant qualified or eligible for the position.

4. Non-Hostile Work Environment

The Town is committed to providing a work environment free of discrimination and unlawful harassment. Actions or words based on an individual's sex, race, ethnicity, age, religion, family status or other legally protected characteristics will not be allowed or tolerated. It is the Town's policy to prohibit behavior which (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.

Sexual Harassment is a separate form of harassment based on gender and can be directed toward persons of the opposite or same gender. It is difficult to define but includes unwelcome sexual advances, requests of sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment

Submission to or rejection of such conduct is used as the basis for personnel decisions (e.g. demotion, promotion, performance appraisal, compensation, etc.)

Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

Employees should report any incident of sexual or other unlawful harassment to the Mayor or to a Member of the Town Council. The Town does not tolerate retaliation of any kind based on any claim or complaint sexual or other unlawful harassment.

All reported allegations of harassment will be promptly investigated with sensitivity to the rights of the person who complains, as well as to the rights of the accused. In investigating the allegation, the Town will endeavor to maintain confidentiality to the extent practical but cannot guarantee confidentiality. When harassment is found to have

occurred, the Town will take prompt remedial action up to and including termination. The results of the investigation will be reported to the accuser and the accused.

Anyone engaging in sexual or other unlawful harassment may be terminated from employment.

5. Grievances

We encourage an open workplace and want employees to openly communicate any concerns about their work situation without fear of retaliation or intimidation. Such acts of retaliation are prohibited.

To present a grievance, the employee should write a letter to the Mayor. If the complaint is about the Mayor, the letter should be addressed to a Town Council member. Within a reasonable amount of time, a meeting will be convened by the appropriate officials to resolve the conflict. If the employee is not satisfied with the resolution, he/she should write a letter to all members of the Council and request a meeting. The Council will meet in Executive Session within a reasonable amount of time to discuss the complaint with the employee. The decision of the Council will be final.

6. Employment Categories

All employees who are designated as NON-EXEMPT with regard to federal and state wage and hour laws are eligible for overtime pay if they work over 40 hours per week.

Each employee will belong to one of several categories:

Regular, Full-Time Employees are those who are regularly scheduled for 35 or more hours per week. These employees are eligible for paid holidays, paid vacation, 30 days of paid jury duty and paid personal leave/ sick leave benefits in addition to the standard benefit package described below.

Regular, Part-Time Employees are those who are regularly scheduled for no fewer than 24 hours per week but not as much as 35 hours per week. These employees are eligible for the standard benefit package plus paid personal leave/sick leave benefits.

Part-Time Employees are those who are regularly assigned to work fewer than 24 hours per week. These employees are eligible for the standard benefit package, plus paid personal leave/sick leave benefits.

Temporary Employees are those who are hired as interim replacements, to temporarily supplement the work force or assist in the completion of a specific project. Employment is of limited duration. These employees are eligible for the standard benefit package while they are in the employ of the Town.

Volunteers are covered by worker's compensation.

Others may perform work for the Town on a consultant/ contract basis. They are not considered employees of the Town.

A Town employee is permitted to hold another job, but is expected to meet their work obligations to the Town.

7. Job Descriptions

Each employee will have a Job Description that outlines his/her duties and responsibilities, expected time commitments and availability. These Job Descriptions will be updated as necessary.

8. Overtime Compensation

The Town strongly encourages employees to complete their work within the normal forty-hour work week. Positions that frequently require more than forty hours work per week should be carefully reviewed and adjusted so that work can be accomplished within the normal forty-hour period.

Regular Full-Time Employees are paid overtime by awarding compensatory time off in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked. Such time can be accrued from one year to the next but will not be “paid out” at the end of employment. All other employees are paid overtime at the rate of one and one-half hours for each hour of overtime worked in the form of monetary compensation.

9. Hiring

In making a hiring decision, the Town may conduct personal interviews. It also reserves the right to ask for references and to check with those references regarding the qualifications of the candidate.

10. Personnel Files

The Town maintains a personnel file on each employee, including such information as the employee’s job application, resume, job description, documentation of performance appraisals and compensation history. Vacation and leave time will be recorded in these files. Access to these files is restricted. Employees may review the contents of their file in the presence of a Town Official.

Employees are expected to keep the information regarding their address, home phone, etc. current in these files.

No information will be released to others from these files other than dates of employment, wage rates and position held. This can only be done through oral or written authorization from the employee regarding what specifically can be released.

While Town Officials may personally write job recommendations for former employees, they may not do this on behalf of the Town or use Town stationary to do it.

11. Performance Evaluations

While the Town encourages on-going feedback to all employees, it also has an Annual Performance Evaluation Process to be conducted in the first quarter of every year. (see Evaluation Form in Appendix). These evaluations – and related notes – become part of the Personnel File.

Supervisors and employees fill out the Evaluation Form and discuss it. Supervisors are encouraged to check with others—e.g. Council members, other employees, members of the public—in preparing the Evaluation Form. Following discussion between the Supervisor and employee, a final form is prepared by the Supervisor and signed by both parties. Goals for the coming year and ways to improve job performance should be established.

12. Education and Training

The Town supports and encourages employee education and training and will financially support education and training when it is work-related and deemed valuable for work performance. This policy will generally apply to regular full-time and regular part-time employees and be subject to availability of funds.

13. Employment at Will

Employment with the Town is based on mutual consent and is non-contractual. Both the employee and the Town have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. Termination materials will be filed in the employee's Personnel File.

Although it is not required, employees are requested to provide at least two weeks' written resignation notice, and the Town, except in cases of employee fraud or dishonesty, should give two weeks notice of termination.

14. Standard Benefit Package

The Standard Benefit Package for Town employees includes:

Legally mandated benefits: Social Security/Medicare, Worker's Compensation
Unpaid Jury Duty Leave (up to 30 days)

Unpaid Military Leave

Unpaid Bereavement Leave (up to 2 weeks)

Unpaid Sick Leave and/or Family Medical Emergency Leave (up to 12 weeks)

15. Paid Personal Leave/Sick Leave Benefits

Regular full-time employees will accrue paid personal leave/sick leave benefits at the rate of 4 hours per month worked. Regular part-time employees and part-time employees will accrue paid personal/sick leave benefits at the rate of 2 hours per 80 hours worked.

Such leave can be used in minimum increments of one hour. Eligible employees may use these benefits for medical problems or for other personal business.

Unused paid personal/sick time can be accrued from one year to the next, but it will not be “paid out” at the end of employment.

16. Absence Without Leave

No employee should be absent from duty without notifying and receiving permission of his/her Supervisor. In case of emergency or if the employee will be more than two hours late, the employee is required to notify the supervisor as soon as possible and a pattern of unexplained or unexcused absences can lead to discipline or even termination.

17. Vacation Benefits

Full-time employees are eligible for paid vacation time based on the following schedule regarding length of service:

<u>Service</u>	<u>Paid Vacation Days</u>
Up to 1 Year	0 days
1 Year – 2 Years	5 days
2 Years – 5 Years	10 days
Over 5 years	15 days

Paid vacation time can be used in minimum increments of one hour. Employees are required to schedule their vacation time in advance with their supervisors. Holidays are not vacation time if a paid holiday occurs during an employee’s vacation period.

Unused vacation cannot be accrued from one year to the next nor will it be “paid out” at the end of employment.

All employees may take unpaid vacation time with the permission of their supervisor.

18. Paid Holidays

The Town offices grants holiday time off to regular full-time employees on the following holidays

- New Year's Day (Jan)
- Independence Day (July)
- Labor Day (Sept)
- Thanksgiving (Nov)
- Christmas (Dec)

In addition, regular full-time employees may take two additional paid holidays, which must be notified to their supervisor.

Employees other than regular full-time employees may choose not to work on holidays but are expected to meet their time/ job obligations to the Town during a holiday week.

Employees may take unpaid vacation time with the permission of their supervisor.

19. Safety

Each employee is expected to exercise caution in all work activities. Employees should immediately report any unsafe condition to the appropriate supervisor.

In the case of accidents that result in injury, regardless of how insignificant the injury may seem, employees should immediately notify the appropriate supervisor and a written report should be generated specifying details of the accident. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

20. Drugs and Alcohol

Smoking is prohibited in the Town Building.

All employees are expected to come to work in a condition fit to perform their duties. Any employee whose work performance or behavior is adversely affected by the use of drugs or alcohol will be subject to disciplinary action, up to and including termination.

The manufacture, possession, distribution, transfer, purchase sale, use or being under the influence of illegal drugs in the office or while on duty is strictly prohibited.

21. Use of Town Equipment

All e-mails and files created, accessed or stored on a Town computer are Town property. Employees are advised that there is no right to privacy when using a Town computer.

Employees should use the internet for only work purposes. Employees who use Town computers to visit sites with offensive material (e.g. sites with sexual, racist or violent content) may be disciplined.

Employees should use discretion in making local calls with Town telephones or doing personal e-mailing on Town computers, i.e. no more than 10 minutes per day. Personal long-distance and toll calling is prohibited.

Personal use of Town printers/copiers is prohibited unless employees pay the same fee for use as other citizens. Personal use of Town office supplies is prohibited.

22. Travel Reimbursements

Mileage reimbursement of personal vehicles for Town travel, both in-Grand County and out-of-Grand County, is paid at 35 cents per mile.

Lodging expenses cannot exceed \$80.00 per night except under extenuating circumstances. Family members/ significant others cannot be included in lodging costs.

Meals and gratuities are reimbursed only during travel out of Grand County. Receipts must be presented for reimbursement and there is a daily cap of \$40.00 per day for these expenses. Such expenses for family members/significant others will not be reimbursed.

When traveling out of Grand County, business telephone calls will be reimbursed and personal telephone calls will be reimbursed up to a total of \$5.00.

23. Solicitations

While we encourage employees to play an active role in community life, employees may not solicit or distribute literature concerning their activities during working time or at the Town's facilities.

22. Recycling

The Town supports environmental awareness by encouraging recycling and good waste management practices. Employees are encouraged to act in accordance with this commitment and to develop creative ideas for ways that the Town can live up to this tenet.

TOWN OF CASTLE VALLEY

Employee Evaluation Form

Name of Employee: _____ **Date:** _____

Competency/ Duty	1* Unaccept- able	2*	3 Meets Standards	4	5	Not Applicable
Fulfills responsi- bilities of job						
Communicates well						
Shows initiative						
Deals well with others						
Manages money/ budget well						
Uses time efficiently						
Has met Goals that were established						

* Ratings below 3 must be explained in an attached commentary.

This rating represents my best judgment of the employees' performance.

Supervisor: _____ Date _____

I have received a copy on this date. My signature does not necessarily indicate agreement.

Employee: _____ Date _____

Employees may attach comments. Supervisor and employee should agree on Goals to be achieved before the next Evaluation. These should also be attached.