



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

December 18, 2024
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Update and on Rifle Co-Work
- b. Discuss HR Items - 2025 Insurance Renewals & 2025 Personnel Manual

7:00 PM - Regular Meeting

- 1. **Call to Order**
- 2. **Pledge of Allegiance**
- 3. **Roll Call**
- 4. **Public Comment** *(Maximum time permitted for Public Comment is 3 minutes per person)
*(Reserved for general comments or items on the agenda that are not a public hearing)
- 5. **Consent Agenda**
 - 5.a. Consider Minutes of the December 4, 2024 Regular Meeting
 - 5.b. Consider Approving City of Rifle Employee Handbook - 2024 Version
 - 5.c. Consider Cancellation of January 1, 2025 Regular City Council Meeting
- 6. **Action, if any, on Workshop Items**
- 7. **Regular Agenda**
 - 7.a. Consider Request to Waive City of Rifle Fees for Habitat for Humanity Modular Factory
 - 7.b. Consider Approval of 2025 Premiums for City of Rifle Workers' Compensation Insurance
 - 7.c. Consider Approval of 2025 Premiums for City of Rifle Employee Health Insurance
 - 7.d. Consider Awarding Bid to Martinez Western Constructors for the Construction Services for Park Avenue Extension Project

- 7.e. Consider Approval for an Additional Police Officer Position for the Rifle Police Department

8. Administrative Reports

- 8.a. Report to City Manager

9. Comments from Mayor and Council

10. Adjournment

ACCESSIBILITY STATEMENT

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request special assistance, call City Clerk Alexis Ramirez at 970-665-6405 or email aramirez@rifleco.org. Please allow 48 hours for your requests to be met.

La Ciudad de Rifle valora la plena inclusión y acceso para todas nuestras instalaciones, programas, actividades y servicios. Nos complace proporcionar alojamientos significativos para cumplir con la Ley de Estados Unidos con Discapacidades (ADA) y proporcionar razonablemente traducciones, interpretaciones, modificaciones, adaptaciones, formatos alternativos, ayudas auxiliares y servicios. Para solicitar asistencia especial, llame a la City Clerk Alexis Ramírez al 970-665-6405 o envíe un correo electrónico a aramirez@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



Agenda Item #a.

Agenda Item Name:

Update and on Rifle Co-Work

Presenter:

Patrick Waller, City Manager

Item Description:

Workshop Item

Recommended Action:

No action on workshop item

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Rifle Regional Economic Development Corporation Staff will give an update on the past year at the Rifle Co-Work.

Notification Requirements:

N/A

Prepared By:

Patrick Waller, City Manager

Attachments:

1. RREDC 2024 Annual Report



RREDC
RIFLE REGIONAL

economic
development
corporation

2024 Annual Report

Prepared by

Alicia Gresley
Kari Slappey
CRVEDP & Rifle CoWork
Rifle Regional Economic
Development Corp

A Year's Overview

RREDC HIGHLIGHTS

The 2024 Annual Report from the Rifle Regional Economic Development Partnership (RREDC) reveals a year of significant progress and impactful initiatives. This year's efforts centered around fostering economic growth, strengthening community ties, and supporting local businesses. Here are the key highlights from the report that underscore RREDC's role in enhancing economic resilience and fostering a thriving business environment.

1. Rifle CoWork: A Thriving Hub for Innovation and Collaboration

One of the most significant achievements in 2024 has been the continued success of Rifle CoWork, a dynamic coworking space offering an innovative environment for freelancers, startups, and small businesses. Kari Slappey has been dedicated to understanding the needs of our stakeholders as well as finding ways to boost the business community. The CoWork continues to work alongside our anchor tenant, the CRV Chamber of Commerce as well as work towards new programs outlined in their report. The CoWork did see a new building owner in early 2024 and we have been assured that our lease will remain in place through 2029.

2. CRVEDP - More than a Partnership

Being part of the Colorado River Valley Economic Development Partnership (CRVEDP) has provided RREDC with additional avenues for regional collaboration and growth. As a CRVEDP voting member, RREDC has leveraged shared resources, expertise, and a broader economic network, which has opened new pathways for investment and regional development.

The RREDC is proud to support the EDP as the Sponsoring Entity for Garfield County for the state tax incentive program the Rural Jump Start Program. Even after only being approved in this role in September, a new regional business is already in the pipeline to receive the benefits of the program.

3. Community Connections & Local Business Support

The RREDC served the City of Rifle in 2024 assisting with the Business Grant Program for those businesses impacted by the construction on Railroad Ave 5th - 9th St. We were ready to facilitate and pay out the businesses who applied and were approved for the grant and received positive feedback from all involved.

RREDC also continues to serve as the fiscal sponsor for RAMBO and the Rifle Farmer's Market. Both entities faced their own ups and downs in 2024 and see 2025 as a great year for growth and stability opportunities.

4. Buckhorn Property

RREDC remains the owner of a large piece of property located on Buckhorn Drive in Rifle South. We continue to lease it to the City of Rifle as open space and allows the property to be exempt from property taxes. We are starting to receive interest in the property for various endeavors and will work on understanding the best process for addressing these inquiries.

Looking Ahead:

The RREDC has been in operation for 18 years; as we look towards 2025 we know it will be a year of making decisions about who we are as an organization moving forward. We have spent some time recalibrating the organizational and financial structures to ensure we are ready for what is to come.

Whilst the answer to who are we and who do we want to be is something we plan to answer in 2025, we are confident that it is the RREDC that has laid the groundwork and foundations of a strong and vibrant economic outlook for the region.

Thank you to all those who have been a part in the development of the RREDC then, now and in to the future.

Warm regards,

Michael Langhorne

President Rifle Regional Economic Development Corp

RREDC FINANCIALS

2024 Balance Sheet

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Alpine - EDP	36,521.72
Alpine - Farmers Market-0460	10,843.81
Alpine Bank - RAMBO-7947	13,663.17
Alpine Checking / 1414016580	126,927.31
Total Checking/Savings	187,956.01
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	0.00
Other Current Assets	
Damage Depost - 144 E 3rd St.	2,900.00
N/R Capitol Deli	18,964.51
N/R Western Slope Investments	847.61
N/R Whistle Pig Coffee Stop	0.00
Total Other Current Assets	22,712.12
Total Current Assets	210,668.13
Fixed Assets	
Accumulated Depreciation	-4,966.00
Furniture and Equipment	15,200.00
Land	10,000.00
Rambo - Shade Structure	12,850.00
Total Fixed Assets	33,084.00
TOTAL ASSETS	243,752.13
	Oct 31, 24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	0.00
Other Current Liabilities	
City of Rifle Emergency Fun...	6,895.00
Co Family Leave	5.55
Payroll Liabilities	
CWT Payable	17.00
FICA Payable	75.02
FWT Payable	0.00
Medi Payable	17.54
Payroll Liabilities - Other	0.00
Total Payroll Liabilities	109.56
Rifle Relief Grant	18,000.00
Total Other Current Liabilities	25,010.11
Total Current Liabilities	25,010.11
Total Liabilities	25,010.11
Equity	
Restricted Assets - Grant	25,000.00
Unrestricted Net Assets	206,800.80
Net Income	-13,058.78
Total Equity	218,742.02
TOTAL LIABILITIES & EQUITY	243,752.13



Thank you to our 2024 Investors

City of Rifle
Alpine Bank
Bookcliffs Surveying
Grand River Health
Xcel Energy
Garfield County Board of Commissioners

CRVEDP - THE PARTNERSHIP

2024 marked significant progress for CRVEDP in establishing our role as a leading force in the Colorado River Valley's economic development. This year, CRVEDP strengthened its foundational structure, expanded its regional influence, and initiated strategic programs set to impact our communities positively. We have grown from our nascent stages to becoming an organized entity with a structured board and strategic direction for fostering economic prosperity.

We are very grateful and excited to be the recipient of the Energy Efficiency and Conservation Block Grant through the Colorado Energy Office. This grant will allow us to build on our foundations and understand more about the opportunities that currently exist and how we attract new opportunities in our region.

Key Accomplishments

- **Organizational Development:** Successfully structured leadership by appointing a board chair and vice-chair, alongside the establishment of dedicated committees. This structure has provided stability and clarity to our operations.
- **Increased Visibility:** Raised community awareness and recognition, establishing CRVEDP as a known economic advocate and reliable resource. Our presence has expanded, reaching key stakeholders at state and local levels.
- **Grant Funding:** Awarded our first major grant, setting a financial precedent for future growth and validating our strategic initiatives.

Strategic Goals Progress

- **Employment Growth and Development:** CRVEDP has worked diligently on gathering regional labor data and conducting stakeholder focus groups. These initiatives lay the groundwork to support well-paying, local employment, aligning with our goal to enhance regional job opportunities.
- **Brand Building and Identity:** We made strides in solidifying CRVEDP's identity. Key steps included the foundation for the CRVEDP website, published opinion pieces, and representing CRVEDP at strategic events. These activities have increased our recognition and set the stage for ongoing engagement.
- **Business-Friendly Environment:** Progress includes initiating an asset mapping project to provide an accessible, interactive map on our website. This tool will soon allow businesses to identify regional resources and establish connections that foster growth.
- **Community Education on Economic Prosperity:** CRVEDP hosted public forums to facilitate dialogues around community economic needs and began collecting essential economic data. Our quarterly economic forums have fostered transparency and trust, making CRVEDP a reliable economic information source.

Financial Summary

In 2024, CRVEDP received its first grant funding, underscoring our capacity to secure support for ongoing initiatives. Efforts continue to streamline financial models to bolster long-term sustainability. The Partnership would like to thank City of Rifle, Town of New Castle, Town of Silt, Town of Parachute, Garfield County Libraries, CHFA and the RREDC for the contributions in 2024 without which we would not have been able to do the great work we did.

Challenges and Learnings

While achieving notable progress, CRVEDP faced challenges in public awareness and support acquisition. Ensuring non-duplication of efforts and understanding community dynamics remain key focus areas as we refine our approach. The year highlighted the importance of patience, timing, and stakeholder alignment in fostering regional unity.

Looking Ahead to 2025

In 2025, CRVEDP will build on this year's accomplishments and foundational structure in addition to:

- **Western Garfield County Data & Asset Map:** Completion and launch of the asset map as a resource for regional stakeholders.
- **Build Support:** Continue to build relationships focusing on our private industries including the oil and gas community.
- **Explore Business Development & Loan Programs:** CRVEDP will assess the feasibility of a business loan program, further empowering regional economic growth in addition to workforce development.

Regards,

Alicia Gresley Director CRVEDP

RIFLE COWORK 2024



With an active first quarter and a summer filled with travelers and climbers, the CoWork numbers continue to show small but steady growth.

Total members: 413

Current active members: 21 + 63 new community members

First quarter 2024: Gross Membership Revenue (not including Chamber)- \$4901

2023: Gross Membership Revenue (not including Chamber)- \$4414

Second quarter 2024: Gross Membership Revenue (not including Chamber)- \$4684

2023: Gross Membership Revenue (not including Chamber)- \$4640

Third quarter 2024: Gross Membership Revenue (not including Chamber)- \$6637

2023: Gross Membership Revenue (not including Chamber)- \$8542

Third quarter numbers dropped as there were fewer climbers than the previous year. Conversations with climbers indicated that this drop could be due to the ebb and flow of areas of the country climbers tend to go each summer and the use of Star Link at Rifle Mountain Park.

Grant Writing Program for local non-profits

In the spring we met with a grant writer to begin conversations around creating a webinar based grant writing educational program for non-profits in our area. This program would be a multi-session, on-demand, virtual class that upon completion, the non-profit representative would work with the grant writer to submit an actual grant as a way to implement the tools they just learned. This program is in the formation stage with an anticipated launch in spring of 2025.

Coventure and The Drop-In potential mergers

Coventure (Carbondale)- we were approached by Coventure to consider taking over the operations of their coworking facility as an exit strategy for the current staff that is moving their interests into other areas of community service. After several conversations and review of the financials, it was decided that Coventure was not a good financial fit for our organization.

The Drop-In (Parachute)- Parachute approached us about taking over operations of their coworking facility as the town does not have the capacity to run the business. We had several conversations about the scope of the endeavor and presented to Parachute's city council about the benefits of marketing and growing the Cowork in their downtown. Unfortunately, the lease for their location was not renewable and the Drop-In will be closing.

West Slope Start up Week Hometown Event

The Cowork partnered with West Slope Start-Up to host a hometown event in the week leading up to their Start-up week event in Durango. We held a panel discussion at the Ute Theater with local business owners allowing them to answer both pre-determined questions and questions from the audience surrounding small business ownership and operations in our area. We had a great turnout of 25 guests and the feedback was positive with more events of this kind being requested.

Roaring Fork Leadership Grant

The Cowork had the opportunity to apply for a service grant with Roaring Fork Leadership. If selected, the RFL would provide a committee of people participating in the leadership academy to help collect and define the needs of our non-profits and grant writing challenges. The application was submitted and selected as one of the 8 finalists. Kari Slappey gave a presentation to the academy participants at the 3rd Street Center in Carbondale. Our application was not selected as a winner of the grant however we found great value in the connections that were made and exposure of the CoWork.

Regards,

Kari Slappey
Manager
Rifle CoWork

RIFLE FARMERS' MARKET 2024

The Rifle Farmers Market has been in existence since 2007, first located on E. 2nd St. before the Rifle Branch Library was built and most recently relocated to Heinze Park in 2017 after a Community Survey was implemented as to which night and location people preferred.

The current Board of Directors are Elissa Nye; President, Emily Bassett; Vice President, Music and Media Promotion, Helen Rogers; Treasurer, Jill Peotter; Secretary, Michelle Hosack; Farm to Table Fundraising, Michelle Mackinnon; Sprouts Corner and Food Truck Recruitment.

This year's sponsors for the Market and Farm to Table Fundraising event were: B&Y Drilling, Eco Point, Alltek Services, Swann Clinic, Edward Jones and Grand River Health.

The road construction on Railroad Ave. played a major role in how the Market went this summer. Due to lack of parking along Railroad Ave., diversions caused by construction along with construction noise, attendance was not as good as past years.

We averaged around 75-100 people each night for the Friday Night Market. We fed close to 75 people at the Farm to Table Fundraising Event on Sept. 14th. The night grossed around \$2100 and hope to receive a grant from the Rifle Community Foundation for half the tent cost of \$1,400, which will put us at \$3500.

The impact of the Market provides a free opportunity to gather and creates a sense of community within Rifle. It brings people together at the end of the work week to relax while listening to local musicians, and gives families the opportunity to buy artisan goods, fresh produce and food. It helps promote small businesses thereby increasing sales tax revenue along with promoting diverse economic vitality.



We continued having three 'Artisan Nights' where additional artists could drop in for a nominal fee of \$25 to sell their products. These Artisan Night events were held the last Friday of each month – June, July, and August. We continued to provide the 'Sprouts Corner' Tent for the promotion of STEAM related activities for children from various community non-profits such as Rifle PD, Pauline Schneeegas Wildlife Foundation, Rifle Parks and Rec, GarCo Outdoors and the Rifle Branch Library.

We're looking forward to 2025 as road construction will be complete, and there will be a new crosswalk at 6th and Railroad Avenue for our patrons to use. We will focus on securing reliable produce vendors for the 12 week market along with a variety of Food Vendors to sign up for one or two nights during the season – similar with what we do for Sprouts Corner. Beer and wine sales continue to be popular with proceeds benefiting women's education through the PEO, Chapter JJ in Rifle, a non-profit organization.

The metal pedestrian fencing from the Parks and Rec Dept. was easier to set up this season as a perimeter around the park in order to sell alcohol.

As we view this year as one that was not as successful as past years due to construction, we continue to be self-sustaining. We truly appreciate the fiscal management the REDC has provided and hope to continue the relationship we've had for several years.

Thanks for the opportunity to share what has transpired this past season. As winter approaches, we begin to plan and think about what the next season can provide for our community.



Sincerely,
Helen Rogers, Treasurer Rifle Farmers Market & Rifle Farmers' Market Board



Since 2010, the Rifle Area Mountain Biking Organization (RAMBO) has advocated for mountain biking and trail building in the greater Rifle area. We engage and lead our community in building and maintaining quality mountain bike-specific and multi-user, non-motorized trails, encouraging active lifestyles, healthy living, and environmental stewardship through built environment and recreation opportunities on public lands.

RAMBO operates under the Rifle Regional Economic Development Corporation (RREDC), which serves as RAMBO's fiscal agent. RAMBO acts as the general steward of Rifle's mountain bike trails, helping with fundraising and maintenance.

RAMBO's 2024 highlights include:

- Continued build-out of the Grand Hogback Trail System at Rifle Arch. The Grand Hogback now boasts over 18 miles of purpose-built singletrack, funded primarily by a non-motorized state trails grant and the City of Rifle.
- Year over year (July 2023 to July 2024), Grand Hogback Trail System visitor numbers increased by 38.2%*
- The total number of unique visitors to the Grand Hogback surpassed 4,000*.
- RAMBO assisted the City of Rifle in a trail reroute and culvert installation at the in-town Highlands Trail network.
- RAMBO hosted a successful mountain bike film night at the Ute Theater.
- RAMBO supported the Rifle Farmers Market by hosting a "sprouts corner" night with bike games.
- The 4th Annual Grand Hogback Extravaganza celebrated Rifle's growing mountain bike culture. Over 40 riders rolled dice for raffle prizes and to try to catch the Grand Hog. The kids' course at the Grand Hogback Extravaganza also continues to grow in popularity.

* data obtained from the City of Rifle

Regards,

Lindsey Williams
President
Rifle Area Mountain Bike Organization

THANK YOU & SEE YOU IN 2025!





Agenda Item #b.

Agenda Item Name:

Discuss HR Items - 2025 Insurance Renewals & 2025 Personnel Manual

Presenter:

Danielle Hogan, HR Director

Item Description:

Discuss HR Items - 2025 Insurance Renewals & 2025 Personnel Manual

Recommended Action:

N/A

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

This is a Workshop item to discuss Worker's Comp and Health Insurance Renewals as well as the 2025 Personnel Manual. All of those items are on the regular agenda for Council consideration.

Notification Requirements:

No additional notice required.

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Memo of Changes to Employee Handbook 2024
2. FINAL Employee Handbook 12.19.2024
3. CHP 2025 Health Insurance Sole Source PO Request Memo
4. 2025 WC Ins Memo



To: Mayor and City Council
From: Patrick Waller, City Manager & Danielle Hogan, HR Director
Date: Thursday, December 12, 2024
Subject: Memo of Changes to the 2024 Personnel Manual

List of new policies added to the 2024 Personnel Manual:

- A Greeting from the City Manager
- 2.1 Ethics Code – to establish expectations of City staff.
- 2.2 Included the City of Rifle Mission Statement.
- 2.3 Included the City of Rifle Vision Statement.
- 3.11 Training Program – included to clarify training expectations at the City.
- 4.1 Introduction to Wage and Hour Policies – included to inform staff of current practice and Equal Pay Act.
- 4.12 Travel Time Pay – included to clarify compensable time as outlined by employment law.
- 5.5 Outside Employment – included to clarify expectations at the City.
- 5.7 Performance Improvement – included to offer general guidance and expectations.
- 6.2 Personal Data Changes – included as is our current practice and to communicate expectations.
- 6.3 Employer Sponsored Social Events – included as is our current practice and to communicate expectations.
- 6.6 Personal Cell Phone/Mobile Device Use – included as to communicate expectations of staff.
- 6.11 Expense Reimbursement Policy – included to reflect current practice and establish expectations.
- 6.12 Use of Employer Procurement Cards (aka Pcard) – included to reflect current practice and establish expectations.
- 6.15 Third Party Disclosures – included to establish expectations at the City.
- 6.19 Colorado Workplace Public Health Rights Notice – included as required by CO law.
- 7.2 COBRA – included to align with our practice which is required by law.
- 7.12 Civil Air Patrol Leave – included as required by law.

List of significant edits to current policies added to the 2024 Personnel Manual:

- 3.1 EEO Statement and Nonharassment Policy – updated to align with changes/updates in employment law.
- 3.2 Accommodations for Pregnancy, Childbirth, & Related Medical Conditions – updated to align with changes/updates in employment law.
- 3.6 Conflicts of Interest – updated with guidance about accepting gifts for employees not previously in manual.
- 4.7 Recording Time – updated to clarify expectations that non-exempt employees will not work when not clocked in.
- 4.11 Overtime – updated to include how overtime is calculated for non-exempt sworn law enforcement staff, this was not previously address in former manual.
- 5.10 Standards of Conduct – updated to provide clarification on expectations of City staff.
- 6.9 Vehicle Policy – updated to include current practice and establish expectations.
- 6.10 Travel Policy – updated to include current practice and establish expectations.
- 7.9 Paid Family and Medical Leave Insurance (FAMLI) – updated to provide additional clarification for staff.



City of Rifle

Employee Handbook

Adopted by City Council

December 18, 2024

Effective Date: December 19, 2024

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Core Policies

1.0 Welcome

1.1 A Greeting

In Progress - Will be added at a later date.

Patrick Waller, City Manager
City of Rifle

1.2 At-Will Employment

Your employment with City of Rifle is on an at-will basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the City at any time, with or without notice and with or without cause.

Nothing in this handbook or any other City document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the City Manager or City Council has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the City Manager or the Mayor.

If a written contract between you and the City is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration.

2.0 Introductory Language and Policies

2.1 Ethics Code

City of Rifle will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for integrity, honesty, respect, trust, resiliency, responsibility and transparency. Our managers and employees are expected to adhere to high standards of business and personal integrity, respect, and transparency as a representation of our business practices, at all times as well as adhering to all federal, state, and local laws and regulations.

The Core Values of the City of Rifle are Integrity, Respect, Resiliency and Transparency.

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.2 Mission Statement

The mission of the City of Rifle is to maintain a strong community by providing quality services with integrity.

2.3 Vision Statement

The vision of the City of Rifle is to cultivate a resilient community, preserving our hometown values while fostering economic diversity and responsible growth.

2.4 Revisions to Handbook

This handbook is meant to keep you informed of the terms and conditions of your employment, including City of Rifle policies and procedures. The handbook is not a contract. The City reserves the right to revise, modify, revoke, rescind, suspend, terminate, interpret or change any or all of the policies mentioned in this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on City bulletin boards.

This handbook is not all inclusive but is intended to provide employees with a summary of some of the City's policies. This edition supersedes and replaces all previously issued editions and their amendments.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should speak with their supervisor/department head, City Manager, or Human Resources.

2.5 Establishment of Rules, Policies, and Procedures

Subject to the approval of the City Manager, each department may establish written rules, policies, and procedures pertaining to its individual operating needs and requirements. Departmental rules may be reviewed, amended, and/or repealed at the discretion of the Department Head. These shall not be in contradiction to policies outlined in this manual.

2.6 Civility in the Workplace

The City of Rifle is committed to a safe and secure work environment characterized by dignity, respect, and professionalism. The City prohibits discrimination and harassment, but is also committed to a work environment free from all forms of inappropriate conduct. In view of these commitments, each employee is expected to exhibit the behaviors of a professional workplace up to and including, but not limited to:

- Treating fellow employees and others with whom you interact as a City employee with respect, professionalism, and civility.
- Exercise emotional self-control and sensitivity to the feelings of others.
- When differences arise, address them with a constructive, problem-solving approach, rather than with hostility, blame or recrimination.
- Avoid situations where your behavior falls short of professional dignity, civility, and respect of others.

3.0 Hiring and Orientation Policies

3.1 EEO Statement and Nonharassment Policy

Equal Opportunity Statement

City of Rifle is committed to the principles of equal employment. The City of Rifle has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of an individual's membership, or perceived membership, in a protected class. For purposes of this policy, protected classes include: age (40 or older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related conditions), race or color (including hair texture, hair type, hair length, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), national origin, physical or mental disability, creed, religion, genetic information, ancestry, marital status, military or veteran status, or any other status protected by federal, state, or local laws. The City is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The City will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. The City will take all reasonable precautions to safeguard the privacy of both the complainant and the alleged harasser to the extent it is feasible. The City also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The City therefore expects employees to make a timely complaint to enable the City to promptly investigate and correct any behavior that may be in violation of this policy. The City prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Supervisor or Human Resources.

All employees are expected to conduct themselves in a professional and business-like manner at all times.

Policy Against Workplace Harassment

City of Rifle has a strict policy against all types of workplace harassment, including sexual harassment. **Harassment** means to engage 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 group's membership, or perceived membership, in a protected class where such conduct or communication is subjectively offensive to the individual or group alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. The conduct or communication need not be severe or pervasive to constitute discrimination if:

- Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment;
- 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 work environment.

While it is not possible to list all the circumstances that may constitute workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Prohibited harassment includes sexual harassment. The following are some examples of conduct that may constitute sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the City or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, including sexual harassment, immediately report such behavior verbally or in writing to Human Resources or the City Manager. In cases involving the City Manager, the Mayor should be notified.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the City determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment and deter future harassers from similar behavior. As necessary, the City may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the City will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Supervisors and Department Heads who knowingly allow or tolerate unlawful harassment, discrimination or retaliation, including the failure to report such misconduct pursuant to this policy, are in violation of this policy and subject to discipline up to and including termination.

An employee who honestly and in good faith reports unlawful harassment and discrimination or assists in a complaint investigation will not suffer retaliation as a result of using this complaint process. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated. Complaints will receive prompt attention and appropriate action will be taken against any employee who is found to violate this policy. Dishonestly or maliciously reporting false information is against policy and may result in discipline or termination.

3.2 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

City of Rifle recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your Supervisor. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the City is already aware of the limitation due to previous disclosures.
- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.

- When a similar accommodation has been provided to other employees without requiring documentation.

The City will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue hardship to the City. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The City strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

3.3 Accommodations for Nursing Mothers

City of Rifle will provide nursing mothers reasonable break time to express milk for their infant child for up to two years following the child's birth.

If you are nursing, the City will provide you a private room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public. Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned and milk storage areas.

Expressed milk can be stored in City refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

The break time must, if possible, run concurrently with any break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid as permissible under applicable law.

You are encouraged to discuss the length and frequency of these breaks with your Supervisor.

The City will not discriminate or retaliate against employees who express milk in the workplace in accordance with this policy.

3.4 Disability Accommodation

City of Rifle complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the City will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Supervisor. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the City will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the City in connection with a request for accommodation will be treated as confidential.

The City encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the City is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the City.

Where state or local law provides greater protections to employees than federal law, the City will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The City will not discriminate or retaliate against employees for requesting an accommodation.

3.5 Religious Accommodation

City of Rifle recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the City complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The City will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Supervisor or Human Resources. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the City will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The City encourages you to suggest specific reasonable accommodations. However, the City is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the City.

The City will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.6 Conflicts of Interest

City of Rifle is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale.

The City requires that employees protect City information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for a contractor of ours, should also be avoided.

Other examples of conflict of interest could be: Serving as a board member or director of a firm, holding financial interest in a business, or being self-employed in an occupation which provides goods or services to the City, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to City business.

City employees must be particularly vigilant concerning the restrictions on accepting gifts, as set forth in Article XXIX of the Colorado Constitution. City employees must also keep in mind that the restriction on the acceptance of gifts applies to their family members as well. As these restrictions are quite specific and far-reaching, City employees are advised to seek guidance from their supervisor before accepting (or a family member accepting).

Each employee is responsible for ensuring their compliance with conflicts of interest and other standards of conduct requirements as set forth in Title 24, Article 18 of the Colorado Revised Statutes. Violations of this Article could potentially lead to disciplinary action up to and including termination.

The list below are activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Accepting gifts in violation of the conditions and monetary amounts outlined in Article XXIX of the Colorado Constitution;
- Disclosing or use of confidential information acquired in the course of one's official duties to substantially further one's financial interests;
- Misusing privileged information or revealing confidential data to outsiders;
- Using one's position with the City or knowledge of its affairs for personal gain; *and*
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of the City's business.

If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the City, you must disclose it to your Supervisor. If an actual or potential conflict of interest is determined to exist, the City will take such steps as it deems necessary to reduce or eliminate this conflict. If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to City Manager for a final determination.

3.7 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with City of Rifle. If you are currently employed and have not complied with this requirement or if your status has changed, inform Human Resources.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the City.

3.8 Residency

Some positions require residency within Rifle City limits. These positions are identified in the Rifle City Charter and/or the job description for the position.

3.9 Nepotism Policy

A relative or significant other of an employee may not be considered for regular employment by the City in circumstances where:

- Related person/significant other would directly or indirectly supervisor the other;
- Related person/significant other would be involved in decisions related to evaluating job performance, disciplinary action, salary adjustments, promotions or other budgetary or financial decisions;
- Related person/significant other would audit, verify, receive, or be entrusted with monies received or handled by the other.
- Related person/significant other would have access to confidential information including payroll and personnel records.

For the purposes of this policy, relatives are described as: spouse/partner, child, parent, brother, sister, grandparent, grandchild, in-law, foster children/siblings, or other relative who resides in the same household as the employee. For the purposes of this policy, significant other is defined as a partner in a dating relationship.

Unless otherwise authorized by the City Manager, if City employees become relatives after employment by the City, and any of the circumstances exist, or would exist, as described above, one of the related employees shall transfer to another opening in another division or department, provided an opening exists for which the employee is qualified, or be separated from employment within 90 days from the date the employees become related. The affected employees may choose the one to be transferred or separated, but, if no agreement can be reached, the City Manager shall decide.

Exceptions to this policy may be considered and approved by the City Manager if the necessary services cannot reasonably be provided by another employee or applicant.

This policy shall not be applicable to the employment of seasonal employees.

3.10 Job Descriptions

City of Rifle attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisor.

Job descriptions prepared by the City serve as a general outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the City may have to revise, add to, or delete from your job duties per business needs. On occasion, the City may need to revise job descriptions with or without advance notice to employees.

Employees who have questions regarding their job description, or feel that their responsibilities have grown substantially, should discuss the new duties with their supervisor, Human Resources, or the City Manager. Classification upgrades and pay increases are subject to the annual budgeting and appropriation process.

3.11 Training Program

In most cases, and for most departments, training employees is done on an individual basis by the Supervisor or Department Director. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Supervisor.

Each employee is required to participate in required annual training for all City employees.

4.0 Wage and Hour Policies

4.1 Introduction to Wage and Hour Policies

At City of Rifle, pay ranges depend on a wide range of factors, which may include salary/market surveys, performance, and years of service. The City of Rifle complies with pay practices in accordance with the Equal Pay Act as outlined in Section 4.13 in this handbook. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with Human Resources.

Market Analysis

To remain competitive in the labor market, the City conducts a full pay plan review and market analysis at a minimum of every three years; however, annually evaluation of the market, cost-of-living considerations and the consumer price index may occur and any necessary adjustments will occur in the normal budgeting process. The market consists of neighboring and similar-sized communities within Colorado, and is defined at the time of the full analysis. Any adjustment to the City's pay plan and any associated pay increases will be determined by this analysis. Any adjustment is subject to approval by the City Council in the performance of their annual budgetary duties.

4.2 Employment Classifications

The City designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

Exempt Employees. Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.

Nonexempt Employees. Nonexempt employees are entitled to minimum wage and overtime pay for hours worked in excess of 40 hours in a workweek.

The City also assigns each employee to one of the following categories:

Regular Full-Time Employee. Regular full-time employee is normally scheduled to work a minimum of 40 hours per workweek, except for approved time off. A full-time employee is eligible to participate in all employee benefit and leave programs.

Full-Time Sworn Non-Exempt Law Enforcement Officer. Colorado POST Certified person employed in a sworn position and normally requires a minimum of 84 hours per 14-day work period. A full-time sworn non-exempt law enforcement officer is eligible to participate in all employee benefit and leave programs, with specifications outlined in section 7.

Part-Time With Benefits Employee. Part-time with benefits employee is normally scheduled to work more than 30, but less than 40 hours per workweek. A part-time with benefits employee is eligible for full employee insurance benefits, appeal rights, retirement benefits as per Plan Document for Part-time with Benefits Employee and leave program as outlined in Section 7.

Part-Time Without Benefits Employee. Part-time employee is normally scheduled to work no more than 29 hours per workweek. A part-time without benefits employee is not eligible for employee benefits except for sick leave as set forth in Section 7.7, nor may they exercise appeals rights.

Temporary/Seasonal Employee. A temporary employee is generally hired on a temporary or project-specific basis, with either full- or part-time hours. A seasonal employee is hired on a temporary basis during a time of year when extra work is available. A temporary or seasonal employee is not eligible for employee benefits except for sick leave as set forth in Section 7.7, nor may they exercise appeals rights.

Exempt Positions

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Exempt employees are expected to work their established workweek or utilize leave. An exempt employee is not entitled to overtime compensation either in cash or in compensatory time. An exempt employee's duties will, at times, require absence from the office, attendance at night meetings and work in excess of their normal workweek. An exempt employee shall generally be present during business hours.

Exempt Employee - Partial Day Absence

As a public entity, the City has a duty to taxpayers for public accountability in its actions. An exempt employee is expected to utilize accrued leave for partial day absences. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted the pay will be docked from the employee's salary.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The City is committed to complying with salary basis requirements which allows properly authorized deductions.

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

It is expected that exempt employees will work a minimum of 40 hours per week and may work over forty (40) hours in a week due to the needs of the City. As the City offers exempt employees paid leave, all exempt employees are required to track vacation or sick leave usage and report usage on timesheets.

Non-exempt Positions

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of 40 hours per workweek (excluding duty free meal periods) unless the employee is a Full-Time Sworn Non-Exempt Law Enforcement Officer who are expected to work a minimum of 84 hours per 14-day work period and shall be paid time and one-half of their regular rate of pay for any work in excess of 86 hours per work period.

4.3 Essential Personnel

Emergency situations may arise that dictate which City employees will be designated as “Essential Personnel.” Emergencies can be caused by such developments as heavy snow or severe icing conditions, floods, earthquakes, or other natural disasters; air pollution; massive power failure; major fires; or epidemics. Significant emergency situations of the scope and impact reflected in this guideline will be the subject of public declaration of emergency or disaster by appropriate State or local authority.

The designation of Essential Personnel may be outlined in an employee's job description. These personnel are required to report for duty during emergencies. Additionally, Essential Personnel are expected to have a plan regarding how the employee's family will be cared for in the event of their absence from the home during the emergency.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact Human Resources. These classifications do not alter your employment at-will status.

4.4 Closure of Facilities

In the event the City Manager closes City facilities due to inclement weather or for any other reason, employees scheduled to work may, at the discretion of the City Manager, be compensated for any time missed at work due to the closure.

The City Manager will determine the hours of the closure. Recognizing we have employees who work all hours, the determination will include a beginning and ending time using the full 24 hours of the day, e.g., 2 p.m. – 10 p.m.

Employees in positions assigned to snow removal, utility services or safety (e.g., police officers, water/wastewater operations, O&M, C&D crews, & Parks crews) will be required to report to work as determined by the Department Director. All other employees should assume that they are not required to physically report to work during a closing, delayed start or early closure.

In the absence of a specific announcement of a closure, normal business functions will continue as scheduled.

Employees whose work location is not affected by the closure, or who are in an above listed divisions and whose Director did not determine a closure necessary, will be paid their regular rate of pay for actual hours worked and overtime if greater than 40 hours are worked in a week.

Employees on previously approved leave during unexpected closing of City business will be charged leave time as planned for hours the City is closed.

When a closure is for a partial shift, employees will receive regular pay for hours worked and will receive closure pay for the remainder of their shift during the closure if pay is authorized by the City Manager. If they did not work any of their shift, they will receive closure pay for time missed during the established closure and will use vacation leave or floating holiday leave for the remainder of the shift. If leave hours are not available, the time for non-exempt employees missed outside of the closure period will be unpaid.

Non-exempt employees required to report to work, except those employees outlined in the above divisions, will be paid their regular rate of pay for the closure hours, if payment of closure hours has been authorized by the City Manager, and additionally for hours actually worked at their regular rate. If the hours actually worked are

overtime hours, then those hours will be paid at the overtime rate. Closure hours, if authorized to be paid, are not considered hours worked for purposes of overtime calculation.

Employees who are required to work but who fail to report must have approval from their supervisor/manager/Department Director and will be required to use vacation leave or floating holiday leave for their absence. If leave hours are not available, the time for non-exempt employees will be unpaid. Failure to report to work and for not obtaining approval for the absence will not be tolerated.

Exempt employees will receive their regular compensation in the event of a closure.

4.5 Attendance

The City offers full municipal service to citizens and visitors. In order to do this in a tradition of high quality, our departments must be fully staffed. City of Rifle requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job according to your departments established work hours. Failure to comply with this policy may result in disciplinary action, up to and including termination. Regular or consistent absences with no advance notice or that are unscheduled and not approved are not acceptable. Absenteeism detracts from service and causes an undue burden for those employees who must fill in for absent employees. Absenteeism will not be tolerated.

If you are not going to arrive at work or return from a break on time, you must yourself directly notify your Supervisor as soon as possible prior to your scheduled start time, or the time of expected return. If your Supervisor is not available, contact Human Resources.

If you must miss work due to an emergency or other unexpected circumstance, notify your Supervisor or Human Resources if supervisor is unavailable, as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your Supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with City policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible and approved by your supervisor. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The City reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences when permitted by applicable law and according to policy. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for four or more consecutive days and have not provided proper notification, or responded to contact attempts by the City, the City may assume that you have voluntarily resigned your position and may proceed with the termination process.

4.6 Work Schedule

Departments shall observe working hours as necessary to perform the services required.

The normal work week begins at 12:01 a.m. Sunday, and runs through 12:00 a.m. midnight on the following Saturday. The standard work schedule for full-time employees is forty (40) hours within the seven-day period described. Normal working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, the workweek and working hours may be left to department discretion, with the approval of the City Manager.

The Police Department operates 24 hours a day, 7 days a week. The standard work schedule for sworn law enforcement officers is 84 hours within a 14-day work period. Overtime is paid after 86 hours worked in the work period. Shift assignments and work periods shall be established by the Police Chief as set forth in the Police Department's policies. Meal periods will be counted as time worked only if officers are available for assignments as required during meal periods.

4.7 Recording Time

City of Rifle is required by applicable federal, state, and local laws to keep accurate records of hours worked by non-exempt employees. To ensure that the City has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using City timesheets or the electronic timekeeping program. Speak with your Supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established City procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Timesheets are to be approved or signed by you and turned into your Department Head by 8:00 a.m. the Monday before payday.

Notify your Supervisor or Human Resources of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work while not clocked in, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

You must report all time worked on your timesheet. Working "off the clock" or not reporting time worked will not be tolerated.

Completed timesheets for the pay period will be signed/approved by both the employee and supervisor.

4.8 Call Back

If your position is considered non-exempt and you are officially called back to work after departing from your regularly scheduled shift, you will be credited for the actual hours worked. Call-back hours will be counted as hours worked for the purposes of determining overtime during the work period. Workers who are called back to work on a holiday will be compensated for those hours in accordance with the holiday work policies.

4.9 Stand-by

Some non-exempt employees may be expected to be on stand-by for some periods of time. Stand-by may be required for, but not limited to, law enforcement, snow removal, parks maintenance, and water and sewer personnel. Stand-by classification is based on the following three-tiered system:

<u>Level</u>	<u>Response Time</u>	<u>Compensation*</u>
Level 1	< 10 minutes	20%
Level 2	< 30 minutes	10%
Level 3	< 120 minutes	5%

* in percentage of hours on stand-by

All levels of stand-by require “reliable communication.” Reliable communication refers to communication by radio, or cell phone. Stand-by compensation in the form of straight time is based on the percentage of hours on stand-by duty. For example, if an employee is on Level 1 stand-by for an 8-hour period, 1.6 hours of straight time will be awarded (20% of 8 hours equals 1.6 hours).

Employees on stand-by are expected to be able to perform their job in a competent manner if called in. If called back while on stand-by, the call back provision will apply in addition to applicable straight time. Any stand-by time must be specifically authorized ahead of time by the Department Head and must be noted on time sheets. Stand-by duty is not considered overtime work and is not used to calculate overtime compensation, except to the extent that the employee is actually called into work while on stand-by duty.

4.10 Meal and Rest Periods

City of Rifle strives to provide a safe and healthy work environment and provides employees meal breaks and rest periods. Check with your Supervisor regarding procedures and schedules for rest periods and meal breaks. The City requires employees to accurately observe and record meal breaks. If you know in advance that you may not be able to take your scheduled break or meal period, let your Supervisor know; in addition, notify your Supervisor as soon as possible if you were unable to or prohibited from taking an uninterrupted meal period.

Rest Periods

At the supervisor’s discretion, employees working four consecutive hours may be granted one (1) paid 15-minute break during every four-hour period if it does not disrupt workflow. Rest breaks are not a mandatory benefit and do not accumulate if they are not taken and may not be used to reduce or shorten an employee’s regular workday or in conjunction with meal periods. If taken, rest periods should be granted near the middle of each four (4) hour shift whenever this is feasible. Employees shall return from rest periods on time.

Meal Period

With the exception of sworn non-exempt law enforcement officers, all employees shall be granted a minimum of

a 30 minute up to a 60 minute non-paid, duty free, meal period during each work shift that is six (6) hours in length or greater. Department supervisors should see to it that employees have the opportunity to take scheduled lunch breaks, be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal and will be compensated for time worked. This should be an exception to normal operations. Employees shall return from rest periods and meal periods on time.

4.11 Overtime

Computation of Overtime

With the exception of sworn law enforcement officers who are partially exempt from overtime under the FLSA and are subject to the Police Department's overtime policies, overtime work is defined as work in excess of the normal 40-hour-per-week work schedule in a given work period, subject to prior approval of the Supervisor. The intent is that overtime is to meet emergency response or the highest priority work which cannot be accomplished during normally scheduled hours.

Only non-exempt personnel will receive overtime compensation for hours worked over forty (40) per week.

Overtime for all non-exempt employees, except Sworn Law Enforcement Personnel, will be calculated at 1.5 times the actual time worked and paid as overtime pay subject to the provisions of this manual. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Sunday, and runs through 12:00 a.m. midnight on the following Saturday. The 40-hours threshold is based on actual hours worked in the week. The following types of leave will not be considered time worked when calculating overtime: vacation, holidays, including floating holiday hours, sick leave, bereavement leave, jury leave, wellness hours and administrative leave, or military duty.

Overtime for Sworn Law Enforcement Personnel will be calculated at 1.5 times the actual time worked and paid as overtime pay subject to the provisions of this manual. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Sunday, and runs through 12:00 a.m. midnight on the following Saturday. The 86-hours threshold is based on actual hours worked in the work period. The following types of leave will not be considered time worked when calculating overtime: vacation, holidays, including PD Floating Holidays, sick leave, bereavement leave, jury leave, wellness hours and administrative leave, or military duty.

All overtime must be approved in advance by the employee's Department Head. If an emergency arises that requires the employee to remain at work beyond the employee's regular schedule and it is not possible to get the time pre-approved, the employee must report the extra time worked to the Department Head by the next workday. Working overtime without authorization or an emergency situation by non-exempt personnel will not be tolerated.

Adjusting the Work-week Schedule

Supervisors may make adjustments to the employee's scheduled work week to avoid the accumulation of unnecessary overtime. Employees may not adjust their schedules without the direction and approval of their supervisor.

For example, if an employee's regular schedule is:

<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
8	8	8	8	8

But the employee actually works, for an approved reason,

<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>
8	12	10	10

The supervisor may tell the employee not to report on Friday as they have accumulated 40 hours by Thursday. In this case, the employee would receive no overtime.

4.12 Travel Time Pay

Some nonexempt positions within City of Rifle require travel. The City pays nonexempt employees for time spent on travel for the benefit of the City, excluding normal home-to-work travel.

Further, at the start or end of the workday, travel to or from a workstation, entirely within City premises and/or with City-provided transportation, will not be considered time worked unless:

- You are engaged in activities that qualify this period as “time worked” under applicable labor standards. Examples of the activities that would render this time “time worked” include but are not limited to receiving or sharing work-related information or awaiting a work-related assignment;
- Any such travel occurs after compensable time starts or before compensable time ends; or
- The travel is in City-mandated transportation that materially prolongs your commute time or which subjects you to a heightened physical risk compared to an ordinary commute.

4.13 Equal Pay

Subject to limited exceptions, the City pays female and male employees equal pay for work within the same establishment, on jobs that require equal skill, effort, education, experience, and responsibility and that are performed under similar working conditions. In general, substantially similar work is determined by evaluating the level of skill, effort, responsibility, and performance under similar working conditions.

However, Colorado law allows the City to pay different wages for employees of the opposite sex when the wages are based on:

- A seniority system;
- A merit system;
- A system that measures earnings by quantity or quality of production;
- The geographic location where the work is performed;
- Education, training, or experience to the extent that they are reasonably related to the work in question; or
- Travel, if the travel is a regular and necessary condition of the work performed.

An employee who believes their compensation does not comply with this policy should follow the Conflict/Issue Resolution Procedure outlined in this handbook in Section 5.4.

Job Opportunities

The City will announce, post, or otherwise make known, all job opportunities to all employees on the same calendar day.

For every posted job opening, the City will disclose the salary or wage rate or range, along with a general description of all the benefits and other compensation that will be offered to the hired applicant and deadline to apply. The City will not rely on an applicant's salary history to determine whether to offer employment or what salary to offer.

The City will not discharge or retaliate against an employee for actions by an employee in asserting the rights established by Colorado Law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an employee for inquiring about, disclosing, or discussing the employee's wage rate.

4.14 Pay Period

The City of Rifle paydays are biweekly on Friday. Time sheets must be approved/signed and turned into their Department Head by 8:00 am the Monday before payday. The Department Head/Supervisor must then review, approve/sign, and submit time sheets to Payroll by 12:00 noon the Monday before payday.

Review your paycheck for accuracy. If you find an issue, report it to Human Resources immediately.

4.15 Direct Deposit

City of Rifle strongly encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Human Resources for the appropriate form to elect direct deposit. Typically, direct deposit of your payroll will begin on the payroll in which the request was physically received by Human Resources.

If you have selected direct deposit, a written explanation of your deductions will be provided to you on paydays in lieu of a check via the online platform with the City payroll service.

4.16 Paycheck Deductions

City of Rifle is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact Human Resources.

The City will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to Human Resources.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The City will not retaliate against employees who report erroneous deductions in accordance with this policy.

Exempt Employee Partial Day Absence

As a public entity, the City has a duty to taxpayers for public accountability in its actions. If an exempt employee who accrues sick and vacation pay is absent for less than one workday when accrued leave is not used by an employee because accrued leave has been exhausted or the employee is granted use of leave without pay, the pay will be docked from the employee's salary.

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any pay period in which they perform work. Exceptions to this general rule include:

- Exempt employees who are absent for a full day for personal reasons or because of sickness or disability need not be paid for that day once they have exhausted all applicable paid leave benefits according to policy.
- Exempt employees who take leave under the Family Medical Leave Act (if it applies) will not be paid for that time unless they have accrued benefits under applicable paid leave benefits. Their pay will be reduced by the hours missed even if it is less than a full day.
- Exempt employees who are absent from work for temporary military leave will have their pay reduced by the amount of payment they receive in the form of military pay (not including reimbursement of expenses). Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work for the City in a given pay period.
- Exempt employees may be suspended without pay for violating workplace conduct policies, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. "Workplace conduct" policies are related to misconduct in the workplace, like engaging in prohibited discrimination and harassment, dishonesty, falsification of records. "Workplace conduct" does not include performance or attendance deficiencies.
- Any full workweek in which the employee does not perform any work.
- During the week an exempt employee begins work for the City or during the last week of employment, the employee will only be paid for actual hours worked.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

City of Rifle will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the City, whether on or off City property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Disciplinary Process

Violation of City of Rifle's policies or procedures may result in disciplinary action, up to and including demotion, transfer, leave without pay, or termination of employment. The City encourages a system of progressive discipline depending on the type of prohibited conduct. However, the City is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time, even upon the first offense. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an at-will basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

5.3 Exit Interview

You may be asked to participate in an exit interview when you leave City of Rifle. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the City in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.4 Open Door / Issue / Conflict Resolution Process

City of Rifle strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any questions, problems, concerns, or complaints you have about issues in the workplace to the attention of your Supervisor and, if necessary, to Human Resources or upper-level management. When the complaint/issues include allegations of prohibited harassment, discrimination, or retaliation, employees should follow the procedure set forth in Section 3.1. When a complaint relates to disciplinary action, employees should follow the appeal procedures set forth in the Operation and Procedure Manual of the City. This process does not apply to matters of policy, such as the establishment of wages or benefits, or matters affecting individual employee evaluations. For all other employee concerns, the following problem-solving procedure has been instituted:

If you believe there is inappropriate conduct or activity on the part of the City, management, its employees, vendors, customers, or any other persons or entities related to the City, bring your concerns to the attention of your Supervisor at a time and place that will allow the person to properly listen to your concern and in a reasonable and professional manner. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have already brought this matter to the attention of your Supervisor before and do not believe you have received a sufficient response, or if you believe that your supervisor is the source of the problem, present your concerns to Human Resources or City management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have. Normally, this discussion should be held in a timely manner following the incident or issue. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

City employees shall not take the above items to Council members or the Mayor, unless the complaint is against the City Manager.

5.5 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at City of Rifle is prohibited. The City recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that could conflict with your duties and obligations to the City should be reported to your Supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

5.6 Pay Raises

Depending on financial health and other City factors, efforts will be made to give pay raises consistent with City of Rifle established Compensation Plan, job performance, and consideration of the consumer price index. The City may also make individual pay raises based on merit or due to a change of job position.

5.7 Performance Improvement

Communication between employees and supervisors is essential. Discussions regarding job performance should be ongoing and informal. Employees should initiate conversations with their supervisors if they need additional feedback.

City of Rifle will make efforts to periodically review your work performance. The performance improvement process may take place annually, or as business needs dictate. You may specifically request that your Supervisor assist you in developing a performance improvement plan or career path plan at any time.

The performance improvement process is a means for increasing the quality and value of your work

performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.8 Promotions

It is the City of Rifle's policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, performance records, and other qualifications that are required for the job.

5.9 Resignation Policy

City of Rifle hopes that your employment with the City will be a mutually rewarding experience; however, the City acknowledges that varying circumstances can cause you to resign employment. The City intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

If you desire to end your employment relationship with the City, we ask that you notify us as soon as possible of the intent to separation. Notice generally allows sufficient time to transfer work, cover shifts, return City property, review eligibility for continuation of insurance, and make arrangements for your final pay.

The City reserves the right to provide you pay in lieu of notice in situations where job or business needs warrant.

When an employee resigns, the last day of employment will be considered the last day an employee works; except as otherwise specified in policy, paid leave is not allowed to be used to extend an employee's separation date beyond the last day worked.

Final Pay

The City will pay separated employees in accordance with applicable laws and other sections of this handbook.

In all cases, employees will receive their final paycheck on the City's next regularly scheduled payday.

Notify the City if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all City property at the time of separation, including uniforms, cellphones, keys, tools, laptops, credit cards, identification/key cards, and any other issued City property. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the City may pursue criminal charges for failure to return City property.

5.10 Standards of Conduct

City employees are expected to conduct themselves in a manner which reflects positively on the City and its departments. Every employee shall be held accountable for their actions.

City of Rifle wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, professionalism, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

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

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct may include, but are not limited to:

- Violation of the policies and procedures set forth in this handbook or other City documents.
- Violation of the City's Drug and Alcohol Policy.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the City or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-City communications, or expense records.
- Taking or destroying City property.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Abusive, disrespectful, or discourteous language or conduct directed toward any other employee or a member of the public.
- Discrimination toward fellow employees or a member of the public.
- Violation of the City's Discrimination or Harassment Policy.
- Violation of the City's Workplace Violence Policy.
- Disclosure of City confidential or sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, customer lists, etc.) of the City or its employees, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Inadequate or unsatisfactory job performance.
- Absence from work without proper notification or authorization.
- Refusal or failure to follow safety rules and procedures.
- Regular and/or excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Failure to dress according to City policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Being charged with any traffic violations while operating a City-owned vehicle.
- Inappropriate operation of City equipment or vehicles.
- Engaging in outside employment that interferes with your ability to perform your job at the City.
- Lending keys or key cards to City property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.11 Transfers

City of Rifle may transfer your employment from one position to another with or without notice, as required by business or service needs, or upon request by you and with management approval. Your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.12 Workforce Reductions (Layoffs)

If necessary based upon business needs, City of Rifle management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the City will make its best effort to make sound business decisions while acknowledging the needs of its workforce. In such cases, affected employees are given as much notice as practical. There is no City appeal process for decisions regarding layoffs and reductions in force.

6.0 General Policies

6.1 Access to Personnel and Medical Records Files

City of Rifle maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Upon request, you will be permitted, on at least an annual basis, to inspect and/or obtain a copy of your own personnel or medical records file. Inspection will occur at the City Human Resources office in the presence of a City representative. You may be required to pay the reasonable cost of duplication of documents.

All requests by an outside party for information contained in your personnel file will be directed to Human Resources, which is the only department authorized to give out such information.

6.2 Personal Data Changes

It is your obligation to provide City of Rifle with your current contact information. Notify the Human Resources Department immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, person to notify in case of an emergency, and other relevant information. You should also inform the City of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information will be retained with your personnel file and may be considered with your other employment records as job opportunities arise in the City.

6.3 Employer Sponsored Social Events

City of Rifle holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Supervisor prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner and maintain your obligation to conduct yourself properly and professionally at all times. As long as employees are off-duty and not an assigned stand-by/call-back status, they may responsibly consume alcohol at these events. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.4 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of City of Rifle.

During business hours or when representing the City, employees are expected to present a clean, neat, professional appearance that is appropriate for the workplace and for the work being performed.

Employees should follow the following personal appearance guidelines:

- 1) Office clothing must be free of holes or rips and should not be excessively tight, short, revealing or otherwise inappropriate for the workplace.
- 2) Closed-toed shoes are required for those employees working in the field or janitorial services or in a position where open-toe shoes pose a safety risk.
- 3) An employee must dress in uniform and/or protective clothing if their job requires it.
- 4) Offensive body odor, excessive use of personal fragrance, poor personal hygiene and grooming is not professionally acceptable.

Employees are expected to maintain their appearance in such a way that reflects positively on the City. Employee appearance should be consistent with good hygiene, safety and appropriate attire based on the requirements of their position. All office personnel shall be expected to dress in business casual attire. The employee's supervisor will resolve any discrepancies in attire. If an employee's appearance is not acceptable, they may be required to change their appearance or attire on their own time.

All clothing bearing the City name, logo and/or department designation purchased by City of Rifle should be worn only while on-duty conducting City business.

The City, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the City. Contact your Supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.5 Office/Workstation Decorations Policy

Posters, pictures, notes, etc., are permitted in offices and on the inside of workstation panels as long as they are tasteful and professional, and not abusive, profane, threatening, defamatory or offensive. In addition, in displaying posters, pictures, notes, etc., employees are prohibited from, in any manner, implying or suggesting that the City either supports a particular candidate, political issue or endorses the personal political opinions of the employee. Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the City.

6.6 Personal Cell Phone/Mobile Device Use

While City of Rifle permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and should not impact your productivity, availability to perform regular work, or disturb those around you.

You are expected to comply with City policies regarding the protection of confidential information when using personal devices.

While operating a vehicle on work time, the City requires that if you need to make or receive a phone call while driving, you pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.7 Security

All employees are responsible for helping to make City of Rifle a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, key cards, equipment, laptops, cell phones, or similar devices to your Supervisor immediately. Refrain from discussing specifics regarding City security systems, alarms, passwords, etc. with those outside of the City.

As part of its security measures and to help ensure a safe workplace, the City of Rifle has positioned video cameras to monitor various areas in and outside its facilities. Video cameras are not located inside areas such as break rooms, restrooms, locker and dressing rooms.

Immediately advise your Supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the City. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.8 Use of City Equipment

The use of City Equipment for employees' personal purposes or for private gain is prohibited unless authorized in advance by the City Manager.

6.9 Vehicle Policy

Assigned Vehicles

Employees with assigned vehicles are responsible for securing maintenance on the vehicles. Assigned vehicles must be kept clean and presentable.

While traveling between home and their assigned work location, employees may, on occasion, perform small items of personal business to avoid wasting energy by retracing their route in their private vehicle. Employees must exercise good judgment in using City vehicles for personal business.

Motor Pool Vehicles

Employees using motor pool vehicles are responsible for reporting defects or maintenance needs. After they are returned, motor pool vehicles must be clean, have a full tank of gas, and all trash and personal items removed. Motor pool vehicles must be ready to go for the next user.

Motor Vehicle Records

Employees who operate a City vehicle or a personal vehicle on City business must have a valid Colorado drivers' license of the appropriate type. It is the employee's responsibility to notify the supervisor immediately if the employee's driver's license is suspended, revoked or restricted for any reason. The City will review the employee's Motor Vehicle Record (MVR) prior to hire in a position requiring a driver license to ensure it meets the standards and guidelines of the City and its insurer. Thereafter, the City will obtain and review the employee's MVR annually or after receiving notification from the employee that there has been a change in their license status. An employee's MVR falling into an unacceptable category will not be tolerated. The City also reserves the right to require the employee to attend a defensive driver training program at the employee's expense.

Distracted Driving Prohibited

Emergency Personnel shall refer to current Police Department policy related to this topic and are exempt from this section.

The City advocates safe and responsible driving habits while operating a City vehicle or a personal vehicle on City business. This includes not only adherence to traffic laws, speed limits, and use of seat belts, but also to limiting distractions using cell phones, computers, and other hand-held electronic devices. For purposes of this policy, "hand-held electronic devices" includes but is not limited to, wireless phones, computers, laptops, text messaging devices, entering information into Global Positioning System (GPS) tools and devices, pagers, tablets, and any other communication devices.

Using cell phones, computers, and other hand-held electronic devices; reading; and engaging in personal grooming activities are prohibited while driving a City vehicle or personal vehicle on City business.

Employees shall make all calls or other necessary communications before departing on a trip or after arriving at your destination, unless using a completely hands-free voice dial system. Employees shall pull off the road to a safe location before making or returning cell phone calls during travel (unless through hands-free voice dial system) or to use any form of hand-held electronic communication, and to enter locations to GPS Systems for navigational purposes.

Seatbelt Policy

Employees who drive City vehicles and equipment in which seatbelts are installed are required to wear seatbelts at all times when the vehicle or equipment is in motion. Employees with passengers are responsible for ensuring that the passengers are also wearing seatbelts.

6.10 Travel Expenses

This policy outlines approved business travel expenses and the authority for incurring and approving such expenses at the City of Rifle.

Travel expenses refer to reasonable and necessary costs incurred by employees on approved City of Rifle

business trips. Travel is limited to essential business activities where other means of communication are insufficient, and prior approval from a supervisor is required.

At times non-exempt positions within City of Rifle will require travel for business purposes such as required training or meetings. The City pays non-exempt employees for time spent on travel for the benefit of the City, excluding normal home-to-work travel.

Advances/Reimbursement

The City may provide employees with an advance to cover anticipated travel expenses upon advance request prior to travel. Employees must submit a travel advance request utilizing the allowed per diem rates based on the destination of the travel. Otherwise, requests can be submitted upon return utilizing the same per diem methodology. Receipts are only necessary for items outside the scope of the per diem methodology as outlined in the full policy in the Operations and Procedure Manual.

Out-of-state Travel

All out-of-state travel requires prior approval from the City Manager. Air travel is limited to round-trip economy fare at airports between Denver and Grand Junction and the destination city, and should be booked in advance to secure the most economical rates.

City Vehicle Usage

The City may provide a City vehicle for travel, which employees are permitted to use. If personal vehicles are necessary, mileage expenses will be reimbursed at the current IRS mileage rate.

Traveling with Family Members

Employees may bring family members along in a City vehicle with prior approval from the City Manager. In this case, only the City employee is authorized to drive, and the employee must ensure all passengers comply with applicable laws and regulations.

6.11 Expense Reimbursement Policy

The City reimburses expenses that are pre-approved as reasonable and necessary for conducting City business. To request reimbursement, employees must complete an Expense Report with original, itemized receipts documenting the items for which reimbursement is being requested. These receipts must accompany the City's expense report and follow the reimbursement process outlined in the Operations and Procedure Manual. Employees should document the purpose and nature of the business for each expense. Expense reports should be submitted within one month of incurring the expense. Employees authorized to use their personal vehicles for business travel will be reimbursed at the current IRS mileage rate, with tolls and parking fees also eligible for reimbursement. Travel advances may be approved if requested in a manner consistent with the process outline in the Operations and Procedure Manual.

6.12 Use of Employer Procurement Cards (aka Pcard)

All employees in the possession of a procurement card (Pcard) issued by the City of Rifle will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Employees who are issued a Pcard will receive and sign the full policy upon issuance. Pcards are not for the purchase of fuel for City vehicles; there is a fuel card assigned to each City vehicle, and PIN numbers assigned to each employee for the use of fuel cards to purchase fuel. These fuel cards are the regular cards to use for fuel purchases.

Reconciliation and supporting documentation submittal should occur monthly, consistent with the requirements of the full policy found in the Operations and Procedure Manual. Any unauthorized purchases made with a Pcard must be reimbursed to the City as soon as possible, but no later than 30 days after the charge was incurred. Non-compliance with policy and/or misuse of the City Pcard may result in permanent or temporary revocation of Pcard privileges. Immediately report a lost or stolen City Pcard to the Card Issuer (UMB) and the City Finance Department. Failure to follow this policy will not be tolerated.

6.13 Electronic Media Access and Acceptable Use Policy

This policy governs the use of computers, networks, and related services of the City. Computers and networks can provide access to resources within and outside the City, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires that individual users act responsibly.

Users must respect the rights of others, respect the integrity of the computers, networks, and related services, conform to network etiquette, customs and courtesies, and observe all relevant laws, regulations, contractual obligations, and City policies and procedures. Misuse of the City Computer System can undermine public confidence and waste taxpayer resources.

The City Computer System

The City Computer System includes computers and related equipment, e-mail, telephones, voice mail, facsimile systems, communications networks, computer accounts, internet and/or web access, network access, central computing and telecommunications facilities, and related services.

Access to and use of the City Computer System is a privilege granted to City staff. All users of the Computer System must act responsibly and maintain the integrity of the Computer System. The City reserves the right to deny, limit, revoke, or extend computing privileges and access to the Computer System in its discretion. Therefore, all documents and files are the property of the City. All information regarding access to the City's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential City information and may not be disclosed to non-City personnel.

The City may, in its discretion, limit the use of specified portions of the Computer System to certain employees, and/or deny the use of specified portions of the Computer system to certain employees.

The City may, in its discretion, regulate which applications may be downloaded on City issued telephones, tablets, and similar devices. The GPS Find function shall be activated on all City issued devices.

The City Computer System may not be used in any manner or for any purpose which is illegal, dishonest, disruptive, threatening, is damaging to the reputation of the City, is inconsistent with the mission of the City, or could subject the City to liability.

Any violation of this policy or of other City policies in the course of using the Computer System will not be tolerated, and may result in referral of the matter to the appropriate authorities.

No Expectation of Privacy

All computer files, documents, and software created or stored on the City's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through City systems, whether password protected or not.

Employees should not assume that any such information is confidential, including emails sent or received.

City personnel have no expectation of privacy in City property and equipment. Such property and equipment includes, but is not limited to, the City Computer System, and all messages, data files and programs stored in or transmitted via the Computer System ("Electronic Communications"). The City reserves the right to monitor, access, use, and disclose all messages, data files and programs sent over or stored in its Computer System for any purpose. City management reserves the right to monitor, inspect, and examine any portion of the Computer System at any time and without notice.

Further, correspondence of an employee in the form of e-mail may be a public record under the public records law, and may be subject to public inspection under C.R.S. Section 24-72-203, unless an exception provided by law applies. The City may monitor or access an employee's e-mail, with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing e-mail privileges, or is violating any other City policy.

Passwords

Portions of the City Computer System may be accessible by password only. The purpose of a password is not to provide privacy, but to control and prevent unauthorized access.

Every password issued for the use of any part of the City Computer System is the responsibility of the person in whose name it is issued. That individual must keep the account secure from unauthorized access by keeping the password secret, by changing the password often, and by reporting to the City when anyone else is using the password without permission.

Passwords are intended to help prevent unauthorized access and may not be shared with unauthorized persons. The contents of all password protected data files and programs belong to the City and are subject to access and disclosure by the City as set forth in this policy.

Improper Use of the Computer System

Improper use of the Computer System is prohibited. The following are examples of improper use of the Computer System:

Storage, Transmission, or Printing of Improper Materials

Storing, transmitting or printing any of the following types of Electronic Communications on the Computer System is prohibited: material that infringes upon the rights of another person; material that is obscene; material that consists of any advertisements for commercial enterprises; material or behaviors that violate laws, regulations, contractual obligations, and City policies and procedures; or material that may injure someone else and/or lead to a lawsuit or criminal charges.

Harassment

Any electronic communication that violates the City harassment policy is prohibited. Additionally, any electronic communication that is annoying, abusive, profane, threatening, defamatory or offensive is prohibited. Some examples include obscene, threatening, or repeated unnecessary messages; sexually,

ethnically, racially, or religiously offensive messages; and continuing to send messages after a request to stop.

Destruction, Sabotage

Intentionally destroying anything stored on the Computer System, including anything stored in primary or random-access memory is prohibited. Deliberately performing any act that will seriously impact the operation of the Computer System. This includes, but is not limited to, tampering with components of a network, otherwise blocking communication lines, or interfering with the operational readiness of a computer or peripheral.

Evasive Techniques

Attempts to avoid detection of improper or illegal behavior by encrypting or password protecting electronic messages and computer files are prohibited.

Unauthorized Use/Access

Using the Computer System to gain or attempt to gain unauthorized access to remote computers is prohibited. Other prohibited behaviors include actions that give simulated sign off messages, public announcements, or other fraudulent system responses; possessing or changing system control information (e.g., program status, protection codes, and accounting information), especially when used to defraud others, obtain passwords, gain access to and/or copy other user's electronic communications, or otherwise interfere with or destroy the work of other users.

E-Mail Forgery

Forging e-mail, including concealment of the sender's identity, is prohibited.

Theft/Unauthorized Use of Data

Data created and maintained by the City, or acquired from outside sources, are vital assets of the City and must be used only for authorized purposes. Theft of or unauthorized access to or use of data is prohibited.

Software and Copyright

The City fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in City facilities. Any questions regarding copying or downloading should be directed to the IT Director.

Viruses, etc.

Intentionally running or installing on the Computer System, or giving to another, a program that could result in damage to a file or the Computer System, and/or the reproduction or transmission of itself, is prohibited. This prohibition includes, but is not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.

Security

Attempting to circumvent data protection schemes or uncover security loopholes is prohibited.

Wasting Resources

Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include, but are not limited to sending mass mailings or chain

letters; creating unnecessary multiple jobs or processes; generating unnecessary or excessive output or printing; or creating unnecessary network traffic.

Occasional Non-Commercial Uses Permitted

It is understood that, occasionally, staff members use e-mail or internet access for non-commercial, personal use. Such occasional non-commercial uses are permitted if they are not excessive and are limited to breaks or lunch hours, do not interfere with the performance of the employee's duties, do not interfere with the efficient operation of the City, and are not otherwise prohibited by this policy or any other City policy.

Accessing User Accounts

Unauthorized attempts to access or monitor another user's electronic communications are prohibited. Unauthorized accessing, reading, copying, changing, disclosing, or deleting another user's messages, files or software without permission of the owner is prohibited.

Backup Copies

All data on the Computer System is subject to backup at the discretion of the City.

Deleting Electronic Communications

Users of the Computer System should be aware that Electronic Communications are not necessarily erased from the Computer System when the user "deletes" the file or message. Deleting an Electronic Communication causes the Computer System only to "forget" where the message or file is stored on the Computer System. In addition, Electronic Communications may continue to be stored on a backup copy long after it is "deleted" by the user. As a result, deleted messages often can be retrieved or recovered after they have been deleted.

Criminal Laws

Under C.R.S. Section 18-5.5-101 et seq., criminal sanctions are imposed for offenses involving computers, computer systems, and computer networks. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. Federal laws may also apply to some circumstances.

6.14 Social Media

The City recognizes that social media internet applications have become an integral part of modern life that provides us with unique opportunities to communicate and share information with others and can be used to enhance communication and collaboration while furthering citizen involvement in government issues. The City also recognizes that access to the City's social media sites may directly impact the image and the operation of the City as a whole and each individual department. This policy governs the use of social media and social networking by all authorized personnel to mitigate potential risk and abuse of any social media efforts.

Official City Social Media Use:

All official City of Rifle social media sites or services are considered an extension of the City's information networks and are governed by the City of Rifle's communication policies. Content posted by City staff on websites will be limited to content, or portions thereof, which have been created, approved, retained and distributed through the Public Information Officer, City's Communications Team or City Manager. Content will be posted only with authorization from the Public Information Officer, City's Communications Team or City Manager or their designee.

The City of Rifle's social media sites may not be used by any City employee for the purpose of expressing personal views. The City's media sites may not be used to express personal views or concerns about personnel matters. Any City employee or representative shall not use social media sites to disclose sensitive or confidential information without the City Manager's or their designee's written consent.

Employees representing the City of Rifle via any social media outlet must conduct themselves at all times as representatives of the City of Rifle. Employees that fail to conduct themselves accordingly will be subject to disciplinary action up to and including termination of employment.

Media Contacts

If you are not authorized to speak on behalf of the City, do not speak to the media on behalf of the City. Direct all media inquiries for official City responses to the City's Public Information Officer or City Manager

Personal Social Media Use:

The City permits employees' use of social media on working time using City equipment and systems and is aware that employees may use social media during non-work time. All other postings made by an employee on a blog, wiki, or social networking site are considered personal communications and are not City communications. Use of personal mobile devices and social media during work time should be kept to a minimum, and not interfere with an employee's completion of job duties. Employees are personally responsible for the content they publish. Postings by an employee concerning the City are not prohibited, provided they comply with guidelines set forth below or in this handbook.

While the City respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, customer, citizen or potential customer. As such, any social media activity, even from your personal account, reflects on the City as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

If you post any comment that promotes or endorses City products or services in any way, the law requires that you disclose that you are employed by the City.

You must comply with all applicable laws, including copyright and fair use laws.

We encourage you to make employment or workplace complaints to the City using the complaint process. Complaints regarding these issues to the City should be made consistent with the complaint procedures as outlined in Section 5.4 in this handbook so that the City may address them.

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

If you identify yourself as an employee of City of Rifle on your personal account and are posting about the City, make it clear that your views are your own and that you are not speaking on behalf of the City.

A social media site is not the appropriate place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Such complaints must be made consistent with the complaint procedures as outlined in Section 5.4 in this Handbook.

This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.15 Third Party Disclosures

From time to time, City of Rifle may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the City and should refer any call requesting the position of the City to the City Manager or the Public Information Officer. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

6.16 Employee Privacy

It is the City of Rifle's goal to respect its employees' privacy while maintaining a safe and secure workplace. When safety and security issues arise, an employee may be requested to cooperate with an investigation. The investigation may include searches of City-owned property without notice. This may include searches of work areas, computers, phones, email, files, desks, lockers, and City vehicles.

The City may also conduct searches with consent by the employee to view their personal effects. This may include, but is not limited to, lunch bags, boxes, purses, phones, packages, or private vehicles. Such property may be searched to retrieve or discover evidence of work-related misconduct if there is reason to suspect such evidence exists. Providing false information during any investigation may lead to disciplinary action, including termination.

Employees are expected to make use of City facilities for business purposes only. Accordingly, information that appears on City computers or networks is presumed to be for business purposes, and all such materials are subject to review by the City at any time without notice to employees. The City of Rifle regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, text communications, internet search, and browsing history. Employees who use the communications system excessively for personal matters may be subject to disciplinary action up to and including termination. Employees are expected to keep personal communication to a minimum while at work.

You should have no expectation of privacy in work areas. We assume no responsibility for the loss of, or damage to, your property maintained on City premises including that kept in lockers and desks.

Further, correspondence of an employee in the form of e-mail or other electronic communication may be a public record under the public records law, and may be subject to public inspection under C.R.S. Section 24-72-203, unless an exception provided by law applies. The City may monitor or access an employee's e-mail, with or without notice, for any business-related purpose, including any situation in which a supervisor has reason to believe that an employee is misusing or abusing e-mail privileges, or is violating any other City policy.

Video Surveillance

As part of its security measures and to help ensure a safe workplace, the City of Rifle has positioned video cameras to monitor various areas in and outside its facilities. Video cameras are not located in areas such as break rooms, restrooms, locker and dressing rooms.

6.17 Political Activity

The City encourages employees to participate in matters of responsible citizenship. The City will not interfere with the conduct of employees engaged in political activity if the activities are confined to

hours when the employees are not on duty, are not campaigning in their official organization uniforms, and if the activities do not impair the employee's job efficiency or that of others.

Employees whose principal employment is in connection with federally financed activities are subject to the federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the City can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any City employee may be a candidate for a partisan political office provided the involvement does not interfere or present a conflict of interest with their job (See "Conflict of Interest Policy" Section 3.6). If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay if approved and paid leave is exhausted. Employees whose salary comes in part or in whole from federal government sources are subject to the federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees will not be required to work for or participate in support of any political candidate during their off-duty hours.

Employees will refrain from any political activity that would likely give the impression that the activity has the endorsement of the City, such as the use of the City logo, seal or brand, or wearing City or department-issued uniforms.

Any employee who is subjected to any political activity while at work, pressured or coerced to participate in a campaign or ballot issue will report the incident to his or her Department Director, the City Manager, or to Human Resources immediately. Each reported incident will be investigated.

6.18 Firearms

The City of Rifle prohibits the open carry of firearms, including handguns and long guns, by City employees while on duty except when specifically required to do so as part of required job functions. Such prohibition will apply to City employees while on duty in City owned facilities and property, in City owned vehicles and equipment and while on duty on private property. These same prohibitions will apply to authorized City volunteers and City Council members while performing required duties for the City. City employees, City Council members and authorized volunteers will have the right to conceal carry a handgun with a proper permit while on duty in City facilities, on City property, in City owned vehicles and equipment.

6.19 Colorado Workplace Public Health Rights Notice

The City is required to provide you with information regarding your rights under the Colorado Healthy Families and Workplaces Act (HFWA) and the Colorado Public Health Emergency Whistleblower Law (PHEW). A copy of the latest Colorado Workplace Public Health Rights poster is included at the end of this handbook and satisfies this requirement.

6.20 Whistleblower Policy

The City wants to maintain the highest standards of conduct and ethics. As representatives of the City, all employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. To achieve this goal, the City asks for cooperation from all employees in notifying it of any suspected fraudulent or dishonest use or misuse of resources or property or any violation of any applicable law or regulation by any staff, City Manager, City Council member, consultant, volunteer, or board member.

If an employee reasonably believes that some policy, practice, or activity of the City is in violation of law, or if funds or property are being used inappropriately, a written complaint should be filed by that employee with the City Manager. If the City Manager is involved in the complaint, then the employee is authorized to contact a member of the City Council.

Reports will be investigated and kept confidential to the extent possible, consistent with the need to conduct an investigation.

The City will not retaliate against an employee who, in good faith, makes any reports under this policy.

7.0 Benefits and Leaves

7.1 Benefits Overview

As part of its compensation strategy, the City offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The City complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the City are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the City's discretion as permitted by law. The City and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

Employees will have an opportunity to make changes to their benefit selections during the City's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child, etc., will also be allowed to make a change in their benefit selection within 30 days of when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

City of Rifle currently offers the following benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Savings Accounts/Health Reimbursement Arrangements
- Flexible Spending Accounts (FSAs)
- Life Insurance and Supplemental Life Insurance for spouse and dependents
- Accidental Death and Dismemberment (AD&D)
- Employee Assistance Program (EAP)
- Retirement Plans

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from Human Resources.

7.2 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible City of Rifle employees and their beneficiaries to continue health insurance coverage under the City health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

7.3 Colorado SecureSavings Program

For informational purposes only:

The City has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the City currently offers an employer-sponsored retirement plan. Please see Human Resources to obtain information on the plan, including the terms, conditions, or eligibility requirements, or to obtain a copy of the Summary Plan Document. Employees who are not eligible for the City of Rifle 401(a) Money Purchase Plan, City of Rifle PD Money Purchase Plan or the City of Rifle 457 (b) Deferred Compensation Plan can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website:

<https://coloradosecuresavings.com/faqs/saver>.

Additional Information

For more information regarding the Colorado SecureSavings Program, please visit

<https://coloradosecuresavings.com/faqs/saver>.

7.4 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at City of Rifle, no matter how slightly, you are to report the incident immediately to your Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You may be required to submit a medical release before you can return to work.

Injured employees must submit the WC-164 Form from their designated medical provider or other form from follow-up visits by the first following working day after their appointment to Human Resources.

Return to Work Policy

The City of Rifle has elected to adopt a return-to-work policy with the intent to utilize eligible workers in a job-related incident in a productive capacity while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

The Human Resources Director or their designee will be responsible for coordinating the return-to-work program.

Return to Work Program

The following return-to-work program should be followed when an employee sustains a work-related injury or illness.

- 1) All injuries, no matter how minor, will be reported by the injured worker to the worker's direct supervisor and Human Resources, as soon as they are able and report in writing within 10 days after the injury, supervisors will notify the designated coordinator. Injuries will be filed with the City's Worker's Compensation Provider.
- 2) The injured worker will seek medical attention from one of the designated medical providers.
- 3) In case of an emergency, the injured worker is to seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated medical provider. The Worker's Compensation Provider may not pay for medical expenses incurred by the injured worker, if they seek unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker, and relevant staff to address increasing work duties and overall performance. While on worker's compensation leave, an employee may continue to receive health insurance

benefits. The modified duty is not intended to exceed six months, unless authorized in writing by the designated coordinator.

7.5 Holidays

With the exception of Police Department Sworn Non-exempt Law Enforcement Officers who receive PD Floating Holidays as described below, the following are the observed City holidays for Full-time and Part-time with benefits Employees except as otherwise provided herein:

City of Rifle offers the following paid holidays each year:

- | | |
|------------------------------|------------------------------------|
| 1. New Year's Day | First Day of January |
| 2. President's Day | 3 rd Monday in February |
| 3. Memorial Day | Last Monday in May |
| 4. Independence Day | July 4 th |
| 5. Labor Day | First Monday in September |
| 6. Thanksgiving Day | Fourth Thursday in November |
| 7. Friday after Thanksgiving | |
| 8. Christmas Eve | December 24 th |
| 9. Christmas Day | December 25 th |

Full-time employees receive eight (8) hours of pay per holiday. Part-time with benefits employees receive six (6) hours of pay per holiday.

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. When a holiday falls within a period of paid leave (i.e., vacation, sick, etc.) the employee shall be paid for the holiday and the holiday shall not be subtracted from accrued leave.

If a full-time or part-time with benefits employee is regularly scheduled to work or is called out to work on an observed holiday, they will receive overtime pay for hours worked on the observed holiday.

If a holiday falls on your regular day off, you will receive the pay for that day, and your Supervisor will determine if your schedule will be adjusted or not for the remainder of your scheduled work week. Holiday hours are not considered hours worked for purposes of overtime calculations and will be paid at straight time.

You will be compensated for holidays in accordance with federal and state law.

Floating Holiday Hours for non-sworn City Employees

Full-time benefitted City employees will be granted 24 Floating Holiday hours on January 1 of each year. If an employee is hired mid-year, they will receive a pro-rated accrual equal to two (2) Floating Holiday hours for each full month worked, accrued on the first day of the first full month worked. Employees who are classified as part-time with benefits accrue 18 Floating Holiday hours on January 1 of each year. If a part-time benefitted employee is hired mid-year, they will receive a pro-rated accrual equal to one and a half (1.5) Floating Holiday hours for each full month worked, accrued on the first day of the first full month worked.

- Floating Holiday hours may be used only with prior approval of the Department Head or supervisor.
- Floating Holiday hours may be used in quarter hour increments.
- Floating Holiday hours will not be considered for purposes of overtime calculations or used to exceed standard required hours each pay period.
- Floating Holiday hours are required to be used first, prior to any accrued vacation leave use to cover employee absences.
- Floating Holiday hours that remain unused on the last day of the last payroll of the year in which they are granted, will be paid out to employee at current hourly rate.

Employees must request Floating Holiday Leave hours by submitting a leave request using the City's Request for Time Off process to their Department Head/Supervisor for approval. Department Heads should submit their leave request using the City's Request for Time Off process to the City Manager. Taking leave time without advance approval will not be tolerated.

Scheduling of Floating Holiday time is at the discretion of the Department Head/Supervisor (or the City Manager when leave is requested by a Department Head) based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate employees' requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

Full-time, Sworn Non-exempt Police Department Personnel Holidays

For all Police Department Personnel who are full-time, sworn non-exempt law enforcement officers, no fixed observed holidays are established: Police Department full-time sworn non-exempt law enforcement officers shall be provided with 108 PD Floating Holiday hours annually on January 1. Sworn law enforcement officers who are hired mid-year will receive a pro-rated accrual equal to nine (9) Floating Holiday hours for each full month worked, accrued on the first day of the first full month worked.

- PD Floating Holiday hours may be used only with prior approval of the Department Head or supervisor.
- PD Floating Holiday hours may be used in quarter hour increments.
- PD Floating Holiday hours will not be considered for purposes of overtime calculations or used to exceed standard required hours each pay period.
- PD Floating Holiday hours are required to be used first, prior to any accrued vacation leave use to cover employee absences.
- PD Floating Holiday hours that remain unused on the last day of the last payroll of the year in which they are granted, will be paid out to employee at current hourly rate.

Employees must request PD Floating Holiday Leave hours by submitting a leave request using the City's Request for Time Off process to their Department Head/Supervisor for approval. Taking leave time without advance approval will not be tolerated.

Scheduling of PD Floating Holiday time is at the discretion of the Department Head/Supervisor based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate employee's requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

7.6 Vacation

City of Rifle provides employees with paid vacation.

Accrual and Eligibility

Vacation time must be accrued in advance of the pay period in which it is taken. Vacation time is not considered in the computation of overtime.

Full-time employees accrue vacation time as follows per pay period:

Completed Years of Continuous Service	Non-Exempt	Exempt	Maximum Accrual Balance
0 – 4 Years	3.08 hours	4.62 hours	320 hours
5- 14 Years	4.62 hours	6.15 hours	360 hours
15 or more Years	6.15 hours	7.7 hours	400 hours

Part-time with benefit employees accrue vacation time as follows per pay period:

Completed Years of Continuous Service	Non-Exempt	Maximum Accrual Balance
0 – 4 Years	2.32 hours	240 hours
5 - 14 Years	3.47 hours	270 hours
15 or more Years	4.61 hours	300 hours

“Completed Years of Service” are determined by anniversary date. Part-time employees who become full-time employees will earn vacation hours based on completed years of service by converting part-time hours worked to full-time equivalent. For example, a part-time employee who worked 20 hours per week for 8 years and then became a full-time employee would have 4 years of service. If there is a break in service, the re-hire date will be the new anniversary date for calculating “completed years of service”.

The maximum number of vacation hours you will be allowed to accrue is listed in the above table. Vacation leave may be accrued up to an employee’s maximum accrual balance. Employees whose accrual balance is at the maximum accrual level will not accrue any additional vacation leave until the balance is reduced below the maximum limit. You are encouraged to use accrued vacation leave to avoid reaching the maximum accrual total. You may also cash-out vacation leave as outlined in the Operations and Procedure Manual to reduce vacation leave balance.

You will not accrue vacation during unpaid leaves of absence or other periods of inactive service, unless accrual is required by applicable federal, state, or local law.

Leave Usage and Requests for Leave

The City encourages you to use your vacation time. You are eligible to begin using vacation as soon as it has accrued.

You must request vacation using the City’s Request for Time Off process to your supervisor or department head for approval. Department heads should submit their leave request using the City’s Request for Time Off process to the City Manager. Taking vacation time without advance notice and approval will not be tolerated.

Scheduling of vacation time is at the discretion of the department head (or the City Manager when leave is requested by a department head) based on operational considerations, departmental personnel demands, and the number of employees scheduled to be on leave at any particular time. A reasonable effort will be made to accommodate your requested dates of leave. Leave will typically be approved on a first-come, first-served basis.

During a Leave of Absence

The City may require you to use any unused vacation during disability or family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

Separation of Employment

Upon separation of employment for any reason, you will be paid for earned but unused vacation time.

7.7 Paid Sick and Exigency Leave

City of Rifle provides employees with sick pay. The Paid Sick and Exigency Leave encompasses the requirements under the Colorado Healthy Families and Workplaces Act (HFWA) to include the Paid Sick Leave (PSL) and the Public Health Emergency Leave (PHEL). The first 48 hours of paid sick leave used will satisfy the HFWA requirements. Hours used after the first 48 hours of HFWA will fall under the general Paid Sick and Exigency Leave guidelines.

Amount of Sick Leave

Full-time employees shall receive 3.7 hours sick leave credit per pay period. Part-time employees with benefits receive 2.77 hours of sick leave credit per pay period. Sick leave may be carried over from year to year and the maximum accrual of sick leave is 480 hours for Full-time employees and 360 hours for Part-time with benefits employees.

Part-time employees without benefits, seasonal and temporary employees receive 1 hour of sick leave for every 30 hours worked up to a maximum of 48 hours of sick leave annually. Part-time employees without benefits, seasonal and temporary employees may carry over from year-to-year unused paid sick leave but may not use more than 48 hours of sick leave per year, except as set forth below.

No employee may take more sick leave than they have accrued. Employees whose accrual balance is at the maximum accrual level will not accrue any additional sick leave until the balance is reduced below this maximum.

Use of Sick Leave

Employees may use accrued sick leave for the following reasons:

- The employee has or is caring for a family member that has a mental or physical illness, injury, or health condition that prevents the employee from working;
- The employee or family member the employee is caring for needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- The employee or a family member the employee is caring for needs to obtain preventive care (including vaccination); or
- The employee or a family member(s) has been the victim of domestic abuse, sexual assault, or criminal harassment and the use of leave is to seek medical attention to recover from a mental or physical illness, injury, or health condition caused by Domestic abuse, sexual assault, or harassment, obtain services from a victim services organization, obtain mental health or other counseling, seek relocation due to domestic abuse, sexual assault, or harassment or seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
- Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- Grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or

- To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence;
- Due to a public health emergency, a public official closed either:
 - the employee's place of business, or
 - the school or place of care of the employee's child, requiring the employee to be absent from work to care for the child.

For purposes of this policy, a *family member is defined as* another person related by blood, marriage, civil union or adoption; foster or legal guardianship; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee; or any person whom the employee is responsible for providing or arranging health- or safety-related care.

Reporting Sick Leave

An employee who is unable to work because of illness shall, prior to the employee's scheduled time to report for work, if possible, notify by telephone their immediate supervisor or if their supervisor is not available, Human Resources.

Charging Sick Leave

Absence for a fraction or a part of the day that is chargeable to sick leave in accordance with these provisions shall be charged proportionally to the actual time taken. Sick leave taken shall be charged in increments of one quarter hour.

Part-time with benefits employees or part-time without benefits, temporary or seasonal employees can only charge sick leave according to the employee's regularly established work schedule.

Health Care Provider Certificate

Employees may be required to verify their use of sick leave by requiring certification of illness following the fourth consecutive day of sick leave, they would have ordinarily worked, or after 48 hours of sick leave have been used annually.

On-the-Job Illness

If the employee's supervisor determines that an illness is impairing that employee's performance or that of others in the department, the Department Head may require the employee to leave work and use sick leave.

Sick Leave Bank

The purpose of the City of Rifle Voluntary Sick Leave Bank (Bank) Policy is to provide additional paid leave for employees who have exhausted their sick and vacation leave benefits due to a catastrophic illness or injury that requires prolonged absence from duty and will result in a substantial loss of income. The Bank serves as a depository into which participating employees may voluntarily contribute leave for allocation to other participating employees. The purpose of the Bank is not to provide unlimited paid sick leave for any medical reason, but to alleviate the hardship caused when employees lose compensation as the result of a catastrophic illness or injury.

A City employee who has exhausted their vacation, sick, or floating holiday hours due to a non-work-related illness or injury, which has incapacitated the employee from work, may request hours from the sick leave bank. Hours from the sick leave bank may also be used when an employee is required to take

time off for an extended period to care for a catastrophic or serious illness of a member of their immediate family.

This program is strictly voluntary. Donors, who are active employees, must have a minimum balance of eighty (80) hours of sick leave after making the donation. Donations are irrevocable once posted to the Sick Leave Bank.

It is the sole discretion of the City Manager to grant such leave to an employee. The City Manager's decision may not be appealed.

Retaliation

The City will not retaliate against employees who request or take leave in accordance with this policy and the regular attendance policy as outlined in section 4.5 in this handbook.

7.8 Bereavement Leave

City of Rifle recognizes the importance of taking leave when there is a death in the family. While bereavement leave is not required by law, the City will provide bereavement leave as follows:

All full-time and part-time with benefits employees are eligible for Bereavement Leave in the event of a death in the immediate family. Bereavement Leave will be provided for a maximum of three working days, up to and including the day of the funeral/services. Employees needing additional time off may request sick leave in accordance with applicable provisions. Temporary and seasonal employees are eligible for unpaid bereavement leave or may use their accrued sick leave for the absence.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: mother, father, sister, brother, spouse, partner (through a civil union or domestic partnership), son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren, and grandparents of the employee, or relatives who live with the employee during the time that they are employed by the City.

You may use accrued but unused vacation or floating holiday hours after sick leave is exhausted if additional time is needed. Additional unpaid time off may be granted at the discretion of the City on a case-by-case basis.

You must provide notice of your need for bereavement leave as far in advance as possible. The City may require documentation supporting your need for bereavement leave.

7.9 Colorado Paid Family and Medical Leave Insurance (FAMLI)

The City of Rifle has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the City of Rifle may participate in FAMLI on an individual basis.

Employees who voluntarily opt in to participate with the CO FAMLI leave program are responsible for submitting all wage data and payments to the state on their own behalf.

An employee who plans to take leave under CO FAMLI are required to notify Human Resources of their planned absence as described below.

Employees who may be absent because of their opting in to CO FAMLI leave will be required to continue to pay their monthly premium responsibility to the City for health insurance coverage during their absence. Payment arrangements shall be made with the City's Human Resources.

Colorado's Family and Medical Leave Insurance (FAMLI) program provides eligible employees with paid leave to care for themselves or their family members under certain circumstances. The program is administered by the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance (FAMLI Division). Program premiums are funded through employer contributions and employee payroll deductions. Your benefit remains the same even though the City has opted out of the FAMLI program.

Eligibility

To be eligible for FAMLI leave, you must have earned at least \$2,500 in wages in Colorado over the previous year.

Reasons for Leave

FAMLI leave can be taken for the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth).
- The adoption or foster care placement of a child with you and to care for that child (leave must be completed within one year of the child's placement).
- To care for a family member with a serious health condition.
- To care for your own serious health condition.
- A qualifying exigency of a family member who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).
- To obtain safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.

Family member means:

- Regardless of age, your biological, adopted, or foster child, stepchild or legal ward, a child of your domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of you or your spouse or domestic partner, or a person who stood in loco parentis to you or your spouse or domestic partner when you or they were a minor child;
- A person to whom you are legally married under the laws of any state, or your domestic partner;
- A grandparent, grandchild, or sibling (whether a biological, foster, adoptive, or step relationship) of you or your spouse or domestic partner; or
- Any other individual with whom you have a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

Leave Usage

If eligible, you may take up to 12 weeks of FAMLI leave per year. If you have a serious health condition caused by pregnancy or childbirth complications, you may be eligible to take up to an additional four weeks, for a total of 16 weeks.

Leave may be taken continuously, intermittently, or in the form of a reduced schedule.

FAMLI leave will run concurrently with other leave when permissible under applicable law.

You may choose, but are not required, to use sick leave or other paid time off before using FAMLI leave.

The City will work with you to supplement FAMLI leave with sick leave or other paid time off in order to provide full wage replacement.

Notice

You must notify City of Rifle Human Resources if you intend to take leave under the FAMILI program. If leave is foreseeable, you must provide at least 30 days' notice to the City of Rifle through Human Resources. If leave is unforeseeable, you must provide notice as soon as practical to the City of Rifle through Human Resources.

Applying for Leave

You must apply for FAMILI leave with the FAMILI Division. Instructions on how to file are available on the FAMILI Division website (<https://famli.colorado.gov/>). You have up to 30 days after leave has started to apply.

Compensation

FAMILI leave benefits will be paid at a rate based on your average weekly wage. You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

Continuation of Health Benefits

If the City provides you with health benefits under a group health plan, the City will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed. You will be responsible for paying your share of the cost of health benefits as required prior to beginning leave.

Restoration

If you worked for the City for at least 180 days prior to taking leave, you will be restored to your previous position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Retaliation

The City will not retaliate against employees who request or take leave in accordance with this policy.

7.10 Family Care Leave

In accordance with Colorado's Family Care Act, if you are eligible for leave under the federal Family and Medical Leave Act (FMLA), you may also take leave to care for a person who has a serious health condition (as defined under the FMLA) if that person:

- Is your partner in a civil union (as defined under Colorado law); or
- Is your domestic partner, and:
 - Has registered the domestic partnership with the municipality in which they reside or with the state, if applicable; or
 - Is recognized by the City as your domestic partner.

When requesting leave under this policy, you may be required to provide reasonable documentation or a written statement of family relationship, in accordance with the FMLA, to confirm your relationship status. Additionally, you may be required to submit the same certification as required under the FMLA.

Leave will run concurrently with other types of leave where permitted under applicable law.

See the FMLA policy for additional information.

7.11 Family and Medical Leave (FMLA)

In accordance with the federal Family and Medical Leave Act of 1993 (FMLA), City of Rifle provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

- Have worked for the City for at least 12 months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a rolling 12-month period, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the City regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the City.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

You may obtain an FMLA leave form from the Human Resources Department.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from Human Resources. When you request leave, the City will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the City may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may result in delay of further leave until it is provided.

The City also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you will be required to use available paid leave during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100% of your salary.

If you are receiving workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the City will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the City may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child may be taken in a single block or intermittently with the City's approval. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Health Insurance

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the City during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the City may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the City may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the City, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the City will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The City is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on a leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the City. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the City will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If the City becomes aware of any qualifying reason for FMLA leave, the City will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The City will not retaliate against employees who request or take leave in accordance with this policy.

7.12 Military Leave (USERRA)

City of Rifle complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

The City pays for the first 15 days of leave per year. After that time, leave is without pay.

7.13 Civil Air Patrol Leave

City of Rifle will provide eligible employees with up to 15 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency operational mission of the Colorado Wing of the Civil Air Patrol.

Eligibility

To be eligible for Civil Air Patrol leave, you must be a member of the Colorado Wing of the Civil Air Patrol. Temporary employees are not eligible for Civil Air Patrol leave.

Use of Leave

Leave will only be allowed if you return to work as soon as practical after being relieved from the Civil Air Patrol mission.

Notice

Provide as much notice as possible of your intent to take Civil Air Patrol leave.

Certification

The City may require you to provide evidence of the satisfactory completion of Civil Air Patrol service.

Restoration

Upon return from leave, you will be restored to your previous position or a similar position.

Retaliation

The City will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

7.14 Leave of Absence Without Pay

City of Rifle recognizes that you may need time off from work in special circumstances that other leave policies may not address.

When leave without pay may be granted

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, unpaid leave may be granted for up to but not more than 30 days.

Leave without pay may be granted in cases of emergency and/or when a leave of absence would not be contrary to the best interests of the City. In all cases, employees are required to exhaust accrued vacation and floating holiday leave, and/or accrued sick leave if the reason for the leave also pertains to a reason covered under sick leave usage, prior to taking unpaid leave under this section, except as otherwise protected by federal or state law. A leave of absence may be granted only upon written request by an employee who presents the reason for the leave. Request for leave without pay shall be made through use of the City's Request for Time Off process. A request for a leave of absence without pay may be approved in writing by a Department Head, at their discretion, for absences of one week or less. The City Manager must also approve absences exceeding one week. Absences may be approved depending on the merit of the individual case. Human Resources shall be notified in all cases of Leave without pay for the appropriate coordination of benefits.

Requests for leave without pay will be granted in the City's sole discretion based on a variety of factors including, but not limited to, the reason for and length of the requested leave, length of employment, employee performance, employees leave usage history, workload, and the ability of the City to cover an employee's job responsibilities during the requested leave.

If approved, an employee may work a modified schedule while taking periods of leave without pay. In this circumstance, the employee will accrue vacation and sick leave based on the number of hours actually worked each pay period on a prorated basis.

Accrual of all paid leave will cease when an employee has no hours worked during a pay period.

Leave without pay is not intended for regular use due to an employee's attendance issues.

Conditions

If an employee is taking leave without pay, the following conditions apply:

- A leave of absence of not more than 30 days may be granted to full-time or part-time with benefits employees.
- Employees must be full-time or part-time with benefits in good standing and have continuously worked for the City for at least 6 months.
- The City may fill a position formerly held by an employee on leave without pay not covered under
 - FMLA
- Fringe benefits shall not accrue during a period of leave without pay not covered under FMLA, nor will the City make any contributions during such period for retirement or group insurance programs. However, the employee may participate in the group insurance programs during such period, provided the employee deposits in advance with the City the amounts necessary to cover the total cost of the premiums. Computation of service, for pension purposes other benefit plans, and the effect of leave without pay not covered by FMLA will be determined in accordance with the provisions of the applicable plan.
- The City will make reasonable efforts to reinstate the employee to the same position previously occupied or to a similar position following a leave of absence not covered under FMLA. The City, however, cannot guarantee that the same position or a similar position will be available at the time an employee desires to return to work.
- In the event an employee has been granted non-FMLA leave without pay and the City decides to fill the position while the employee is on leave, the employee will be given written notice of the City's decision and the option to return to work on a designated date. The designated return to work date shall be no less than two (2) weeks after the date of the notice. The employee shall have one week from the date of the notice to advise the City whether they will return to work on the designated date. If the employee fails to respond timely or advises the City that they will not return to work on the designated date at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided. Employees must supply sufficient information from their medical provider specifying the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the City.

7.15 Domestic Violence Leave

City of Rifle will provide employees who are victims of domestic violence, including sexual abuse, stalking, sexual assault, or any other crime including an act found by a court to be domestic violence, up to three days of unpaid leave time within a 12-month period.

Eligibility

You must have been employed with the City for 12 or more months to be eligible for this leave.

Use of Leave

You may use leave available under this policy to:

- Seek a civil protection order to prevent domestic abuse.
- Obtain medical care and/or medical health counseling for yourself or your children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, sexual assault, or other crime involving domestic violence.
- Make your home secure from the perpetrator of the crime or seek new housing to escape the perpetrator.
- Seek legal assistance to address issues arising from the crime and attend and prepare for court-related proceedings arising from the act or crime.

Notice

Except in a case of imminent danger, if you are seeking leave from work under this policy you must provide the City with advance notice of the leave. In addition, the City may require you to provide documentation verifying the need for the leave. Confidentiality of the situation will be maintained to the extent possible.

Before taking unpaid leave under this policy, you must exhaust any available annual vacation leave, personal leave, and sick leave, if applicable.

Retaliation

The City will not retaliate against employees who request or take leave in accordance with this policy.

7.16 Jury Duty and Voting Leave

Jury Duty

City of Rifle encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisor as soon as possible to make scheduling arrangements.

To the extent required by law, non-exempt employees shall be granted time off with pay when performing jury duty. An employee released from jury duty before the end of their normal workday shall return to work to complete the remaining portion of their scheduled shift.

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

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay.

Employees shall be granted unpaid time off if summoned to appear in court as a witness.

When serving on a jury, a work week in which exempt employees perform any work will be paid their full weekly salary.

Voting

The City of Rifle encourages employees to fulfill their civic responsibility by participating in elections. Upon prior request (before Election Day), you will be provided up to two hours of paid time off to vote if you do not have three or more nonworking hours in which to vote during the hours the polls are open. Under most circumstances, it is possible for employees to vote either before or after work.

If it is necessary for employees to arrive late or leave work early to vote in any election, they should receive approval from their supervisor. Employees should request time off to vote from their supervisor at least one day prior to election day. Advance notice is required so that the necessary time off can be scheduled. The City may require time off to be taken only at the beginning or end of the employee's workday or shift.

8.0 Safety and Loss Prevention

8.1 General Safety

The City of Rifle acknowledges that a valid safety program should be a part of the overall function of City government. Therefore, the City has adopted an Injury & Illness Prevention Program Manual containing the City's safety rules. A copy of the manual is available for each employee's review in the City facility to which the employee is assigned, as well as on the City's shared file system, intranet and timekeeping system. The safety program pertains to all employees and officers of the City.

All employees are responsible for requesting any equipment, equipment repairs, training, changes in procedures, or any activity necessary for the safe performance of their job.

Employees are expected to take individual responsibility for the safe performance of their job functions. It is the responsibility of each employee to read and understand all City safety rules. Each Department Head will evaluate their employees on how well each follows safety rules in the performance of their jobs.

Safety committee meetings will be held as necessary to review each Department's safety program activities.

8.2 Drug and Alcohol Policy

City of Rifle is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the City to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to themselves and others, and will not be tolerated.

The City of Rifle recognizes that the success of its operations is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of the City of Rifle to take reasonable measures to ensure that alcohol, drugs, and controlled substances do not jeopardize the success of its operations or otherwise affect the City of Rifle, its employees, or its customers.

Prohibited Conduct

The City expressly prohibits employees from engaging in the following activities when they are on duty or conducting City business or on City premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.

- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The City does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the City Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

To support the City's safety and health program and to comply with minimum federal safety standards for drivers of commercial motor vehicles.

The City's established anti-drug program complies with minimum federal safety standards for drivers of commercial motor vehicles. Drug testing will be an integral part of our anti-drug program as well as education and training to assist our employees in understanding their responsibilities in achieving a drug-free environment. Employees should refer to the separate policy statement for details of the City's anti-drug program. This policy is outlined in the Operation and Procedure Manual. Failure to comply with the policy or the requirements set therein may result in disciplinary action up to and including termination of employment.

Employer-Sponsored Events

From time to time, the City may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times. As long as employees are off-duty and not on assigned stand-by/call-back status, they may responsibly consume alcohol at these events. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

Treatment and/or Rehabilitation

The City may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the City may consider your continued employment as long as concerns regarding safety, health, production, communication, ability to meet the requirement of your position, or other work-related matters are adequately addressed. The City may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 Workplace Tobacco Usage

Tobacco use is prohibited in all City facilities, vehicles, and equipment or within twenty-five (25) feet of the main entrance of any City building. Smoking is not allowed inside City buildings or work areas at any time. This includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is permitted during regularly scheduled breaks and lunch periods in outdoor areas away from City facility entrances. Employees taking a break for this purpose are expected to dispose of any smoking debris safely and adequately. The duration and number of breaks from work cannot be extended in order to use tobacco products.

8.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of City of Rifle, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The City will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, which occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on City property or while performing City business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Workplace bullying is defined as the repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. The mistreatment may involve, but is not limited to repeated acts of:

- Shouting, yelling, screaming or swearing;
- Insults, put-downs, name-calling, or belittling;
- Public humiliation, criticism, or “dressing down”;
- Cruel or offensive pranks, jokes; or
- Physical behavior , such as pushing, blocking, or tripping

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Reporting Incidents of Violence

Report to your Supervisor, Human Resources, or City management, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential to the extent possible, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, provide untruthful information, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter Human Resources.

9.0 Confidentiality

9.1 Confidentiality Information

The protection of confidential information is vital to the interest and success of the City of Rifle. Employees of the City will have access to confidential information of the City and our customers. Confidential information is any information that is material to the operation of the City and disclosed to or known by you because of employment with the City, which can't be learned by those outside of the City.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment and potential legal action.

If you are uncertain if information is confidential, contact your supervisor.

9.2 Personal Identifying Information

The following policy is intended to safeguard personal identifying information received by the City of Rifle. For purposes of this policy, "personal identifying information" (PII) includes but is not limited to: first and last name or initials, social security numbers; personal identification numbers; username(s) and password(s); pass codes; official state or government-issued driver's license or identification card numbers; government passport numbers; biometric data (i.e. finger print or retina scan); employer, student, or military identification numbers; or financial transaction devices (i.e. credit cards, debit cards, banking cards, electronic fund transfer cards, guaranteed check cards, and financial account numbers).

To ensure the protection of PII, including that of City employees, from unauthorized access, use, modification, disclosure or destruction, access to PII is limited to Human Resources personnel.

Unless otherwise required by state or federal law or regulation, when such documentation received by the City containing PII are no longer needed for its business purposes, pursuant to records retention requirements and best practices, the City will destroy or arrange for the destruction of the documents in its custody by shredding, erasing, or otherwise modifying the PII in the documents to make the information unreadable or indecipherable through any means.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the City of Rifle Employee Handbook (Handbook) and that I have read it, understand it, and agree to comply with it. I understand that the City has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by the City Manager or City Council. I also understand that any delay or failure by the City to enforce any rule, regulation, or procedure contained in the Handbook does not constitute a waiver on behalf of the City or affect the right of the City to enforce such rule, regulation, or procedure in the future.

I understand that neither this Handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized City representative, I am employed at-will (to the extent permitted by law) and this Handbook does not modify my at-will employment status.

No representative of the City of Rifle (the City), other than the elected official or the City Manager, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the elected official or the City Manager and myself. We have not entered into such an agreement.

This Handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This Handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This Handbook supersedes any previous handbook or policy statements, whether written or oral, issued by City of Rifle.

If I have any questions about the content or interpretation of this Handbook, I will contact Human Resources.

Signature

Date

Print Name

APPENDIX



COLORADO
Department of
Labor and Employment

Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Updated July 14, 2023
may be updated periodically

THE HEALTHY FAMILIES & WORKPLACES ACT (“HFWA”): Paid Leave Rights

Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked (“accrued leave”), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/heat/water loss, or other unexpected occurrence, the employees needs to either
(a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; *or*
(6) in a PHE, a public official closed the workplace, or the school or place of care of the employee’s child.

Employer Policies (Notice: Documentation: Incremental Use: Privacy: and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for “foreseeable” leave.** Employers may adopt “reasonable procedures” in writing as to how employees should provide notice if they require “foreseeable” leave, but **cannot deny paid leave** for noncompliance with such a policy.
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days** (*i.e.* days when an employee would have worked, not calendar days).
- **Documentation is not required to take accrued leave**, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee’s (or an employee’s family member’s) health-related need**, an employee may provide: (1) a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; *otherwise* (2) the employee’s own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (*e.g.* legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- **If an employer reasonably deems an employee’s documentation deficient**, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee’s return to work or separation (whichever is sooner); and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq. (paid leave) and C.R.S. § 8-14.4-101 et seq. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:

DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

- **Employee Privacy.** Employers cannot require employees to disclose “details” about an employee’s (or their family’s) HFWA-related health or safety information; such information must be treated as a confidential medical record.

- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- **Paid leave cannot be counted as an “absence”** that may result in firing or another kind of adverse action.
- **An employee can’t be required to find a “replacement worker” or job coverage when taking paid leave.**
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by,** an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee’s reasonable, good-faith HFWA complaint, request, or other activity is incorrect**, an employer need not agree or grant it, but cannot *act against* the employee for it. Employees *can* face consequences for misusing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING (“PHEW”): Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just “employers” and “employees,” but all “principals” (an employer or a business with at least 5 independent contractors) and “workers” (employees or independent contractors working for a “principal”).

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to **retaliate against, or interfere with**, the following acts:
 - (1) **raising reasonable concerns**, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) **opposing or testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker’s PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers’ Rights to Use Their Own Personal Protective Equipment (“PPE”):

- A worker must be allowed to **voluntarily wear their own PPE** (mask, faceguard, gloves, etc.) if the PPE (1) provides **more protection** than equipment provided at the workplace, (2) is **recommended** by a government health agency (federal, state, or local), and (3) does not make the worker **unable to do the job**.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.



To: Rifle City Council Members, City Manager – Patrick Waller, Finance Director - Scott Rust

From: Danielle Hogan, HR Director

Date: Friday, December 06, 2024

Subject: 2025 Employee Health Insurance Purchase Request

The City Of Rifle provides Health Insurance for eligible employees. We currently have insurance coverage through County Health Pool. The loss ratio for City of Rifle used to determine our rate increase for 2025 was 136%, this is an average of 2022 and 2023 utilization. The rate increase Rifle received from County Health Pool (CHP) for 2025 Health Insurance coverage is 9%.

County Health Pool is a special, partially self-funded pool for public entities and special districts in Colorado. CHP provides a long-term stable option for public entities to provide benefits to their employees and helps to mitigate individual entities increases, by spreading it among the pool members. Over the last 10 years the average increase with the County Health Pool has been 6%.

As our loss ratio was so high this year and our increase was reasonably in line with the National and Colorado average increase for health insurance (National 7% and Colorado 6-8%), we believe it best to remain with the Pool in the coming year and until our loss ratio decreases. This falls under item (5) of the Code Section 4-2-230 for allowing a sole source purchase.

The total estimated cost for health insurance coverage for eligible employees in 2025 is \$1,947,534.00.



To: Rifle City Council Members. City Manager – Patrick Waller, Finance Director - Scott Rust

From: Danielle Hogan, HR Director

Date: Tuesday, December 10, 2024

Subject: 2025 Pinnacol Workers Compensation Renewal Cost

The City of Rifle is required to carry Workers Compensation Insurance; we broker our Workers Compensation Insurance with Pinnacol Assurance. Annual rates are determined by the Division of Insurance and Pinnacol. This rate is then multiplied by the total payroll of staff who work in specified classifications for their role and then the totals from all rate classifications are added together with a factor for our loss ratio to determine our annual premium.

City of Rifle receives discounts on our annual premium for multiple factors; a few of these factors are being Cost Containment Certified by the State of CO Division of Insurance, effectively and efficiently managing claims, being a return to work employer and updates the City makes to policies, equipment and facilities related to safety; just to list a few. Rifle received \$44,379.00 in discounts from the initially accessed annual premium. Initial annual premium: \$196,583.00, discounts: -\$44,379.00, **Total annual premium due: \$152,204.00.**

There are limited options for Workers Compensation Insurance for municipalities in the State of Colorado; City of Rifle has chosen to stay with Pinnacol Assurance for our Workers Comp Insurance. This falls under item (4) of the Code Section 4-2-230 for allowing a sole source purchase.



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the December 4, 2024 Regular Meeting

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Minutes of the December 4, 2024, Regular Meeting

Recommended Action:

Move to approve the minutes of the December 4, 2024, City Council Regular Meeting

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Minutes of the December 4, 2024, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 12.04.2024 DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

December 4, 2024
7:00 p.m.
202 Railroad Avenue, Rifle, CO

CALL TO ORDER & ROLL CALL

A regular meeting of the Rifle City Council was called to order at 7:00 p.m. by Mayor Sean Strode.

Present at Roll Call:

Councilor Alicia Gresley, Clint Hostettler, Councilor Karen Roberts, Councilor Michael Clancy, and Mayor Sean Strode.

Councilor Alicia Gresley moved to excuse Councilor Chris Bornholdt and Councilor Joe Carpenter from tonight's meeting; seconded by Councilor Michael Clancy.

Roll Call: Yes - Alicia Gresley, Michael Clancy, Clint Hostettler, Karen Roberts, and Sean Strode.

No – None.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Parks & Recreation Director Austin Rickstrew, Procurement & Grant Reporting Manager Iris Trevisano, Community TV/Multimedia Manager Michael Churchill, Senior and Events Center Director Tami Sours, and Police Chief Debra Funston.

PUBLIC COMMENT

No public comment was heard.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the November 20, 2024 Regular Meeting

Councilor Clint Hostettler moved to approve Consent Agenda Item A; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Karen Roberts, Clint Hostettler, Alicia Gresley, Michael Clancy, and Sean Strode.

No – None.

REGULAR AGENDA

Consider 2024 Mill Levy Certification for the 2025 Fiscal Year - Resolution No. 24, Series of 2024

Finance Director Scott Rust presented a request to consider 2024 Mill Levy Certification for the 2025 Fiscal Year – Resolution No. 24, Series of 2024. The proposed resolution sets the mill levies for both the City of Rifle and the Downtown Development Authority. The mill levy is applied to the assessed valuations provided by Garfield County to determine the property tax revenue. There is no change to the mill levy for either the City of Rifle or the Downtown Development Authority. The City of Rifle will certify and assess 5.261 mills which is estimated to generate \$769,793 and the Downtown Development Authority will certify and assess 3.774

Rifle City Council Meeting December 4, 2024

mills which is estimated to generate \$55,845. The certification of the mill levy allows each entity to levy property taxes within each entity's taxing jurisdiction. The property tax revenue collected is a critical revenue source that allows each entity to provide services to citizens.

Finance Director Scott Rust answered questions for Council.

Councilor Clint Hostettler moved to approve Resolution No. 24, Series of 2024, to certify the 2024 City of Rifle and Downtown Development Authority Mill Levy for the 2025 fiscal year to Garfield County; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Karen Roberts, Clint Hostettler, Michael Clancy, Alicia Gresley, and Sean Strode.

No – None.

Consider Approval of 7-Party MOU Regarding Garfield County Adult Programs for 2025

Senior and Event Center Director Tami Sours presented a request to consider approval of the 7-Party MOU regarding Garfield County Adult Programs for 2025. The City of Rifle has been a partner of the 7-Party MOU since 2009, supporting senior programs for the area. In the past, Council has approved this MOU for local senior programs that include nutrition, well-and-wise, and transportation. The fiscal impact for 2025 will be \$60,989.82 for Senior Nutrition and \$151,838.67 for Senior Transportation for a total of \$212,828.49. In 2024, City of Rifle's cost for the program was \$49,578.68 for nutrition and \$146,258.00 for transportation, for a total cost of \$195,836.68, showing an 8.5% increase for 2025. No other changes are noted in the 2025 MOU.

Senior and Event Center Director Tami Sours answered questions for Council.

Councilor Clint Hostettler moved to approve the 7-Party MOU for Garfield County Senior Programs for 2025; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Alicia Gresley, Michael Clancy, Karen Roberts, Clint Hostettler, and Sean Strode.

No – None.

Consider Approval of Microsoft Licensing Renewal for 2025

City Manager Patrick Waller presented a request to consider the approval of Microsoft licensing renewal for 2025. City of Rifle utilizes various Microsoft products and depends on them heavily to conduct business. Maintenance of Microsoft products consists of ongoing licensing and updates for the operating systems used by the City of Rifle. The total cost associated with the purchase is \$44,690.50. This purchase was included in the 2025 Budget.

City Manager Patrick Waller answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of Microsoft licensing and maintenance for 2025 at the cost of \$44,690.50; seconded by Councilor Michael Clancy.

Roll Call: Yes - Karen Roberts, Alicia Gresley, Michael Clancy, Clint Hostettler, and Sean Strode.

No – None.

Consider Awarding Landscape Maintenance and Snow Removal Services Bid to All Around Property

Procurement and Grant Reporting Manager Iris Trevisano and Parks and Recreation Director

Rifle City Council Meeting December 4, 2024

Austin Rickstrew presented a request to consider awarding landscape maintenance and snow removal services bid to All Around Property, Inc. The City of Rifle contracts landscape maintenance and snow removal services for a three-year term. The areas that will be maintained are the Parks Department areas, Grounds and Facilities Department areas, and the downtown planters and parking lots for the Downtown Development Authority. The bid for these services is within the 2025 Budget. All Around Property Maintenance, Inc. was the sole vendor to submit a bid for consideration. They were also awarded the previous contract and have proven to be a valuable partner to the city. Additionally, they carefully considered the specific requirements of the bid, along with their knowledge of the surrounding areas and the requested services, which was reflected in their submission. Staff recommends continuing this partnership by awarding the contract to All Around Property Maintenance, Inc. in the amount of \$266,070.00.

Procurement and Grant Reporting Manager Iris Trevisano and Parks and Recreation Director Austin Rickstrew answered questions for Council.

Councilor Clint Hostettler moved to award bid to All Around Property Maintenance, Inc. for the landscape maintenance and snow removal services for the City of Rifle for 2025, 2026, and 2027, to not exceed the amount of \$266,070.00; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Karen Roberts, Alicia Gresley, Clint Hostettler, Michael Clancy, and Sean Strode.

No – None.

Report to City Manager

Reports were heard from City Manager Patrick Waller, Parks and Recreation Director Austin Rickstrew, and Police Chief Debra Funston.

Comments from Mayor and Council

Comments were heard from Councilor Karen Roberts, Michael Clancy, Clint Hostettler, Alicia Gresley, and Sean Strode

Adjournment

Meeting adjourned at 7:34 p.m.

Alexis Ramirez
City Clerk

Sean Strode
Mayor



Agenda Item #5.b.

Agenda Item Name:

Consider Approving City of Rifle Employee Handbook - 2024 Version

Presenter:

Danielle Hogan, HR Director

Item Description:

Required updates to the City of Rifle Employee Handbook because of changes in employment law and current practices.

Recommended Action:

Move to adopt the City of Rifle 2024 version of the Employee Handbook as presented.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

Council has approved prior updates to the City Personnel Manual or Employee Handbook

Background Information:

Council has approved prior updates to Personnel Manual/Employee Handbook

Executive Summary:

Please see attached Memo

Notification Requirements:

N/A

Prepared By:

Danielle Hogan, HR Director

Attachments:

1. Memo to Council Employee Handbook Changes 12.18.2024 Final



To: Mayor and City Council

From: Patrick Waller, City Manager & Danielle Hogan, HR Director

Date: Thursday, December 12, 2024

Subject: Required Revisions to the City of Rifle Employee Handbook – Effective December 19, 2024

The City of Rifle Employee Handbook is subject to ongoing review by Rifle staff and Legal Counsel to ensure that it reflects new employment law changes, current practices, and provides a clear and sufficient guide for employee conduct in the workplace. City of Rifle staff in collaboration with Legal Counsel has reviewed the Manual and identified policies in need of revision/removal. Additionally new policies have been included as required by changes in legislation to remain compliant.

Final updated Personnel Manual is included for your review.

Included for review at the Workshop is a memo outlining the changes to the current 2024 Employee Handbook.

Staff recommends that Council approve the recommended amendments to the 2024 version of the Employee Handbook for the City of Rifle. The effective date of the revised Employee Handbook will be December 19, 2024 if approved.



Agenda Item #5.c.

Agenda Item Name:

Consider Cancellation of January 1, 2025 Regular City Council Meeting

Presenter:

Patrick Waller, City Manager

Item Description:

Meeting Cancellation

Recommended Action:

Move to approve the cancellation of the January 1, 2025 Regular City Council Agenda

Fiscal Impact:

N/A

Operational Impact:

Staff has been told that this meeting will likely be canceled and have adjusted bidding schedules and applicant presentations accordingly.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

New Years Day is a holiday for the City of Rifle every year. In 2025, the first scheduled City Council meeting falls on January 1.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

None



Agenda Item #7.a.

Agenda Item Name:

Consider Request to Waive City of Rifle Fees for Habitat for Humanity Modular Factory

Presenter:

Patrick Waller, City Manager

Item Description:

Fee Waiver Request

Recommended Action:

Move to approve Fee Waivers as identified in City Staff's Memo

Fiscal Impact:

Impact and Building Fees are accounted for on the revenue side of the budget and have historically been difficult to budget. If Council decides to waive the fees as requested by Habitat, the City will not receive the revenue that would normally be associated with a project.

Operational Impact:

N/A

Prior Board Motions:

The City of Rifle doesn't have a formal process to waive impact and building permit fees. Historically Council has waived fees on a case by case basis depending on the application.

Background Information:

Habitat for Humanity has proposed to construct a 60,000 square foot factory to construct modular housing units on City of Rifle property located on the UMTRA mill tailing site, within the Energy Innovation Center and adjacent to the City of Rifle Wastewater Facility. Habitat has gone through the development process as follows:

- Habitat and the City of Rifle have approved a lease agreement to allow the facility to operate on the property.
- Habitat for Humanity has received Planning Commission approval of a Conditional Use Permit to operate the facility on the site.
- Habitat is working on a conduit bond issuance which will be reviewed by City of Rifle City Council at the January 15th meeting. This request will likely also include a request to modify the existing lease agreement.

Executive Summary:

See Applicant and Staff Memo

Notification Requirements:

No additional notice required

Prepared By:

Patrick Waller, City Manager

Attachments:

1. Staff Memo
2. Habitat for Humanity - Rifle Waiver Request



DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

MEMORANDUM

TO: City of Rifle City Council
FROM: Patrick Waller – City Manager and Planning Director
DATE: December 17, 2024
SUBJECT: Habitat for Humanity Fee Waiver Request for Modular Housing Factory

Background

Habitat for Humanity has proposed to construct a 60,000 square foot factory to construct modular housing units on City of Rifle property located on the UMTRA mill tailing site, within the Energy Innovation Center and adjacent to the City of Rifle Wastewater Facility. Habitat has gone through the development process as follows:

- Habitat and the City of Rifle have approved a lease agreement to allow the facility to operate on the property.
- Habitat for Humanity has received Planning Commission approval of a Conditional Use Permit to operate the facility on the site.
- Habitat is working on a conduit bond issuance which will be reviewed by City of Rifle City Council at the January 15th meeting. This request will likely also include a request to modify the existing lease agreement.





DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

Fee Waiver Request

Habitat is preparing to submit a Building Permit to the City of Rifle for the factory project. As part of the Building Permit process, Staff reviews any new development against the Rifle Municipal Code to determine the impact fees that are required to be paid prior to the issuance of the permit. Although Habitat has not yet submitted a permit, they have provided Staff with enough information to give an estimate on the fees that would be do at the issuance of the permit. This estimate may change slightly based on final plan submittal, but include the following:

- Building Permit Fees (including Plan Review): \$45,566
- Off Site Street Impact Fee: \$1,568.23
- Water Rights Dedication Fee: \$450
- Water System Improvement Fee: \$6,275.53
- Sewer System Improvement Fee: \$6181.56
- Water Meter Cost: \$2869
- Water Connection Inspection Fee: \$112.97
- Sewer Connection Inspection Fee: \$124.34

The total fee waivers that Habitat is requesting is \$63,147.63. It should be noted that both the water and sewer improvement fees were based on Habitat's estimated water usage and depending on actual usage are subject to significant increases. The Rifle Municipal Code allows for this because a factory type use is not identified specifically in the water usage table.

The City of Rifle does not have a fee waiver policy and historically decisions to waive fees have been made on an ad-hoc basis. In the past few years Council has waived fees to support the Habitat for Humanity Wapiti Commons project (\$100,000) and for the Rifle Apartments project (approximately \$750,000 - although this waiver was refunded by the state). Habitat has provided a memo that outlines the reasoning for their request that is included in the packet.

If Council would like to waive fees in support of the project, Staff recommends that Council waive; Building Permit Fees, Offsite Street Impact Fees, Water Rights Dedication Fees, Water System Improvement Fees, and Sewer System Improvement Fees. If Council waives these fees, it is revenue that the City never received. However, the Water Meter cost is tied directly to the City purchasing the meter at cost. The Water Connection Fee and Sewer Connection Fee are both minimal and cover the staff time that is required to ensure the connection is completed correctly.



December 11, 2024

Mayor Sean Strode
City of Rifle
202 Railroad Ave., Rifle, Co 81650

Subject: Request for Waiver of Building Permit, Water, and Sewer Impact Fees for Habitat for Humanity Modular Home Factory and Training Center

Dear Mayor Strode and City Council,

On behalf of Habitat for Humanity Roaring Fork, I am writing to respectfully request a waiver of building permit fees, Off Street Impact Fees, water impact fees, and sewer impact fees for our proposed Modular Home Factory and Construction Trades Training Center, located within Rifle's Energy Innovation Area.

Fees:

Building Permit Fees: \$45,566
Off Street Impact Fee = \$1,568.23
Water Rights Dedication Impact Fee = \$450
Water System Impact Fee: \$6275.53
Sewer System Improvement Fee = \$6181.56
Water Meter Cost = Approximately \$2,869.00 (2" Meter)
Water Connection Inspection Fee = \$112.97
Sewer Connection Inspection Fee = \$124.34

This project is poised to deliver significant economic, social, and environmental benefits to our community while directly aligning with the City of Rifle's established priorities and initiatives.

Alignment with City Priorities The City of Rifle has demonstrated a strong commitment to sustainability and energy innovation through its ongoing efforts, including the Energy Village vision, the adoption of energy-efficient municipal projects, and the development of the Energy and Resilience Action Plan. Habitat for Humanity's project supports and enhances these initiatives by:

- **Promoting Sustainable Development:** Our facility will produce net-zero, all-electric modular homes featuring Energy Star-certified appliances. This builds on Rifle's efforts to lead in energy efficiency, including the construction of energy-efficient municipal facilities and the installation of LED street lighting.
- **Advancing the Energy Village Vision:** By fostering workforce development in energy-efficient technologies and sustainable building practices, our training center



complements Rifle's vision for the Energy Innovation Area as a hub for innovation and sustainability.

Economic and Community Impact This project will bring substantial economic and community benefits, including:

- **Job Creation:** The modular home factory will create 64 new jobs, offering stable employment opportunities for residents of Rifle and the surrounding area. And hopefully, help to reduce the work travel time for these employees.
- **Workforce Training:** Our center will train 100 students annually in construction trades, with a specific focus on energy-efficient technologies and practices. This addresses critical workforce shortages in high-demand fields.
- **Catalyst for Growth:** By establishing a nonprofit presence in the Energy Innovation Area, this project has the potential to attract additional energy-focused businesses and organizations to the site, maximizing the area's potential despite its limitations as a former UMTRA site.
- **Support for Local Businesses:** The influx of new employees, students, and visitors to the area will generate additional patronage for local businesses, such as restaurants, shops, and service providers. This ripple effect will contribute to the vibrancy and economic health of Rifle's community.
- **Affordable Housing:** The modular homes produced by our factory will (as also required by our lease with the City) be deed-restricted affordable housing, directly addressing the regional deficit of attainable housing options. While, I could not find a specific section of the Rifle Code that addresses fee waivers for affordable housing projects, it is customary (and the State promotes) the utilization of fee waivers to incentivize the production of deed restricted affordable housing.

Financial Justification for Fee Waivers Waiving the requested fees is a strategic investment by the City of Rifle that will yield substantial long-term returns:

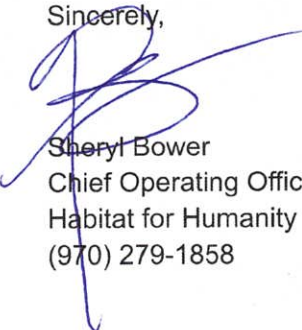
- **Public-Private Partnership:** Fee waivers would demonstrate the city's commitment to supporting transformative projects aligned with its sustainability goals, setting a precedent for collaborative development.
- **Economic Multipliers:** The jobs created, workforce trained, and businesses potentially attracted by this project will contribute to Rifle's economy far beyond the immediate value of the waived fees.
- **Community Benefit:** As a nonprofit organization, Habitat for Humanity reinvests its resources into the community, so every dollar saved on fees will go back into Habitat's mission to provide affordable housing to area residents, amplifying the public benefit of every dollar saved through fee waivers.



Conclusion We are excited to partner with the City of Rifle to bring this transformative project to fruition. Waiving building permit fees, off street impact fees, water impact fees, and sewer impact fees would significantly enhance our ability to deliver on our shared goals of affordable housing, sustainable development, workforce advancement, and economic resilience. By supporting this project, the City will take the lead in assisting the region to address its housing affordability crisis, continue its leadership in energy innovation and create lasting benefits for the residents of Rifle and beyond.

Thank you for considering this request.

Sincerely,



Sheryl Bower
Chief Operating Officer
Habitat for Humanity Roaring Fork
(970) 279-1858



Agenda Item #7.b.

Agenda Item Name:

Consider Approval of 2025 Premiums for City of Rifle Workers' Compensation Insurance

Presenter:

Danielle Hogan, HR Director

Item Description:

Consider Approval of 2025 Premiums for City of Rifle Workers' Compensation Insurance

Recommended Action:

Move to approve the 2025 premiums for City of Rifle Workers' Compensation Insurance through Pinnacol Assurance in the amount of \$175,000.00

Fiscal Impact:

Please see attached memo

Operational Impact:

N/A

Prior Board Motions:

Council has approved prior requests

Background Information:

N/A

Executive Summary:

Please see attached memo

Notification Requirements:

N/A

Prepared By:

Danielle Hogan, HR Director

Attachments:

1. 2025 WC Ins Memo
2. 2025 WC Ins PO Request
3. 2025 WC Ins Renewal Info



To: Rifle City Council Members. City Manager – Patrick Waller, Finance Director - Scott Rust

From: Danielle Hogan, HR Director

Date: Tuesday, December 10, 2024

Subject: 2025 Pinnacol Workers Compensation Renewal Cost

The City of Rifle is required to carry Workers Compensation Insurance; we broker our Workers Compensation Insurance with Pinnacol Assurance. Annual rates are determined by the Division of Insurance and Pinnacol. This rate is then multiplied by the total payroll of staff who work in specified classifications for their role and then the totals from all rate classifications are added together with a factor for our loss ratio to determine our annual premium.

City of Rifle receives discounts on our annual premium for multiple factors; a few of these factors are being Cost Containment Certified by the State of CO Division of Insurance, effectively and efficiently managing claims, being a return to work employer and updates the City makes to policies, equipment and facilities related to safety; just to list a few. Rifle received \$44,379.00 in discounts from the initially accessed annual premium. Initial annual premium: \$196,583.00, discounts: -\$44,379.00, **Total annual premium due: \$152,204.00.**

There are limited options for Workers Compensation Insurance for municipalities in the State of Colorado; City of Rifle has chosen to stay with Pinnacol Assurance for our Workers Comp Insurance. This falls under item (4) of the Code Section 4-2-230 for allowing a sole source purchase.



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐	
	Pinnacol Assurance		
2.	Vendor Address		
	7501 E. Lowry Blvd. Denver, CO 80230-7006		
3.	For the Purchase of (description)		
	2025 Worker Compensation Insurance		
4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$152,204.00	\$175,000.00	
5.	Dept. Name	General Ledger Acct #	
		MULTIPLE	
6.	Type of Purchase		
	☐	Capital Construction	
	☐	Capital Construction – Change Order	
	☐	Capital Equipment	
	☐	Plant Equipment	
	☐	Materials, supplies, non-profession/technical services (includes computer/software maint.)	
	☒	Professional Services	
	☐	Utilities (includes equipment installation and ongoing contracts)	
	☐	Land, easements, ROW	
7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐	Cooperative Purchasing:	Sec 4-3-90
	☐	Open Market:	Sec. 4-3-40(c)
	☐	Comparative Pricing:	Sec. 4-3-40(d)
	☐	Request for Proposal:	Sec. 4-3-40(e) (attach bid tab)
	☐	Competitive Sealed Bid:	Sec.4-3-40(f) (attach bid tab & advertisement)
	☒	Sole Source:	Sec. 4-3-40(a) (attach memo)
8.	Authorization Required		
	☐	City Manager	
	☐	City Council	
9.	Signatures		
	Position	Signature	Date
	Department Director		12/10/2024
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

Insurance Cost Estimate

December 8, 2024
Policy #: 9685

City of Rifle
Attn Danielle Hogan Executive Assista
P O Box 1908
Rifle, CO 81650

Network Insurance Services, LLC-
P O Box 910
Castle Rock, CO 80104
(303) 708-9999

The premium estimate provided expires 30 days from issuance. After expiration of the premium estimate, please contact Pinnacol Assurance for an updated estimate.

Coverage Information for 9685

ESTIMATED PREMIUM

Location: City of Rifle
202 Railroad Ave
Rifle, CO 81650

Period: 01/01/2025 - 01/01/2026

Class	RT	Description	Emp	Payroll	Rate	Prem Charge
881005	EM	Clerical office employees NOC	32.00	\$2,330,210	.121200	\$2,824
550605	EM	Street or road construction-paving or repaving & drivers	9.00	\$535,464	5.858000	\$31,367
901505	EM	Building or property management-all other employees	2.00	\$76,494	3.272400	\$2,503
910205	EM	Park NOC-all employees & drivers	150.00	\$1,506,791	2.949200	\$44,438
922005	EM	Cemetery operation & drivers	1.00	\$37,676	4.868200	\$1,834
838005	EM	Automobile service or repair center & drivers	1.00	\$72,292	2.464400	\$1,782
908205	EM	Restaurant NOC	4.00	\$220,067	1.272600	\$2,801
940205	EM	Street cleaning & drivers	.00	\$0	3.777400	\$0
772005	EM	Police officers & drivers	23.00	\$1,992,216	3.494600	\$69,620
758005	EM	Sewage disposal plant operation & drivers	8.00	\$423,734	2.100800	\$8,902
738005	EM	Drivers, chauffeurs, messengers and their helpers NOC-commercial	2.00	\$16,500	5.656000	\$933
915405	EM	Theater NOC-all employees-no players, entertainers or musicians	10.00	\$190,484	1.535200	\$2,924
761005	EM	Radio, television broadcasting station -all employees & clerical	5.00	\$159,935	.424200	\$678
752005	EM	Waterworks operation & drivers	9.00	\$626,400	2.908800	\$18,221
881105	BD	Municipal, township, county, non-salaried board member & trustee	16.00	\$249,600	.060600	\$151
941005	EM	Municipal, township, county or state employee NOC	4.00	\$406,537	1.838200	\$7,473
881005	EO	Clerical office employees NOC	7.00	\$109,200	.121200	\$132
Total for City of Rifle				\$8,953,600		\$196,583

(continued on next page)

Description	Period	Adjustment	Amount
Ratable Manual Premium	01/01/2025 - 01/01/2026		\$196,583
Increased Limits (1,000,000/1,000,000/1,000,000)	01/01/2025 - 01/01/2026	1.011	\$2,162
Deductible Discount (\$1000 Ded)	01/01/2025 - 01/01/2026	.970	\$5,897 -
Experience Modification	01/01/2025 - 01/01/2026	1.220	\$42,427
Schedule Rating & Designated Provider	01/01/2025 - 01/01/2026	.845	\$36,468 -
Cost Containment Credit	01/01/2025 - 01/01/2026	.950	\$9,940 -
Premium Discount	01/01/2025 - 01/01/2026	.914	\$16,243 -
Self-Rating Adjustment	01/01/2025 - 01/01/2026	.873	\$21,923 -
Annual Policy Fee	01/01/2025 - 01/01/2026		\$160
Terrorism Insurance Coverage	01/01/2025 - 01/01/2026		\$448
Catastrophe Insurance Coverage	01/01/2025 - 01/01/2026		\$895
Net Estimated Annual Premium	01/01/2025 - 01/01/2026		\$152,204

Policyholder Disclosure Notice of Terrorism and Catastrophe Insurance Coverage

Coverage for acts of terrorism is included in your policy. Under your existing coverage, any losses resulting from certified acts of terrorism would be partially reimbursed by the United States Government. Beginning January 1, 2016:

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Premium for terrorism is calculated on the basis of total payroll. The total Colorado payroll is divided by \$100 and multiplied by the approved terrorism rate, \$0.005 per \$100 of payroll. The calculation is expressed as (Colorado payroll/\$100 X Approved Terrorism Rate = Premium). This premium is not subject to any other modification including, but not limited to, premium discount, experience rating, schedule rating, or retrospective rating.

Additionally, all workers' compensation carriers are required to charge premium to cover large losses. Premium for Catastrophe (other than Certified Acts of Terrorism) is calculated on the basis of total payroll. The total Colorado payroll is divided by \$100 and multiplied by the approved Catastrophe (other than Certified Acts of Terrorism) rate, \$0.01 per \$100 of payroll. The calculation is expressed as (Colorado payroll/ \$100 X Catastrophe (other than Certified Acts of Terrorism) Value = Premium). This premium is not subject to any other modifications including, but not limited to, premium discount, experience rating, schedule rating, or retrospective rating.



Agenda Item #7.c.

Agenda Item Name:

Consider Approval of 2025 Premiums for City of Rifle Employee Health Insurance

Presenter:

Danielle Hogan, HR Director

Item Description:

Consider Approval of 2025 Premiums for City of Rifle Employee Health Insurance

Recommended Action:

Move to approve the 2025 premiums for City of Rifle Employee Health Insurance with County Health Pool in the amount of \$1,947,534.00

Fiscal Impact:

Please see attached Memo

Operational Impact:

N/A

Prior Board Motions:

Council has approved prior requests

Background Information:

N/A

Executive Summary:

Please see attached memo

Notification Requirements:

N/A

Prepared By:

Danielle Hogan, HR Director

Attachments:

1. CHP 2025 Health Insurance Sole Source PO Request Memo
2. Signed PO Request Health Insurance 2025
3. Renewal Quote for 2025 City of Rifle
4. 2025 City of Rifle Employer Elections
5. City of Rifle 2023 Loss Analysis



To: Rifle City Council Members, City Manager – Patrick Waller, Finance Director - Scott Rust

From: Danielle Hogan, HR Director

Date: Friday, December 06, 2024

Subject: **2025 Employee Health Insurance Purchase Request**

The City Of Rifle provides Health Insurance for eligible employees. We currently have insurance coverage through County Health Pool. The loss ratio for City of Rifle used to determine our rate increase for 2025 was 136%, this is an average of 2022 and 2023 utilization. The rate increase Rifle received from County Health Pool (CHP) for 2025 Health Insurance coverage is 9%.

County Health Pool is a special, partially self-funded pool for public entities and special districts in Colorado. CHP provides a long-term stable option for public entities to provide benefits to their employees and helps to mitigate individual entities increases, by spreading it among the pool members. Over the last 10 years the average increase with the County Health Pool has been 6%.

As our loss ratio was so high this year and our increase was reasonably in line with the National and Colorado average increase for health insurance (National 7% and Colorado 6-8%), we believe it best to remain with the Pool in the coming year and until our loss ratio decreases. This falls under item (5) of the Code Section 4-2-230 for allowing a sole source purchase.

The total estimated cost for health insurance coverage for eligible employees in 2025 is \$1,947,534.00.



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name NEW: W-9 attached ☐ County Health Pool - Dept # 42079		
2.	Vendor Address PO Box 650823 Dallas, TX 75265-0823		
3.	For the Purchase of (description) 2025 Employee Health Insurance		
4.	Amount Requested \$1,947,534.00	Amount Budgeted \$1,947,534.00	Finance Director Verified Funds Avail.
5.	Dept. Name	General Ledger Acct # MULTIPLE	
6.	Type of Purchase		
	☐	Capital Construction	
	☐	Capital Construction – Change Order	
	☐	Capital Equipment	
	☐	Plant Equipment	
	☐	Materials, supplies, non-profession/technical services (includes computer/software maint.)	
	☒	Professional Services	
	☐	Utilities (includes equipment installation and ongoing contracts)	
	☐	Land, easements, ROW	
7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐	Cooperative Purchasing:	Sec 4-3-90
	☐	Open Market:	Sec. 4-3-40(c)
	☐	Comparative Pricing:	Sec. 4-3-40(d)
	☐	Request for Proposal:	Sec. 4-3-40(e) (attach bid tab)
	☐	Competitive Sealed Bid:	Sec.4-3-40(f) (attach bid tab & advertisement)
	☒	Sole Source:	Sec. 4-3-40(a) (attach memo)
8.	Authorization Required		
	☐	City Manager	
	☐	City Council	
9.	Signatures		
	Position	Signature	Date
	Department Director	Danielle Hogan	12/5/2024
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		



September 12, 2024

VERY IMPORTANT MEMORANDUM

TO: CHP Designated Representatives

FROM: Marissa Gaertner, CHP Benefits Manager

RE: 2025 Employer Options

Enclosed is an Employer Option Sheet and rates for the plans CHP is offering in 2025. Since the 2025 SBC's (Summary of Benefit of Coverage) are not available at this time, there are brief summaries for the CHP 2025 plans available at www.ctsi.org. The CHP Board of Directors approved to adopt the proposed rates for 2025 at the CHP Renewal meeting on September 12, 2024.

There will be open enrollment for medical, dental and vision, please note the following items;

1. 2 -year initial commitment for Dental and Vision Plans.

If Vision or Dental coverage has been offered for a minimum of two consecutive years, this coverage can be changed or dropped at this open enrollment

2. 3-year commitment for Rate Tier Structure

Your rate tier structure can be changed every 3 years; therefore, your entity may be eligible to change rate tier structure at this open enrollment. The rate structure selected for Medical will also be applied to all other lines of coverage.

3. Package or Choice

As an employer you have the option to offer your plan selections as either a "Package" (all employees must be enrolled in all benefit plans offered) or "Choice" (employees can pick and choose which plan selections your entity offers that they want to enroll in)

4. Employer or Employee Paid

If you offer the Dependent Life Option, please note on the Option Sheet if it is Employer contribution or Employee contribution

County Technical Services, Inc.

Administration & Loss Prevention
Phone: 303•861•0507
Fax: 303•861•2832

800 Grant Street • Suite 400
Denver, Colorado • 80203
email: ctsi@ctsi.org

Claims (CAPP & CWCP)
Phone: 303•861•0507 1-800•544•7868
Fax: 303•861•1022



Please complete, sign and date the enclosed 2025 Employer Option sheet and return it to my attention no later than **September 30, 2024 (if utilizing the Online Open Enrollment option) or October 7, 2024 (if not utilizing the Online Open Enrollment option).**

After I receive your Employer Option Sheet, staff will prepare the paperwork for your employees and the open enrollment process.

Please contact me directly at 303-861-0507, Ext 123, or mgaertner@ctsi.org if you have any questions. Thank you.

CHP 2025 Rates City of Rifle

Rate Band Info: City of Rifle stayed in Rate Band 7, which equals an approx 9% increase for 2025 Medical/Rx Rates.

The calculated percentage for Band determination is 136%

This is your loss calculation based upon the purpose of determining Band Placement and this number should not be used for underwriting purposes to determine utilization

Current Plan Selections

2024 Rate Band	2025 Rate Band	Coverages	Medical B2000	HDHP 2500
			2025	2025
7	7	EO	\$1,213	\$1,061
7	7	E1	\$2,273	\$1,988
7	7	FAMILY	\$2,793	\$2,445

Alternative Plans

2025 Rate Band	Coverages	Medical A	Medical B500	Medical B1000	Medical B1500	HDHP 2000	HDHP 5000
		2025	2025	2025	2025	2025	2025
7	EO	\$1,567	\$1,498	\$1,369	\$1,304	\$1,114	\$923
7	E1	\$2,936	\$2,812	\$2,568	\$2,445	\$2,087	\$1,729
7	FAMILY	\$3,605	\$3,448	\$3,152	\$3,003	\$2,568	\$2,127

Please see attached sheet for Life, Dental and Vision Rates

No Rate Increases for Life, Dental or Vision for 2025

CHP 2025 Life and AD&D Rates 5% Commission Included

Life		
Employee	Match current benefit level. Benefit terminates upon retirement.	
Monthly:	\$.23 per \$1,000	
Dependent	Option 1	Option 2
Spouse	\$2,000	\$5,000
Children	\$1,000	\$2,000
Monthly:	\$.82 per unit	\$1.00 per unit

AD&D	
Employee	Match current benefit level. Benefit terminates upon retirement.
Monthly:	\$.02 per \$1,000

Rates as of January 1, 2025 are effective through December 31, 2025. At that time, rates will be underwritten with the Pool



CHP 2025 Dental Rates 5% Commission Included

(Rate structure must be maintained for at least 3 years.)

Stand Alone	Plan A	Plan B
Two-Tier Rate Structure		
Employee	\$33.15	\$19.45
Employee plus dependent(s)	\$86.10	\$50.35
Three Tier Rate Structure		
Employee	\$35.90	\$21.00
Employee plus one	\$71.60	\$41.85
Employee plus two or more	\$93.10	\$54.40

Dual Option	Plan A	Plan B
Two-Tier Rate Structure		
Employee	\$35.10	\$18.35
Employee plus dependent(s)	\$91.20	\$47.30
Three Tier Rate Structure		
Employee	\$38.00	\$19.65
Employee plus one	\$75.90	\$39.45
Employee plus two or more	\$98.55	\$51.25

COBRA

Benefits: same as those for active participants.

Rates: add 2% to those for active participants.

Rates as of January 1, 2025 are effective through December 31, 2025. At that time, rates will be underwritten with the Pool



CHP 2025 Vision Rates 5% Commission Included

(Rate structure must be maintained for at least 3 years.)

Two-Tier Rate Structure

Employee	\$5.99
Employee plus dependent(s)	\$15.49

Three Tier Rate Structure

Employee	\$5.99
Employee plus one	\$11.92
Employee plus two or more	\$15.49

*COBRA

Benefits: same as those for active participants.

Rates: add 2% to those for active participants.

Rates as of January 1, 2025 are effective through December 31, 2025. At that time, rates will be underwritten with the Pool



Please return to Marissa Gaertner no later than
October 7, 2024! (Due by September 30, 2024 if utilizing Online
Enrollment!)

2025 Employer Options

Medical (Check one or more)

- ☐ PPO Plan A
- ☐ PPO Plan B500
- ☐ PPO Plan B1000
- ☐ PPO Plan B1500
- ☒ PPO Plan B2000
- ☐ HDHP 2000
- ☒ HDHP 2500
- ☐ HDHP 5000
- ☒ NO CHANGE

Dental (Check one or more)

- ☒ Plan A Only
- ☐ Plan B only
- ☐ Dual Option program (Plans A and B)
- ☐ No Dental
- ☒ NO CHANGE

Vision (Check one)

- ☒ Vision
- ☐ No Vision
- ☒ NO CHANGE

Check one

- ☐ Employer "Package" (Employees must enroll in all benefit plans offered)
- ☒ Employer "Choice" (Employees can pick and choose which benefit plans to enroll in)

Life-Check one

- ☒ Dependent Life Option 1
- ☒ Dependent Life Option 2
- ☐ Supplemental Life
- ☒ NO CHANGE

Check one

- ☒ Employer Paid
- ☒ Employee Paid

Completed by:

Name: Danielle Hogan

Entity Name: City of Rifle

Date: 9/17/2024

Mailing Address; 800 Grant St., Suite 400, Denver, CO. 80203 Fax; 303 861 2832

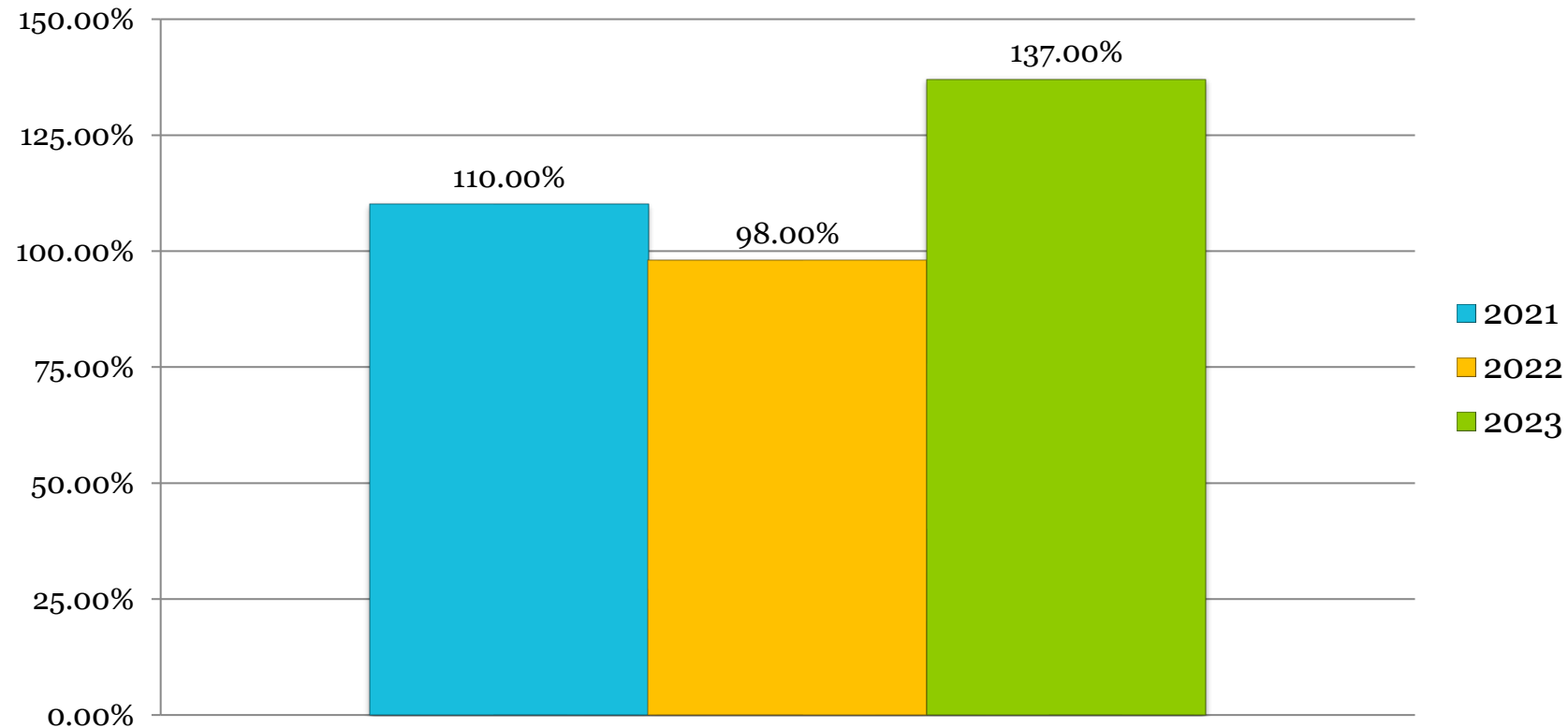
Email; mgaertner@ctsi.org

City of Rifle Loss Ratio

137%

3-Year Average – 115%

Stop-loss Participants –2021, 2022 & 2023





Agenda Item #7.d.

Agenda Item Name:

Consider Awarding Bid to Martinez Western Constructors for the Construction Services for Park Avenue Extension Project

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

Bid Award

Recommended Action:

Move to award bid to Martinez Western Constructors for the Construction Services associated with the Park Avenue Extension Project in the amount not to exceed \$820,844.45

Fiscal Impact:

Overall the project is within budget and is in the 2025 budget. This project could not be done without the Department of Local Affairs Strong Communities Grant which is providing \$4M for the construction of the infrastructure supporting the Rifle Apartments as well as the Park Avenue Bridge

Operational Impact:

N/A

Prior Board Motions:

The Park Avenue Bridge and Intersection Design was recently awarded to SGM.

Background Information:

The Park Ave Extension Project is an infrastructure development supporting the Rifle Apartments. This project involves the installation of approximately 250 feet of 12-inch C900 waterline, the construction of a new roadway featuring 1,060 square yards of asphalt paving and 3,926 square feet of concrete, and the installation of a 7,600-square-foot concrete trail.

More Information added in the Addendum Link: www.RifleCO.org/PacketAddendums

Executive Summary:

The lowest qualified bid is within the 2025 budgeted amount. Because of this, it is recommended that the construction services for the Park Avenue Bridge and Intersection Design Bid Recommendation be awarded to Martinez Western Constructors in the amount of \$820,844.45

More Information added in the Addendum Link: www.RifleCO.org/PacketAddendums

Notification Requirements:

N/A

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. Martinez Western PURCHASE REQUEST Park Ave PI 12.12.24
2. Memo_Bid Recommendation



9.	Signatures		
	Position	Signature	Date
	Department Director		
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<i>Amount of Purchase</i>	<i>Is Purchase Order Needed</i>	<i>Method of Source Selection</i>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<i>Methods of source selection</i>	<i>Contract limits</i>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

PUBLIC WORKS



TO: Patrick Waller
FROM: Craig Spaulding
DATE: December 11, 2024
RE: Park Avenue Extension Phase I Bid Recommendation

The purpose of the following memo is to recommend Martinez Western Constructors for the construction services associated with the Park Avenue Extension Phase I

Bids were solicited through a formal competitive bidding process. All bidders were deemed qualified and therefore the lowest bidder was the lowest qualified bidder.

Bid Results are shown below, and it is seen that Martinez Western is the lowest qualified bidder.

Martinez Western Constructors	Johnson Construction
\$820,844.45	\$1,132,087.50

This project could not be done without the Department of Local Affairs Strong Communities Grant which is providing \$4M for the construction of the infrastructure supporting the Rifle Apartments as well as the Park Avenue Bridge. The bid received from Martinez Western leaves \$3.39M for the construction of the bridge as shown below:

Park Avenue Extension Budget	\$ 5,000,000.00
Impact Fees	\$ (788,350.35)
Park Ave Extension PI (waterline, trail, Park Avenue)	\$ (902,928.90)
Remaining Budget for PII (bridge)	\$ 3,308,720.76

The bridge estimate is currently \$3,352,711.00 so the project is on budget with the award to Martinez Western Constructors.





Agenda Item #7.e.

Agenda Item Name:

Consider Approval for an Additional Police Officer Position for the Rifle Police Department

Presenter:

Debra Funston, Chief of Police

Item Description:

Consider approval for an additional police officer position (over hire) for the Rifle Police Department

Recommended Action:

Move to approve hiring an additional police officer for the Rifle Police Department

Fiscal Impact:

Currently (including benefits), it is \$107,400 at minimum to hire a police candidate. Once the officer is employed for approximately a year, they proceed to Step A at \$116,300. While this position is not currently in the budget, a supplement may not be required based on the vacancy savings that are accrued in the police budget.

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The Rifle Police Department has been short-staffed for several years. It takes a significant amount of time to conduct the application process, background investigation and hiring process. Academy time and field training time can take up to 7.5 months (30 weeks) before an officer is prepared for solo work. We were fairly close in the winter of 2023-2024 and then lost two additional officers and a trainee.

Historically, the City has had this position budgeted, but was never close to full-staff to take advantage of the additional position. Within the past couple of years, the police department has gotten close to being fully staffed.

Executive Summary:

Currently, the Rifle Police Department has one candidate who is scheduled to start employment with the police department in January 2025 attending the CMU police academy. This candidate will likely be ready for duty in July 2025. Our second candidate who has signed a contingent offer with our agency is currently a certified officer. If his background is satisfactory, he will begin his field training in January 2025 and be ready for duty in 3.5 months (April). If either of these candidates do not succeed within their training, the hiring process starts

again. If we loose another officer to another agency, we will start the hiring process again. An over-hire position places somewhat of a safety net in the event we lose another person. The City of Rifle is growing with the demands upon the police department growing concurrently. If we remain at full-staff the additional position would remain as an addition to a growing staff to support our community. It also gives us some options for assignment into the schools or the detective division.

Notification Requirements:

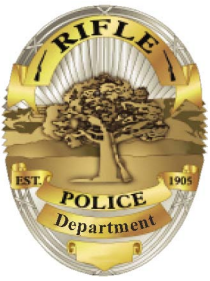
N/A

Prepared By:

Debra Funston, Chief of Police

Attachments:

1. Overhire Memo



RIFLE POLICE DEPARTMENT

201 East 18th Street • Rifle, CO 81650-3237

TO: Patrick Waller, City Manager
FROM: Debra Funston, Chief of Police
RE: Potential Over Hire for sworn personnel

Mr. Waller,

Per our discussion the other day regarding retention and recruitment issues, I believe it would be a good time to look at a few possibilities.

I will try and be brief by highlighting the benefits of the plan and a realistic roll out plan.

It can take six to seven months to get a potential candidate hired, trained and officially on their own as a Rifle Police officer. Candidates must pass an in-depth background investigation including polygraphs /CVS, drug testing, psychological exams and police background checks. Academies last about 16 weeks, putting them through rigorous training and testing. Some do not make it through the academy or fail their POST test requirements. Rifle Police Department pays officer cadets while they attend the academy. Once the academy is completed, the cadet is then assigned to a team of Field Training Officers. Training at the police department lasts approximately 14 weeks. Scheduling or remedial training can extend that 14-week period.

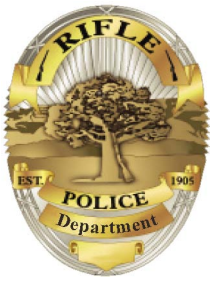
We have lost 3-4 candidates who simply were unable to complete the POST requirements or failed during their field training. When this happens, historically, we have to start from scratch and post another opening. This can be an expensive risk, but more so, it eats up a tremendous amount of time. It could be another year before an eligible candidate starts their field training.

We also lost a few officers to outside agencies. Same pay, but more opportunities with a larger agency and a take home car. Regardless of the greener grass, it still leaves our department in a deficit. An additional officer would provide a safety net, keeping us at or close to full staff when people don't make it though training, we have an officer on extended leave, or an officer retires or decides to leave.

Currently (including benefits), it is \$107,400 at min to \$116,300 at Step A. We did received a certified application on December 5, 2024. With our current contingent offers, we are unable to proceed with this candidate.

Office: (970) 665-6500 • Fax: (970) 665-6522 • www.rifleco.org





RIFLE POLICE DEPARTMENT

201 East 18th Street • Rifle, CO 81650-3237



Office: (970) 665-6500 • Fax: (970) 665-6522 • www.rifleco.org





Agenda Item #8.a.

Agenda Item Name:

Report to City Manager

Presenter:

Patrick Waller, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Work Report to City Manager
12/13/2024

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 12.18.2024 Report to City Manager
2. Report to City Manager Dec 18

WORK REPORT TO CITY MANAGER

12.13.2024

PIO

- Continuing updates on website and social media on local issues and citizen concerns.
- Press releases on holiday closures.
- Attended the presentation portion of the Rifle Energy and Resilience Action Plan Stakeholder Meeting.
- Attended the EPA ORD Healthy & Resilient Communities Research Webinar on Allostatic Load and Epigenetic Age Acceleration as Measures of Cumulative Health Impacts.

COURT

- Handled 57 adult cases and 36 juvenile cases on December 4 court day. This is the largest juvenile docket I've seen in the 12 years I've been here. Unfortunately, it also represents an uptick in crimes against the person (assaults, harassment...).
- Held 04 telephone hearings with inmates in custody.
- Deputy Court Clerk attended the annual Colorado Association for Municipal Court Administration (CAMCA) meeting in Colorado Springs. It provided a good indication of what legislation might impact municipal courts in the upcoming session.

PUBLIC WORKS

- Veteran's Memorial, Phase I Beautification: construction plans in progress: 30% (no change)
- CAD renderings and development of specifications of the City of Rifle Specifications Manual, in progress 15% on drawings; 95% on specifications (no change)
- Asset Management with Limble: adding assets to database, specifically Public Works and City Hall.
- Reception and configuration of new desktop/laptop computer (AutoCAD platform)

Fleet

- Normal fleet maintenance operations.
- JD 544 loader to dealership in Grand Junction to perform a repair to bucket attachment system: 100% complete
- Snowplow fleet maintenance: installing spreader vibrator on the medium-duty snowplow
- Project car: 4V11, 2011 Ford Fusion – steering rack replacement; parts received; 25% work complete
- Repair to the new IR Asphalt Patcher

Operations & Maintenance

- Recovery of Lopez property which was worked to prevent damage to properties below slide area east of Stillwell Avenue. - progressing
- Coping with icing problems in the 400 block W. 4th St.
- Casting sidewalk, as weather allows, at the Deerfield Park Sports Complex

Two-week work forecast

- Snow removal operations

WORK REPORT TO CITY MANAGER
(12-18-2024)

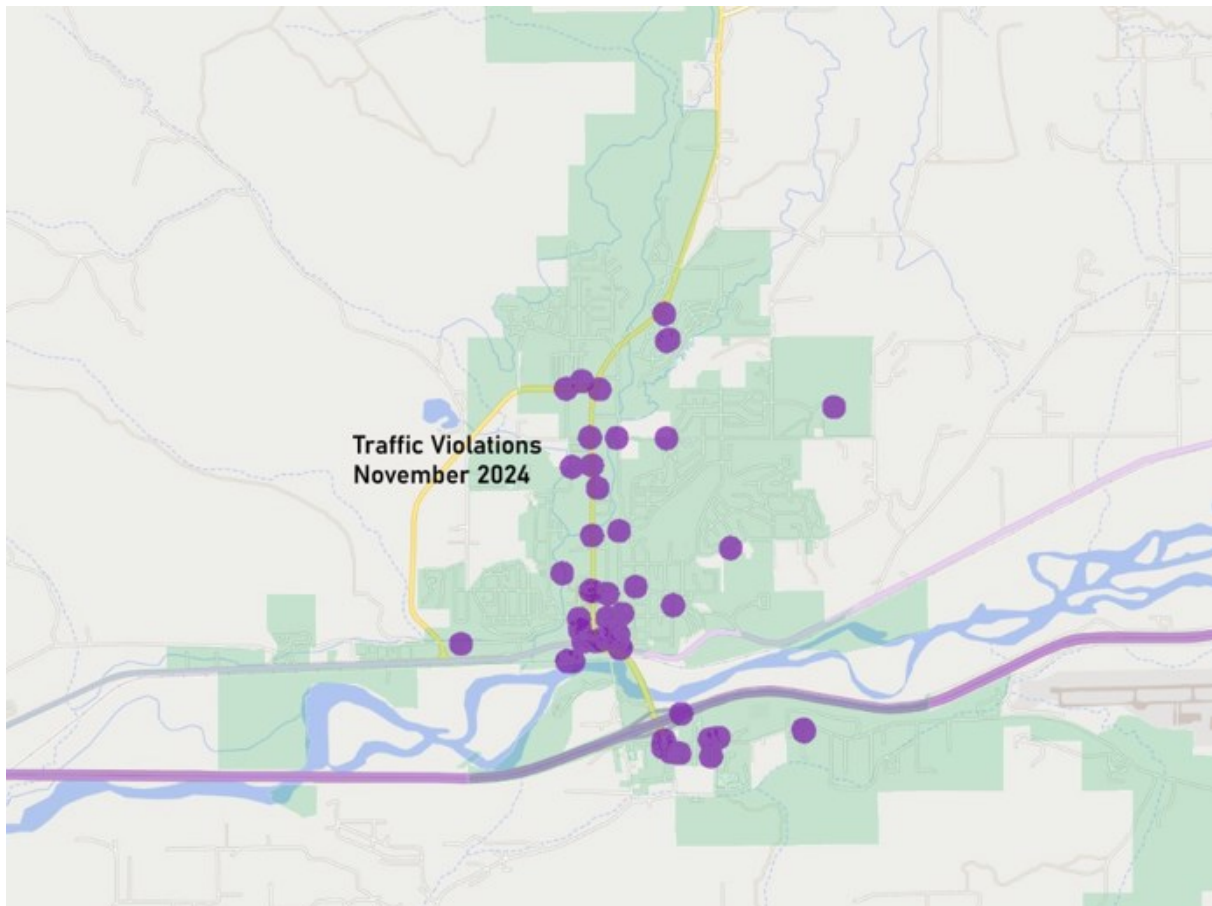
POLICE

- RPD officers issued a total of 181 citations in November. Of those citations, officers initiated 201 traffic contacts yielding 104 traffic citations.
- Officers responded to 1200 calls for service in November, yielding 53 cases requiring follow-up and additional investigation.
- Officers made 45 arrests in November.

Comparison

Activity	Nov - '24	Oct - '24	Diff.	Nov - '23	Diff.
Cases	53	62	-9	61	-8
Incidents	1200	1297	-97	1229	-29
Tickets	181	149	32	98	83
Traffic Stops	201	182	19	172	29
Traffic Violations	104	81	23	99	5
Arrests	45	53	-8	40	5

This is an analysis showing an overview of locations around Rifle where traffic citations were issued in November.



The following are the types of traffic tickets issued.

Charged Traffic Offenses	Count
Careless Driving	6
Compulsory Insurance (Other than owner operated without)	1
Displayed expired number plates	4
DRIVING AFTER REVOCATION PROHIBITED (HTO (TRAF)	1
Driving on Roadways Laned for Traffic (Unsafe lane change, weaving)	2
Driving under restraint	9
Driving Under Restraint- other than DUI	3
Drove vehicle while under the influence of alcohol or drugs	4
Drove Vehicle without valid drivers license	1
Drove vehicle without valid drivers license (Resident more than 30 days)	4
duty upon striking unattended vehicle / property	1
Entering Through Highway - Stop Intersection (failed to stop/yield)	6
Expired License plates/improper use of title or reg	1
Failed to Display Lamps when Required	1
Failed to Obey Traffic Control Signal	1
Failed to Present Evidence of Insurance upon Request	9
Failed to provide proof of insurance	2
Head Lamps on Motor Vehicles (Motor vehicle Improper headlights)	3
Operators license required	3
Operator's license required	10
Reckless driving	2
Speed Limits (too fast for conditions/special hazards)	1
Speeding	15
Speeding 10-19 mph over the limit	1
Stop Lamps and Turn Signals (defective or no stop lights)	2
Tail Lamps and Reflectors (No license plate light)	1
Traffic Control Signal Legend (red light violation)	1
Turning Movements and Required Signals (Improper signal distance for type of roadway)	1
Turning Movements and Required Signals (Improper/none signal or wrong position)	1
Windows Unobstructed - certain materials prohibited (windows obstructed, dark tinted, other requirements)	7
Grand Total	104

Who is requesting records ?

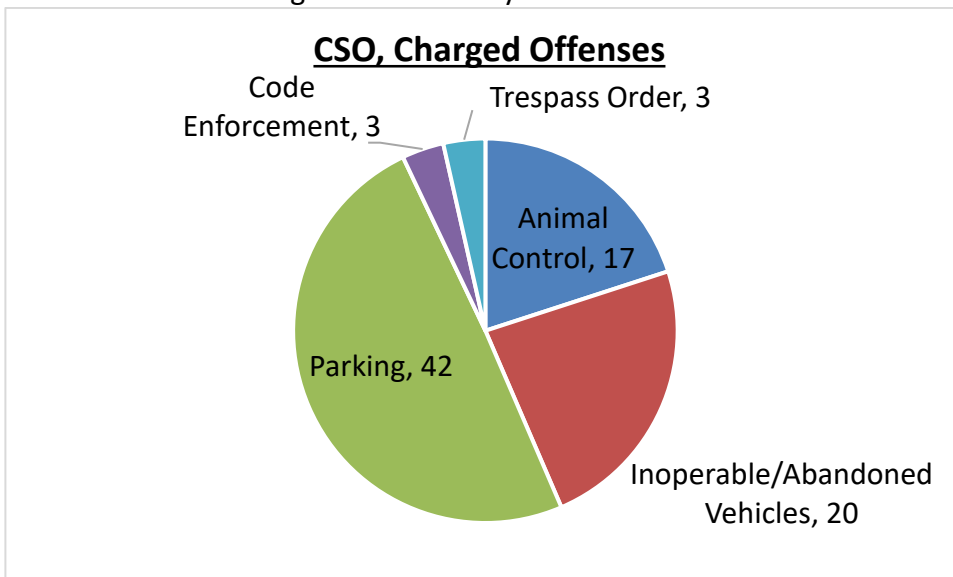


RECORDS	
Requestor	Count
DA's Office	32
City Prosecutor	2
Citizen	20
Other LE Agency	5
DHS	3
CBI	
Insurance	5
Total	67

Code Compliance

Code Compliance continues to work hard to provide great services to the City of Rifle. These are code compliance statistics for November.

- CSOs issued 68 Citations in November rendering 85 charges.
- CSOs responded to 144 calls for service in November.
- CSOs initiated 85 charges on cases they were involved with in November.



The Rifle Police Foundation has raised money to provide the Rifle Police Department with a K9 program. We are currently looking for a puppy to be tested and selected. After that, the Foundation will cover the training of the officer and the dog. That expense can run \$5K - \$8K. Corporal Kyle Green has been selected as the new Rifle Police Department Canine Officer.

The Rifle Police Foundation proudly presents
“A Night of Murder and Mayhem”



🎅🏴‍☠️ Yo ho ho and a Merry Christmas! 🌲

Captain Redbeard invites you aboard the Salty Sea Dog for a Pirate Murder Mystery fit for the high seas—and the holidays! Join us on January 18th at the Ute Theatre for a thrilling night of crime-solving, delicious dinner, and mayhem. Can YOU uncover the scallywag behind the dastardly deed? 🚢👤

[Tickets make the perfect Christmas gift for the mateys in your life!](#)

🎁👥 All proceeds support the Rifle Police Foundation and Rifle High School Drama Club. Don't miss this swashbuckling night of fun! 🏴‍☠️🌟

Purchase your tickets today -

https://riflepolicefoundation.ludus.com/index.php?fbclid=IwZXh0bgNhZW0CMATAAR1IS-L7CuOQNZuKpKlx24OdgrDnd6CM4-3jY2rKqZBUQpHa5xFoLfduLv4_aem_ng-zLEGLSStG67JDqk1qEw