



**FLORENCE CITY COUNCIL**  
**Regular Meeting Agenda**  
**Monday, April 21, 2025, 6:30 PM**

Watch this meeting live on the City's YouTube channel at  
<https://www.youtube.com/@CityofFlorenceCO>

**1) CALL TO ORDER & PLEDGE OF ALLEGIANCE**

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

**2) ROLL CALL:**

Mayor Wolfe  
Councilman Vanhoutan  
Councilman Stiefel  
Councilwoman Stone  
Councilman Mergelman  
Councilwoman Gardner  
Councilwoman MacKinnon

**3) PRESENTATIONS**

- a) National Student Leadership Week Proclamation

**4) PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

**5) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on April 7, 2025
- b) Consider approving City expenditures prepared on April 10, 2025, in the amount of \$45,324.59, and April 17, 2025, in the amount of \$566,507.28.

**6) NEW BUSINESS**

- a) Consider adopting a Resolution adopting a revised Personnel Policy Document for the City of Florence, Colorado
- b) Consider adopting an Ordinance budgeting and appropriating additional sums of money for the Pool Park and Recreation Fund and the General Fund/Equipment Replacement Fund for the 2024 budget year

**7) COUNCIL REPORTS**

- a) City Council Reports
- b) City Manager Reports

**8) EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

**9) ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, May 5, 2025

# PROCLAMATION

**WHEREAS**, effective leadership is essential to the growth and prosperity of our community; and,

**WHEREAS**, student leaders are a positive influence on their peers, modeling good character and scholarship in and out of the classroom, and serve as change agents to improve the overall climate and academic performance levels of their schools; and,

**WHEREAS**, student leaders do not automatically develop sound leadership skills and require trained, dedicated faculty advisers help them develop the essential traits and characteristics of a leader and to provide the positive experiences necessary to expand their skills and foster their paths to becoming effective leaders; and,

**WHEREAS**, recognizing and celebrating the contributions of leaders is vital to inspiring current and future generations; and,

**WHEREAS**, we commend and celebrate the outstanding leadership contributions of the Florence High School's Student Council;

**NOW, THEREFORE BE IT RESOLVED**, that I, Steve Wolfe, Mayor of the City of Florence, Colorado, on behalf of our community, do hereby proclaim April 22, 2025, through April 26, 2025, as

## National Student Leadership Week

in the City of Florence, Colorado, and urge all citizens to seek opportunities to recognize student leaders in our schools and support their training and activities as they prepare themselves for their future stations as leaders of our city, state, and nation.

In witness whereof, I have hereunto set my hand and caused the Seal of the City of Florence, Colorado to be affixed this 21st day of April 2025.

CITY OF FLORENCE, COLORADO

\_\_\_\_\_  
Steve Wolfe, Mayor

Attest:

\_\_\_\_\_  
Cortlyne Huppe, City Clerk

(SEAL)



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, April 7, 2025, 6:30 PM**

Watch this meeting live on the City's YouTube channel at  
<https://www.youtube.com/@CityofFlorenceCO>

**1) CALL TO ORDER & PLEDGE OF ALLEGIANCE**

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

Mayor Wolfe called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

**2) ROLL CALL:**

Mayor Wolfe	Present
Councilman Vanhoutan	Present
Councilman Stiefel	Present
Councilwoman Stone	Present
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Present

**OTHERS PRESENT:** City Clerk Cortlyne Huppe, City Manager Amy Nasta, Chief of Police Sean Humphrey, Planning Director Ashley Fox, and City Attorney Dan Findlay.

**3) PRESENTATIONS**

a) Sexual Assault Awareness Month Proclamation

Mayor Wolfe recited the Sexual Assault Awareness Month Proclamation, and proclaimed April as Sexual Assault Awareness Month in the city of Florence, Colorado.

b) Arbor Day Proclamation

Mayor Wolfe recited the Arbor Day Proclamation, and proclaimed April 24, 2025, as Arbor Day in the city of Florence, Colorado.

**4) PUBLIC COMMENTS**

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

Kevin Mahmalji- PO Box 19

Voiced discontent regarding Florence crime and lack of a police blotter.

City Attorney Dan Findlay stated the city can only operate on facts, not on Facebook comments. He then reminded Kevin that he had been invited to meet with the local government on multiple occasions.

**5) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on March 3, 2025
- b) Consider approving City expenditures prepared on March 13, 2025 in the amount of \$37,099.68, and March 20, 2025 in the amount of \$134,359.00, and March 27, 2025 in the amount of \$7,488.47, and April 3, 2025, in the amount of \$448,027.15
- c) Consider approving the Special Events Permit for Fremont Community Cares

- d) Consider approving the annual liquor license renewal for the Florence Brewing Company, LLC
- e) Consider approving the annual Takeout and Delivery Permit for the Florence Brewing Company, LLC
- f) Consider approving the annual liquor license renewal for The Patio Pub
- g) Consider approving the annual Takeout and Delivery Permit for The Patio Pub
- h) Consider approving the Report of Changes Application for The Patio Pub
- i) Consider awarding a contract for the Street Renovation of South Pikes Peak Avenue

Councilor Gardner requested item 5c be removed from the Consent Agenda.

Councilor Mergelman requested item 5i be removed from the Consent Agenda.

Councilor MacKinnon motioned to approve the Consent Agenda, excluding items 5c and 5i. Councilor Stone seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Jayne Newsom- Fremont County Community Cares  
Introduced her nonprofit and elaborated on upcoming events and fund-raising opportunities.

Mayor Wolfe and Councilor Stone questioned specifics on the Fremont County Community Cares Special Events Permit application.

Councilor MacKinnon motioned to approve the Special Events Permit for the Fremont Community Cares, as presented. Councilor Vanhoutan seconded. With the Councilmembers voting in favor of the motion, the motion carried.

City Manager Amy Nasta stated this project was a result of the recent Street Needs Assessment. Being the highest-ranking street for repair, it is scheduled to be completed by June 23, 2025. The city is not anticipating conflicts with its annual July 4<sup>th</sup> festival, but the project would be taking place during the 2025 Junktique and Car Show events in May. City Manager Nasta stated the entire block would be closed to vehicular traffic and parking to ensure project efficiency while still maintaining sidewalk access to businesses. Communications would be shared with surrounding businesses within the week.

Councilor Stone motioned to award a contract for the Street Renovation of South Pikes Peak Avenue in the City of Florence to Langston Concrete, Inc. in the amount of \$291,828, plus a ten percent (10%) contingency. Councilor Mergelman seconded. With the Councilmembers voting in favor of the motion, the motion carried.

## 6) COMMITTEE RECOMMENDATIONS

- a) Consider approving Resolution No. 2 - 2025, a Resolution allowing a professional office as a Use by Special Review at 105 South Pikes Peak Avenue.

Planning Director Ashley Fox presented the Special Use Review for 105 S. Pikes Peak Avenue. The applicant had applied for a physical therapy office in the Central Historic Business District and met the definition of a professional office which is allowed by Special Use Review in the Florence Municipal Code. The Planning Commission held a Public Hearing on March 27, 2025, and voted unanimously in favor of the special use review application.

Motion to move that City Council approve Resolution No. 2 - 2025, a Resolution allowing a professional office as a Use by Special Review at 105 South Pikes Peak Avenue: Councilor Mergelman

Seconded by: Councilor Stone  
7 Ayes  
Motion passed: 7 – 0

**7) OLD BUSINESS**

- a) Consider adopting the second reading of Ordinance No. 2-2025, an Ordinance amending Section 2.04.050(C), Term of Office – Commencement of Term of Chapter 2.04, City Council of the Florence, Colorado Municipal Code, and amending or repealing all ordinances or regulations not in conformity herewith.

City Manager Nasta stated this is a housekeeping item. Ordinance 2-2025 is presented for its second reading and establishes the initiation of City Council's term of office.

Motion to adopt the second reading of Ordinance No. 2-2025, an Ordinance amending Section 2.04.050(C), Term of Office – Commencement of Term of Chapter 2.04, City Council of the Florence, Colorado Municipal Code, and amending or repealing all ordinances or regulations not in conformity herewith: Councilor Stone

Seconded by: Councilor Gardner

7 Ayes

Motion passed: 7 – 0

- b) Consider adopting the second reading of Ordinance No. 3-2025, an Ordinance amending Florence, Colorado Municipal Code Chapter 2.04.010, City Council – City Council Rules of Procedure

City Manager Nasta stated this is a housekeeping item. Ordinance 3-2025 is presented for its second reading and adopts recent updates to the City Council Rules and Procedures.

Motion to adopt the second reading of Ordinance No. 3-2025, an ordinance amending Florence, Colorado Municipal Code Chapter 2.04.010, City Council – City Council Rules of Procedure:

Councilor Stone

Seconded by: Councilor Vanhoutan

7 Ayes

Motion passed: 7 – 0

**8) NEW BUSINESS**

- a) Consider approving Resolution 3-2025, a Resolution establishing the water rates and regulations for water taps

City Manager Nasta explained this Resolution reflects the annual debt retirement changes. The debt retirement had decreased slightly, and the City anticipates no other changes. She also mentioned Staff would be working on a rate study over the summer.

Motion to adopt Resolution 3-2025, a Resolution Amending Establishing Water Rates and Regulations for Application for Water Taps: Councilor Gardner

Seconded by: Councilor MacKinnon

7 Ayes

Motion passed: 7 – 0

**9) COUNCIL REPORTS**

- a) City Council Reports

Councilor MacKinnon acknowledged a local FJSHS teacher for his recent State recognition.

Councilor Stone attended the Chamber of Commerce meeting, Ace Hardware ribbon cutting, and Business After Hours event at Oak Creek Grill. She announced upcoming events from Sweet Radiance, the Florence Merchants and the Chamber of Commerce. Councilor Stone also attended the Planning Commission meeting and met with Holcim on community engagement opportunities.

Councilor Mergelman attended FEDC and Pioneer Day planning.

Mayor Wolfe reported on the City's July 4<sup>th</sup> events, the upcoming Spring Clean Up event, Mayors Round Table, Senior Coffee Chat, Business After Hours event, the new FJSHS baseball facility, a Canon City Recreation District meeting, Big Horn Round Table, the Noxious Weed Board, and Outside Agency Funding workshop. He also commented on his meeting with Holcim and gave a shout out to all organizations and entities who worked to clean up the local homeless camp. Mayor Wolfe then commented on how he would address or investigate community concerns on crime when presented to him. He stated the City had shared accurate information and been forthcoming with relatable communications.

Councilor Stone reiterated that accuracy and factual information are important to the community.

Chief of Police Sean Humphrey commented on the Police Department's open-door policy and that all complaints should come to him to be addressed, personally.

b) City Manager Reports

City Manager Nasta added to the Holcim update saying they planned to do a facility tour. She reported the 2025 Outside Agency Funding committee members were Councilor Vanhoutan and Councilor Stiefel unless the City Council wanted to place the item on the next agenda.

Councilor Vanhoutan and Councilor Stiefel were comfortable serving on the committee.

City Manager Nasta also thanked the Council for approving the South Pikes Peak project. The project came in under the budgeted amount, and the next project on McCandless would be published within the week. She clarified the anticipated rate study would be based on operational costs which were not determined at this time.

City Attorney Dan Findlay announced that three appeal applications were filed in the Black Hills rate case.

**10) EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

**11) ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, April 21, 2025

Councilor Stone motioned to adjourn the meeting. Councilor Vanhoutan seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.  
Mayor Wolfe adjourned the City Council Meeting at 7:24 p.m.

CITY OF FLORENCE, CO

BY: \_\_\_\_\_  
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: \_\_\_\_\_  
Cortlyne Huppe, City Clerk

## Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
7	FREMONT SANITATION D	SANITATION	0444152100	10910-2537 Pool	1	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
		SANITATION	0140608751	10838-2468 City Shop	2	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
		SANITATION	0140608635	10837-2467 Water Plant	3	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
		SANITATION	0140608751	22838-4761	4	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
		SANITATION	0140608751	10938-4760 Muni Annex	5	03/31/2025	38.85	.00	38.85	20250422	04/10/2025
		SANITATION	0140608635	10936-4759	6	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
		SANITATION	0140608440	10829-2459 Museum	7	03/31/2025	69.58	.00	69.58	20250422	04/10/2025
		SANITATION	0140608751	10935-2559 Muni Center	8	03/31/2025	34.53	.00	34.53	20250422	04/10/2025
Total 7:							315.61	.00	315.61		
149	ROCKY MOUNTAIN BANK	MARCH 202	0241505550	Bank Fees	1	03/31/2025	15.95	.00	15.95	20250422	04/10/2025
Total 149:							15.95	.00	15.95		
193	GOBINS	AR4756494	0141503700	Ink cartridges for printer	1	04/01/2025	228.23	.00	228.23	45928	04/10/2025
Total 193:							228.23	.00	228.23		
227	JIMS TIRE SERVICE	R47834	0144204500	Tires	1	03/26/2025	261.64	.00	261.64	45929	04/10/2025
Total 227:							261.64	.00	261.64		
245	KRASSA & MILLER, LLC	MARCH 202	0243707890	LEGAL FEES	1	04/10/2025	632.46	.00	632.46	45930	04/10/2025
Total 245:							632.46	.00	632.46		
332	Pueblo Dept of Public Heal	MARCH 202	0243707810	WATER TESTING	1	04/03/2025	210.00	.00	210.00	45932	04/10/2025
Total 332:							210.00	.00	210.00		
397	U S POSTAL SERVICE	2025 PRES	0241503100	PERMIT FEE	1	04/10/2025	350.00	.00	350.00	45936	04/10/2025
Total 397:							350.00	.00	350.00		
861	CIRSA	WINVI10035	0142101960	DEDUCTIBLE WC	1	04/08/2025	176.42	.00	176.42	20250422	04/10/2025
		WINVI10035	0243301960	DEDUCTIBLE WC	2	04/08/2025	466.17	.00	466.17	20250422	04/10/2025



Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		WINVI10035	0143101960	DEDUCTIBLE WC	3	04/08/2025	500.00	.00	500.00	20250422	04/10/2025
Total 861:							1,142.59	.00	1,142.59		
923	ALSCO	LDEB309146	0143102000	UNIFORM RENTAL-Street	1	04/02/2025	176.72	.00	176.72	45923	04/10/2025
		LDEN309503	0140608750	FLOOR MAT	1	04/09/2025	63.16	.00	63.16	45923	04/10/2025
		LED3095037	0143102000	UNIFORM RENTAL-Street	1	04/09/2025	176.72	.00	176.72	45923	04/10/2025
Total 923:							416.60	.00	416.60		
1229	CASELLE, INC.	140084	0141505600	Software Support - Admin	1	04/01/2025	449.85	.00	449.85	45925	04/10/2025
		140084	0141205600	Software Support - Court	2	04/01/2025	231.15	.00	231.15	45925	04/10/2025
		140084	0241505600	Software Support - Water	3	04/01/2025	1,091.00	.00	1,091.00	45925	04/10/2025
Total 1229:							1,772.00	.00	1,772.00		
1455	SAN ISABEL SERVICES	U0067431	0243658790	SO PLANT PROPANE	1	03/31/2025	548.12	.00	548.12	45933	04/10/2025
		U0067570	0243658790	SO PLANT PROPANE	1	03/31/2025	451.18	.00	451.18	45933	04/10/2025
		U0067571	0243658790	SO PLANT PROPANE	1	03/31/2025	311.29	.00	311.29	45933	04/10/2025
Total 1455:							1,310.59	.00	1,310.59		
1718	BLACK HILLS ENERGY	0520289929	0143107540	STREET LIGHTS	1	04/01/2025	80.02	.00	80.02	20250421	04/08/2025
		0872425770	0243507640	NEW RAW WATER PUMP	1	04/03/2025	8,768.10	.00	8,768.10	20250421	04/08/2025
		2439373063	0243507600	MINNEQUA CANAL PUMP	1	04/03/2025	3,887.32	.00	3,887.32	20250422	04/08/2025
		2985218401	0140608510	CITY SHOP	1	04/03/2025	234.87	.00	234.87	20250421	04/08/2025
		3075375677	0145207830	QUARTZ PARK	1	04/03/2025	18.59	.00	18.59	20250421	04/08/2025
		5372636848	0243507620	W PUMP STATION	1	04/03/2025	297.66	.00	297.66	20250421	04/08/2025
		6887028421	0140608632	N PLANT	1	04/03/2025	263.21	.00	263.21	20250421	04/08/2025
		7844257155	0243507650	PUMP @ RIVER	1	04/03/2025	1,664.79	.00	1,664.79	20250422	04/08/2025
		8398746140	0143107540	STREET LIGHTS	1	04/01/2025	7.31	.00	7.31	20250421	04/08/2025
		8763452423	0143107540	STREET LIGHTS	1	04/01/2025	109.45	.00	109.45	20250421	04/08/2025
		9423297176	0145207830	PAVILION	1	04/03/2025	27.28	.00	27.28	20250421	04/08/2025
		9740686534	0444151800	POOL	1	04/03/2025	26.48	.00	26.48	20250422	04/08/2025
Total 1718:							15,385.08	.00	15,385.08		
1719	STAPLES BUSINESS ADV	7004696865	0141503000	admin supplies	1	03/31/2025	260.90	.00	260.90	45934	04/10/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1719:							260.90	.00	260.90		
2643	Frontline Public Safety Sol	FL67308	0142105050	software renewal annual	1	04/10/2025	1,602.04	.00	1,602.04	45927	04/10/2025
Total 2643:							1,602.04	.00	1,602.04		
2693	CH2M Hill Engineers, Inc.	D3728000-01	0243707890	Task Order 5 North Pike P	1	04/09/2025	3,713.24	.00	3,713.24	45926	04/10/2025
Total 2693:							3,713.24	.00	3,713.24		
2970	TK Elevator Corporation	3008447600	0140608750	Elevator Maintaince	1	04/01/2025	535.15	.00	535.15	45935	04/10/2025
Total 2970:							535.15	.00	535.15		
3110	Old School Concrete & Re	ADA SIDEW	1743107570	ADA Sidewalk Replacemen	1	04/07/2025	14,000.00	.00	14,000.00	45931	04/10/2025
Total 3110:							14,000.00	.00	14,000.00		
3156	Republic Services#653	0653000602	0143204100	City Of Florence - Trash Se	1	04/10/2025	48.75	.00	48.75	20250423	04/10/2025
		0653-000628	0143204300	City Of Florence - Trash Se	1	03/31/2025	17.00	.00	17.00	20250422	04/10/2025
		0653-000629	0143204100	City Of Florence - Trash Se	1	03/31/2025	53.75	.00	53.75	20250422	04/10/2025
		0653-006285	0241503000	Water Treatment Plant - Re	1	03/31/2025	9.75	.00	9.75	20250422	04/10/2025
		0653-006290	0143204100	City Of Florence - Trash Se	1	03/31/2025	1,420.26	.00	1,420.26	20250422	04/10/2025
Total 3156:							1,549.51	.00	1,549.51		
3234	Beco Environmental	BE25.02	0444152200	Lead and Abestos Testing	1	04/01/2025	1,623.00	.00	1,623.00	45924	04/10/2025
Total 3234:							1,623.00	.00	1,623.00		
Grand Totals:							45,324.59	.00	45,324.59		

Report Criteria:

Detail report type printed

## Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
201	ATMOS ENERGY	3016435394	0140608751	MUNI CENTER	1	04/09/2025	651.65	.00	651.65	20250430	04/16/2025
		3016936816	0140608520	City shop	1	04/09/2025	740.81	.00	740.81	20250430	04/16/2025
		3017912536	0444151900	pool	1	04/08/2025	59.61	.00	59.61	20250430	04/16/2025
Total 201:							1,452.07	.00	1,452.07		
861	CIRSA	INV1001355	0243706700	2ND QTR CHANGES PC	1	04/01/2025	25,382.78	.00	25,382.78	20250429	04/16/2025
		INV1001355	0141106700	2ND QTR CHANGES PC	2	04/01/2025	39,584.66	.00	39,584.66	20250429	04/16/2025
		WINVI10027	0141101960	2ND QRT WC CHARGES	1	04/02/2025	27.80	.00	27.80	20250429	04/16/2025
		WINVI10027	0141201960	2ND QRT WC CHARGES	2	04/02/2025	17.69	.00	17.69	20250429	04/16/2025
		WINVI10027	0141501960	2ND QRT WC CHARGES	3	04/02/2025	130.15	.00	130.15	20250429	04/16/2025
		WINVI10027	0142101960	2ND QRT WC CHARGES	4	04/02/2025	4,491.89	.00	4,491.89	20250429	04/16/2025
		WINVI10027	0143101960	2ND QRT WC CHARGES	5	04/02/2025	4,637.01	.00	4,637.01	20250429	04/16/2025
		WINVI10027	0444151960	2ND QRT WC CHARGES	6	04/02/2025	90.98	.00	90.98	20250429	04/16/2025
		WINVI10027	0444151960	2ND QRT WC CHARGES	7	04/02/2025	876.90	.00	876.90	20250429	04/16/2025
		WINVI10027	0444151960	2ND QRT WC CHARGES	8	04/02/2025	174.37	.00	174.37	20250429	04/16/2025
		WINVI10027	0243301960	2ND QRT WC CHARGES	9	04/02/2025	1,753.80	.00	1,753.80	20250429	04/16/2025
		WINVI10027	0444151960	2ND QRT WC CHARGES	10	04/02/2025	434.83	.00	434.83	20250429	04/16/2025
Total 861:							77,602.86	.00	77,602.86		
1253	AT & T MOBILITY	2872917141	0141505000	ADMIN	1	03/28/2025	183.04	.00	183.04	45938	04/17/2025
		2872917141	0144205000	CEMETARY	2	03/28/2025	39.99	.00	39.99	45938	04/17/2025
		2872917141	0142105000	PD	3	03/28/2025	1,755.23	.00	1,755.23	45938	04/17/2025
		2872917141	0444152000	POol	4	03/28/2025	79.98	.00	79.98	45938	04/17/2025
		2872917141	0143105000	STREETS	5	03/28/2025	325.79	.00	325.79	45938	04/17/2025
		2872917141	0241505000	WATER	6	03/28/2025	1,213.17	.00	1,213.17	45938	04/17/2025
		2872917141	0144005000	PLANNING	7	03/28/2025	79.98	.00	79.98	45938	04/17/2025
Total 1253:							3,677.18	.00	3,677.18		
1281	HD Supply, Inc	INV0066908	0249509020	lab supplies	1	04/17/2025	268.68	.00	268.68	45946	04/17/2025
Total 1281:							268.68	.00	268.68		
1718	BLACK HILLS ENERGY	1645566418	0243557650	2 MG TANK	1	04/08/2025	23.33	.00	23.33	20250428	04/15/2025
		1944485829	0145207830	RIVER PARK	1	04/11/2025	79.28	.00	79.28	20250429	04/15/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		2010553787	0243557693	BULK WATER STATION	1	04/08/2025	248.55	.00	248.55	20250429	04/15/2025
		2273109055	1446602600	CONCESSION STAND	1	04/08/2025	27.15	.00	27.15	20250428	04/15/2025
		4125488554	0243557670	SOUTH PLANT	1	04/08/2025	232.14	.00	232.14	20250428	04/15/2025
		4240921842	0143107540	STREET LIGHTS	1	04/08/2025	1,001.06	.00	1,001.06	20250428	04/15/2025
		4388081497	0145207830	SKATE PARK	1	04/08/2025	104.74	.00	104.74	20250429	04/15/2025
		4402785897	0140608753	MUNI ANNEX	1	04/08/2025	72.18	.00	72.18	20250428	04/15/2025
		4905461526	0143107540	STREET LIGHTS	1	04/08/2025	1,150.13	.00	1,150.13	20250428	04/15/2025
		5427493790	0145207830	TRIANGLE PARK	1	04/08/2025	18.79	.00	18.79	20250429	04/15/2025
		5509677786	1446602600	WILCOX LIGHTS	1	04/08/2025	38.07	.00	38.07	20250429	04/15/2025
		5796648483	0140608751	MUNI CENTER	1	04/08/2025	2,785.51	.00	2,785.51	20250429	04/15/2025
		6649764712	0243557660	S RESERVOIR PUMP	1	04/08/2025	18.13	.00	18.13	20250428	04/15/2025
		7296507422	0243557690	NEWLIN CABIN	1	04/08/2025	240.52	.00	240.52	20250428	04/15/2025
		7723236321	0243557675	NEW SOUTH PLANT	1	04/08/2025	8,774.16	.00	8,774.16	20250428	04/15/2025
Total 1718:							14,813.74	.00	14,813.74		
1805	ACORN PETROLEUM	MARCH 202	0142104000	GASOLINE Police	1	03/31/2025	2,502.78	.00	2,502.78	45937	04/17/2025
		MARCH 202	0143104000	GASOLINE - Streets	2	03/31/2025	2,385.89	.00	2,385.89	45937	04/17/2025
		MARCH 202	0143104000	Street	3	03/31/2025	46.52	.00	46.52	45937	04/17/2025
		MARCH 202	0144004000	GASOLINE - Planner	4	03/31/2025	42.97	.00	42.97	45937	04/17/2025
		MARCH 202	0145203900	GASOLINE - Parks	5	03/31/2025	93.04	.00	93.04	45937	04/17/2025
		MARCH 202	0243707850	GASOLINE - Water	6	03/31/2025	636.39	.00	636.39	45937	04/17/2025
Total 1805:							5,707.59	.00	5,707.59		
2104	UMB Card Services	COBLER MA	0141505600	adobe subscription	1	03/01/2025	19.99	.00	19.99	45945	04/17/2025
		COBLER MA	0241505000	bulk station internet	2	03/01/2025	119.98	.00	119.98	45945	04/17/2025
		COBLER MA	0141505000	fax system	3	03/01/2025	83.19	.00	83.19	45945	04/17/2025
		COBLER MA	0241505600	adobe subscription	4	03/01/2025	29.99	.00	29.99	45945	04/17/2025
		COBLER MA	0241503000	personnel forms	5	03/01/2025	127.42	.00	127.42	45945	04/17/2025
		COBLER MA	0141503000	personnel forms	6	03/01/2025	191.14	.00	191.14	45945	04/17/2025
		COBLER MA	0141505600	adobe subscription	7	03/01/2025	23.99	.00	23.99	45945	04/17/2025
		ELSTUN MA	1743107565	Concrete/asphalt	1	03/01/2025	889.97	.00	889.97	45945	04/17/2025
		EVANS MAR	0144204500	hYDRO GEAR	1	03/01/2025	1,264.48	.00	1,264.48	45945	04/17/2025
		EVANS MAR	0243707861	WINDSHIELD	2	03/01/2025	295.00	.00	295.00	45945	04/17/2025
		EVANS MAR	0243707861	dRILL BIT	3	03/01/2025	23.99	.00	23.99	45945	04/17/2025
		EVANS MAR	0243707861	SOCKET	4	03/01/2025	6.59	.00	6.59	45945	04/17/2025
		EVANS MAR	0144204500	BATTERY AND CHARGER	5	03/01/2025	144.11	.00	144.11	45945	04/17/2025
		EVANS MAR	0243707861	light bulbs	6	03/01/2025	8.99	.00	8.99	45945	04/17/2025
		EVANS MAR	0143104500	light bulbs	7	03/01/2025	18.99	.00	18.99	45945	04/17/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		EVANS MAR 0143104500		INK KITS	8	03/01/2025	73.84	.00	73.84	45945	04/17/2025
		EVANS MAR 0142104600		FRONT REAR BRAKES	9	03/01/2025	239.98	.00	239.98	45945	04/17/2025
		EVANS MAR 0142104600		IUG NUTS	10	03/01/2025	69.30	.00	69.30	45945	04/17/2025
		EVANS MAR 0145204500		BELTS FOR MOWER	11	03/01/2025	60.78	.00	60.78	45945	04/17/2025
		EVANS MAR 0243707861		HOSE NIPPLE	12	03/01/2025	66.93	.00	66.93	45945	04/17/2025
		EVANS MAR 0243707861		EXHAUST PIPE TOOL	13	03/01/2025	169.98	.00	169.98	45945	04/17/2025
		EVANS MAR 0143104500		dIESEL	14	03/01/2025	51.36	.00	51.36	45945	04/17/2025
		EVANS MAR 0143104500		IED LIGHT BAR	15	03/01/2025	545.28	.00	545.28	45945	04/17/2025
		EVANS MAR 0143104500		gOGGLES	16	03/01/2025	38.99	.00	38.99	45945	04/17/2025
		EVANS MAR 0143104500		fLEX TAPE X2	17	03/01/2025	29.98	.00	29.98	45945	04/17/2025
		EVANS MAR 0143104500		aXE HANDLE SLEDGE	18	03/01/2025	36.98	.00	36.98	45945	04/17/2025
		EVANS MAR 0145204500		BELTS MOWER	19	03/01/2025	69.08	.00	69.08	45945	04/17/2025
		EVANS MAR 0142104600		hVAC ACTUATOR	20	03/01/2025	25.00	.00	25.00	45945	04/17/2025
		EVANS MAR 0143104500		2 SKILLESTS TONGS	21	03/01/2025	46.97	.00	46.97	45945	04/17/2025
		EVANS MAR 0243707861		SPRAY PAINT	22	03/01/2025	39.00	.00	39.00	45945	04/17/2025
		EVANS MAR 0243707861		BrAKE PADS	23	03/01/2025	45.00	.00	45.00	45945	04/17/2025
		EVANS MAR 0143104500		JACK STANDS	24	03/01/2025	219.95	.00	219.95	45945	04/17/2025
		EVANS MAR 0243707861		tRAILER CONNECTORS	25	03/01/2025	43.36	.00	43.36	45945	04/17/2025
		EVANS MAR 0243707861		BrOOM HANDLES	26	03/01/2025	19.98	.00	19.98	45945	04/17/2025
		EVANS MAR 0243707861		tIRES	27	03/01/2025	983.40	.00	983.40	45945	04/17/2025
		EVANS MAR 0243707861		SHIFT BUSHING	28	03/01/2025	17.98	.00	17.98	45945	04/17/2025
		EVANS MAR 0142104600		tIRES	29	03/01/2025	1,112.70	.00	1,112.70	45945	04/17/2025
		EVANS MAR 0145204500		BrAKE CLEAN	30	03/01/2025	209.80	.00	209.80	45945	04/17/2025
		EVANS MAR 0145204500		air filters	31	03/01/2025	20.55	.00	20.55	45945	04/17/2025
		EVANS MAR 0143104500		hYDRO/ OIL FILTERS	32	03/01/2025	64.98	.00	64.98	45945	04/17/2025
		EVANS MAR 0143104500		3/8 PUSH PINS	33	03/01/2025	625.00	.00	625.00	45945	04/17/2025
		EVANS MAR 0143104500		MIRRORS AND SPOT MIR	34	03/01/2025	224.88	.00	224.88	45945	04/17/2025
		EVANS MAR 0143104500		hYDRO FILTER/ OIL FILTE	35	03/01/2025	36.61	.00	36.61	45945	04/17/2025
		EVANS MAR 0143104500		OIL CAP	36	03/01/2025	4.76	.00	4.76	45945	04/17/2025
		EVANS MAR 0142104600		Brake clean	37	03/01/2025	276.90	.00	276.90	45945	04/17/2025
		FOX MARCH 0144003500		SCANNED BUILDING PLA	1	03/01/2025	23.50	.00	23.50	45945	04/17/2025
		FOX MARCH 0144005700		fUEL FOR TRIP TO ADA T	2	03/01/2025	72.04	.00	72.04	45945	04/17/2025
		FOX MARCH 0144005700		BrEAKFAST AT TRAINING	3	03/01/2025	20.94	.00	20.94	45945	04/17/2025
		FOX MARCH 0144003500		adobe sFTWARE	4	03/01/2025	19.99	.00	19.99	45945	04/17/2025
		GLEN MARC 0142104600		car wash	1	03/01/2025	3.75	.00	3.75	45945	04/17/2025
		HARRIS MA 0243707855		Safety harness fall protecti	1	03/01/2025	189.98	.00	189.98	45945	04/17/2025
		HARRIS MA 0243707845		Dust mop handle	2	03/01/2025	63.02	.00	63.02	45945	04/17/2025
		HARRIS MA 0249509019		parts for barrel pump	3	03/01/2025	211.96	.00	211.96	45945	04/17/2025
		HARRIS MA 0144003500		Storage bins for planning	4	03/01/2025	94.99	.00	94.99	45945	04/17/2025
		HARRIS MA 0243707800		crwca conference hotel	5	03/01/2025	596.00	.00	596.00	45945	04/17/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		HARRIS MA	0243707800	crwa conference hotel	6	03/01/2025	596.00	.00	596.00	45945	04/17/2025
		HARRIS MA	0243707711	case for quiana tablet	7	03/01/2025	29.99	.00	29.99	45945	04/17/2025
		HARRIS MA	0243302000	uniform pants	8	03/01/2025	121.76	.00	121.76	45945	04/17/2025
		HARRIS MA	0243302000	uniform shirts	9	03/01/2025	254.91	.00	254.91	45945	04/17/2025
		HUMPHREY	0142107410	training	1	03/01/2025	234.00	.00	234.00	45945	04/17/2025
		HUMPHREY	0142104600	Car wash	2	03/01/2025	3.25	.00	3.25	45945	04/17/2025
		HUMPHREY	0142103100	membership	3	03/01/2025	50.00	.00	50.00	45945	04/17/2025
		HUPPE MAR	0141503000	newspaper subscription	1	03/01/2025	17.54	.00	17.54	45945	04/17/2025
		HUPPE MAR	0141503000	newspaper subscription	2	03/01/2025	1.38	.00	1.38	45945	04/17/2025
		HUPPE MAR	0141503000	SHred service	3	03/01/2025	77.08	.00	77.08	45945	04/17/2025
		HUPPE MAR	0146008030	July 4 movie	4	03/01/2025	500.00	.00	500.00	45945	04/17/2025
		HUPPE MAR	0141503000	communication platform	5	03/01/2025	120.00	.00	120.00	45945	04/17/2025
		HUPPE MAR	0140608752	city hall signs	6	03/01/2025	60.46	.00	60.46	45945	04/17/2025
		HUPPE MAR	0444152300	pool keys	7	03/01/2025	11.97	.00	11.97	45945	04/17/2025
		HUPPE MAR	0143103500	Drug testin	8	03/01/2025	169.00	.00	169.00	45945	04/17/2025
		INGLE MAR	0142103100	Supplies	1	03/08/2025	107.48	.00	107.48	45945	04/17/2025
		INGLE MAR	0142104600	Car wash	2	03/08/2025	4.75	.00	4.75	45945	04/17/2025
		INGLE MAR	0142103100	postage	3	03/08/2025	9.68	.00	9.68	45945	04/17/2025
		JACKSON M	0243707861	hitch ball return	1	03/01/2025	35.41	.00	35.41	45945	04/17/2025
		JACKSON M	0243707861	hitch ball	2	03/01/2025	32.81	.00	32.81	45945	04/17/2025
		JACKSON M	0243707861	labor/ o ring	3	03/01/2025	347.50	.00	347.50	45945	04/17/2025
		JACKSON M	0243607731	hardware for radio	4	03/01/2025	23.17	.00	23.17	45945	04/17/2025
		JACKSON M	0143103500	tools	5	03/01/2025	29.98	.00	29.98	45945	04/17/2025
		KELSO MAR	0144207750	SPRINKLERS AND RAKE	1	03/01/2025	129.89	.00	129.89	45945	04/17/2025
		KELSO MAR	0144207750	pipe FITTINGS	2	03/01/2025	4.78	.00	4.78	45945	04/17/2025
		KELSO MAR	0144207750	pipe FITTINGS	3	03/01/2025	58.67	.00	58.67	45945	04/17/2025
		KELSO MAR	0144207750	SPRINKLER HEAD FOR L	4	03/01/2025	53.52	.00	53.52	45945	04/17/2025
		KELSO MAR	0144207750	pipeFITTING	5	03/01/2025	77.25	.00	77.25	45945	04/17/2025
		KLINE MAR	0142104600	Car wash	1	03/01/2025	5.00	.00	5.00	45945	04/17/2025
		LANCASTER	0141503000	Office suplies	1	03/01/2025	217.03	.00	217.03	45945	04/17/2025
		LANCASTER	0141503000	lori monitor	2	03/01/2025	87.00	.00	87.00	45945	04/17/2025
		LANCASTER	0143103500	BATTERies and scrapers	3	03/01/2025	177.94	.00	177.94	45945	04/17/2025
		LANCASTER	0143103500	Water truck pieces	4	03/01/2025	203.25	.00	203.25	45945	04/17/2025
		LANCASTER	0143103500	tools	5	03/01/2025	58.83	.00	58.83	45945	04/17/2025
		LANCASTER	0141503000	hardware	6	03/01/2025	42.95	.00	42.95	45945	04/17/2025
		LANCASTER	0249509020	SHovel	7	03/01/2025	17.99	.00	17.99	45945	04/17/2025
		LANCASTER	0140608530	light bulbs	8	03/01/2025	181.29	.00	181.29	45945	04/17/2025
		MARTINEZ	0143103500	food	1	03/01/2025	42.76	.00	42.76	45945	04/17/2025
		MARTINEZ	0243807950	Caps, gap filler	2	03/01/2025	49.96	.00	49.96	45945	04/17/2025
		NASTA MAR	0141505600	adobe subscription	1	03/01/2025	19.99	.00	19.99	45945	04/17/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		NELSON MA	0142106000	Detective program	1	03/01/2025	125.00	.00	125.00	45945	04/17/2025
		NELSON MA	0142103100	Business cards	2	03/01/2025	71.47	.00	71.47	45945	04/17/2025
		NELSON MA	0142103100	transcription	3	03/01/2025	130.50	.00	130.50	45945	04/17/2025
		NELSON MA	0142102000	uniform item	4	03/01/2025	69.00	.00	69.00	45945	04/17/2025
		RAE MARCH	0141206000	membership CMCA	1	03/01/2025	50.00	.00	50.00	45945	04/17/2025
		RAE MARCH	0141205700	Class/training	2	03/01/2025	75.00	.00	75.00	45945	04/17/2025
		RAE MARCH	0141503000	employee meal	3	03/01/2025	108.14	.00	108.14	45945	04/17/2025
		RAE MARCH	0141503000	birthday card	4	03/01/2025	1.08	.00	1.08	45945	04/17/2025
		RAE MARCH	0141503000	birthday gift card	5	03/01/2025	20.00	.00	20.00	45945	04/17/2025
		RUDNIK MA	0142104600	Car wash	1	03/01/2025	5.00	.00	5.00	45945	04/17/2025
		SMITH MAR	0145203500	ROLLER PADS AND BRUS	1	03/01/2025	23.16	.00	23.16	45945	04/17/2025
		SMITH MAR	0145207720	40 LB GRASS SEED	2	03/01/2025	69.99	.00	69.99	45945	04/17/2025
		SMITH MAR	0145204560	gATE WHEELS	3	03/01/2025	37.98	.00	37.98	45945	04/17/2025
		SMITH MAR	0145203800	pVC PARTS	4	03/01/2025	15.12	.00	15.12	45945	04/17/2025
		SMITH MAR	0140608752	CoMP FITTING	5	03/01/2025	33.97	.00	33.97	45945	04/17/2025
		SMITH MAR	0145203800	pVC PARTS	6	03/01/2025	14.01	.00	14.01	45945	04/17/2025
		SMITH MAR	0140608752	SPRINKELR VALVE RETU	7	03/01/2025	17.99-	.00	17.99-	45945	04/17/2025
		SMITH MAR	0140608752	SPRINKLER VALVES	8	03/01/2025	41.29	.00	41.29	45945	04/17/2025
		VERNETTI M	0144006500	tESTING FEE FOR RESID	1	03/01/2025	240.00	.00	240.00	45945	04/17/2025
		VERNETTI M	0144003500	IADDER AND MARKER	2	03/01/2025	315.98	.00	315.98	45945	04/17/2025
		WERTSBAU	0243658780	Door sweeps and batteries	1	03/01/2025	70.96	.00	70.96	45945	04/17/2025
		WERTSBAU	0243707845	hdmi cable	2	03/01/2025	16.00	.00	16.00	45945	04/17/2025
		WERTSBAU	0243707800	lodging for water conferenc	3	03/01/2025	119.00	.00	119.00	45945	04/17/2025
		WERTSBAU	0243658760	tubing clamps	4	03/01/2025	10.97	.00	10.97	45945	04/17/2025
		WERTSBAU	0243607731	Welding services	5	03/01/2025	60.00	.00	60.00	45945	04/17/2025
		WERTSBAU	0243658780	Swamp cooler parts	6	03/01/2025	49.97	.00	49.97	45945	04/17/2025
		WERTSBAU	0243658780	Swamp cooler parts	7	03/01/2025	11.98	.00	11.98	45945	04/17/2025
Total 2104:							16,047.09	.00	16,047.09		
2219	CHARTER COMMUNICATI	1726308010	0141505000	CITY HALL	1	04/07/2025	431.33	.00	431.33	20250429	04/16/2025
		1726308010	0143105000	shop	2	04/07/2025	249.96	.00	249.96	20250429	04/16/2025
		1726308010	0444152000	pool	3	04/07/2025	150.00	.00	150.00	20250429	04/16/2025
		251174501	0144203500	Cemetery Internet	1	04/07/2025	224.67	.00	224.67	20250430	04/16/2025
Total 2219:							1,055.96	.00	1,055.96		
2460	LANGSTON CONCRETE	16743	1743107573	SOUTH PIKES PEAK ROA	1	04/17/2025	82,590.00	.00	82,590.00	45947	04/17/2025

Check issue dates: 4/14/2025 - 4/17/2025

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Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2460:							82,590.00	.00	82,590.00		
2614	Amnet Inc.	18999	0141505600	admin	1	04/15/2025	3,112.30	.00	3,112.30	20250430	04/16/2025
		18999	0141205600	court	2	04/15/2025	109.60	.00	109.60	20250430	04/16/2025
		18999	0241505600	water	3	04/15/2025	2,702.12	.00	2,702.12	20250430	04/16/2025
		18999	0142105050	police	4	04/15/2025	2,530.67	.00	2,530.67	20250430	04/16/2025
		18999	0143104550	public works	5	04/15/2025	520.60	.00	520.60	20250430	04/16/2025
		18999	0444152300	pool firewall	6	04/15/2025	210.00	.00	210.00	20250430	04/16/2025
		18999	0143104550	pw switch	7	04/15/2025	125.00	.00	125.00	20250430	04/16/2025
		18999	0241506600	water cybersecurity monthl	8	04/15/2025	1,800.00	.00	1,800.00	20250430	04/16/2025
		18999	0141506600	admin cybersecurity monthl	9	04/15/2025	1,200.00	.00	1,200.00	20250430	04/16/2025
		19031	0141505600	admin	1	04/16/2025	405.00	.00	405.00	20250429	04/16/2025
		19031	0142105050	pd	2	04/16/2025	337.50	.00	337.50	20250429	04/16/2025
Total 2614:							13,052.79	.00	13,052.79		
2693	CH2M Hill Engineers, Inc.	709336CH02	0243707890	Task Order #2 Airport Wat	1	04/17/2025	2,134.25	.00	2,134.25	45941	04/17/2025
Total 2693:							2,134.25	.00	2,134.25		
2703	Brady's Locksmith	6869 ARPA 2	0757702025	Lock Project City Hall CSP	1	03/27/2025	2,819.24	.00	2,819.24	45940	04/17/2025
Total 2703:							2,819.24	.00	2,819.24		
2871	Core & Main	W493323	0249509043	67 Pipeline Project - Pipe s	1	02/26/2025	2,544.84	.00	2,544.84	45942	04/17/2025
		W493323	0249509043	67 Pipeline Project - Pipe s	2	02/26/2025	1,344.40-	.00	1,344.40-	45942	04/17/2025
		W535300	0249509043	67 Pipeline Project - Pipe s	1	03/04/2025	214.54	.00	214.54	45942	04/17/2025
		W543693	0249509043	67 Pipeline Project - Pipe s	1	03/05/2025	1,803.84	.00	1,803.84	45942	04/17/2025
		W550492	0249509043	67 Pipeline Project - Pipe s	1	03/11/2025	506.43	.00	506.43	45942	04/17/2025
		W641718	0243807930	Fittings	1	03/20/2025	577.53	.00	577.53	45942	04/17/2025
		W650280	0249509043	67 Pipeline Project - Pipe s	1	03/25/2025	665.43	.00	665.43	45942	04/17/2025
		W666429	0243807930	Fittings	1	03/27/2025	6,229.30	.00	6,229.30	45942	04/17/2025
		W730918	0249509043	67 Pipeline Project - Pipe s	1	04/04/2025	1,772.82	.00	1,772.82	45942	04/17/2025
		W754766	0249509043	67 Pipeline Project - Pipe s	1	04/09/2025	123.42	.00	123.42	45942	04/17/2025
Total 2871:							13,093.75	.00	13,093.75		
3245	Rhoades Construction, INC	N PIKES PE	0249509043	Payment No. 2 Schedule	1	04/17/2025	332,007.35	.00	.00	45948	04/17/2025
		N PIKES PE	0249509043	Payment No. 2 Schedule	2	04/17/2025	332,007.35				



Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		N. PIKES PE	0249509043	Payment No. 3 Schedule C	1	04/17/2025	332,007.35	.00	332,007.35	45949	04/17/2025
		Total 3245:					332,007.35	.00	332,007.35		
3251	Dabella Exteriors, LLC	REFUND LIC	0132101200	Refund - Paid twice on lice	1	04/16/2025	100.00	.00	100.00	45943	04/17/2025
		Total 3251:					100.00	.00	100.00		
3252	Bill H. Bash	REFUND- B	0234401200	Refund Bulk Water Card B	1	02/26/2025	48.90	.00	48.90	45939	04/17/2025
		Total 3252:					48.90	.00	48.90		
3253	David Howard	REFUND- CL	0210001152	Refund- Closing payment	1	04/09/2025	35.83	.00	35.83	45944	04/17/2025
		Total 3253:					35.83	.00	35.83		
		Grand Totals:					566,507.28	.00	566,507.28		

## Report Criteria:

Detail report type printed

# COUNCIL ACTION FORM

MEETING DATE: APRIL 21, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

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**Agenda Item:** Consider adopting a Resolution adopting a revised Personnel Policy Document for the City of Florence, Colorado

**Department:** Administration

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**Staff Recommendation:**

Adopt a Resolution updating the Personnel Policy Document for the City of Florence, Colorado.

**Background/Description of Item:**

The Personnel Policies were initially adopted by the City Council by Resolution on February 5, 2024. This Resolution adopts an updated policy manual containing several suggested changes based on both the recent changes to Title Two of the Florence, Colorado, Municipal Code and on practical observations leading to determinations that policy adjustments were necessary.

The *Personnel Policy* (Policy) document provides the necessary guidelines for the establishment of a uniform and efficient personnel management system in order to ensure fair treatment of applicants and employees in all aspects of personnel administration. It provides rules and procedures for items typically associated with personnel management and includes best practices used by a wide variety of municipal governments.

The Policy consists of nine (9) sections, each covering a variety of topics related to the efficient and orderly conduct of City purchasing:

- **Definitions**
  - Provides definitions for the general terms that appear throughout the Policy.
- **General Provisions**
  - Provides information regarding the purpose of the Policy, how the Policy is to be administrated, the intended application of the Policy, and general employee-related policies including but not limited to items such as Equal Employment Opportunity, harassment, complaints, retaliation, conflicts of interest, and violence in the workplace.
- **Vacancies, Recruitment, and Appointment**
  - Covers policies and procedures relating to hiring including but not limited to recruitment, candidate selection, appointment, documentation, and disqualification of applicants.
- **Terms of Employment**
  - Provides information on general terms of employment including but not limited to work schedules, attendance and time reporting, work related travel and expenses, use of vehicles, and use of City equipment.
- **Compensation and Benefits**
  - Covers general information and policies regarding topics including but not limited to employee pay and benefits including but not limited to procedures for determining

pay for a position, overtime, salary and economic adjustments, and available benefits.

- **Leave Time**
  - Provides information regarding topics including but not limited to the types of leave available to employees, holidays recognized by the City, benefit time accrual rates, policies and procedures for requesting leave, and the City's shared leave pool.
- **Discipline**
  - Covers policies and procedures regarding the use of disciplinary actions including but not limited to reasons for discipline, types of discipline, how discipline is administered, and the appeal process.
- **Ethics**
  - Covers the policies and procedures related to general ethics topics not covered elsewhere in the Policy, including but not limited to the code of conduct, customer service, handling confidential information, email use, and social media use.
- **Separation**
  - Covers the process for separation from an employee including voluntary resignations, separation due to discipline, and retirement.

The Policy has been attached in its entirety for the Council's review, along with a detailed synopsis of the proposed changes to the policy

**Attachments:**

- Resolution 4-2025
- *Personnel Policy*
- Proposed Changes in Detail

**Suggested Motion:**

Adopt Resolution 4-2025, a Resolution providing for the adoption of a revised Personnel Policy Document for the City of Florence, Colorado.

**RESOLUTION NO. 4-2025**

A RESOLUTION PROVIDING FOR THE ADOPTION OF A REVISED PERSONNEL POLICY DOCUMENT FOR THE CITY OF FLORENCE, COLORADO.

WHEREAS, the City of Florence previously deemed it advisable to adopt a uniform Personnel Policy Document for the City of Florence; and

WHEREAS, the City of Florence recognizes that updates to the Personnel Policy Document are necessary from time to time

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO, AS FOLLOWS:

**SECTION ONE:** The Personnel Policy Document is adopted as written in the attached Personnel Policy Document.

**SECTION TWO:** This Personnel Policy Document supersedes any rules, regulations or policies in conflict herewith; and

**SECTION THREE:** The Resolution shall take effect and be in full force from and after its adoption by the City Council of the City of Florence on April 21, 2025.

**ADOPTED** By the City Council of the City of Florence, Colorado, this 21<sup>st</sup> day of April, 2025

SIGNED by the Mayor on this 21<sup>st</sup> day of April, 2025.

CITY OF FLORENCE, COLORADO

(SEAL)

\_\_\_\_\_  
Steve Wolfe, Mayor

Attest:

\_\_\_\_\_  
Cortlyne Huppe, City Clerk

Approved as to form: \_\_\_\_\_

Dan Findlay, City Attorney



# Personnel Policies

April, 2025 Edition

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## SECTION 1.

### Definitions

# SECTION 1. DEFINITIONS

This Section contains terms of a general nature that apply to the entire document, unless a subsequent Section provides specific definitions unique to that Section.

**ACCRUAL:** The collection and accumulation of vacation and sick leave.

**BONA FIDE:** Genuine; sincere.

**CHAIN OF COMMAND:** An employee's chain of command shall be the direct supervisor, the supervisor's supervisor, etc., to the Department Head, then to the City Manager.

**CHANGE OF STATUS:** A change of status occurs when an individual experiences any change in position or salary due to being hired, promoted, demoted, transferred, awarded a performance increase, or having their position being reclassified or moved to a different salary range.

**CHILD:** A biological, adopted, or foster child; a stepchild, or legal ward, or a child who is or was cared for on a day-to-day basis and whose financial support is or was provided by the employee. This includes a child 18 years of age or older who is incapable of self-care because of mental or physical disabilities.

**CITY:** When capitalized, refers to the municipal corporation of the City of Florence, Colorado.

**CITY COUNCIL:** The City Council and the Mayor, as elected by the residents of the City of Florence, Colorado.

**CITY MANAGER:** The chief administrative officer who, under the direction of the City Council, is responsible for all administrative functions of the City and who is the direct supervisor of all Department Heads.

**CITY STRUCTURE:** The City of Florence, Colorado, is organized under a City Council – City Manager form of government.

**COMPENSATION:** Salary or wages, per diems, retirement benefits, or other benefits provided to an employee in exchange for work conducted on behalf of, and/or at the direction of, the City.

**DEMOTION:** Occurs when an employee voluntarily or involuntarily moves to a different position that is in a lower salary range.

**DEPARTMENT:** A major functional unit of the City government.

**DEPARTMENT HEAD:** The individual who is directly responsible for the operation and administration of a department.

**DISCIPLINARY ACTION:** A procedure designated to penalize, modify or correct the actions of an employee for a violation of the City's Personnel Policies, department policies and procedures, poor performance, or any other conduct that reflects negatively upon the City or which may, at the City's sole determination, be construed as inappropriate or unprofessional.

**DIVISION:** A major sub-unit within a department.

**EMERGENCY:** A sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, safety, property, and/or welfare of the community.

**EMPLOYEE:** Any person employed by and working for the City other than independent contractors, members of the Governing Body, board, committee, or commission members appointed by the Governing Body, or volunteers.

**EMPLOYEE, EXEMPT:** An executive, administrative, or professional employee who has been identified by the City to be exempt under the provisions of the Fair Labor Standards Act.

**EMPLOYEE, NON-EXEMPT:** An employee who is covered by the provisions of the Fair Labor Standards Act for overtime compensation and minimum wages.

**EMPLOYEE, SEASONAL:** A position which is intended to recur annually, and is seasonal in nature and duration.

**EMPLOYEE, TEMPORARY:** A position in which an employee works the standard daily hours established for the position, but which is limited due to one or more of the following: the duration of the work, on-the-job training; the job is classified as an internship; or the job is classified as a student worker position.

**GENDER:** When the masculine pronoun is used in these policies, it also means the feminine; when the plural is used it likewise means the singular.

**IMMEDIATE FAMILY:** An employee's child, spouse, parents, or siblings as defined herein.

**INCUMBENT:** A person who currently fills a specific position.

**INTRODUCTORY PERIOD:** The first six months of employment for all employees other than Police Officers. Police Officers remain in an Introductory Period until successful completion of the Academy.

**ISSUES OF CONCERN:** Incidents in which an employee disagrees with the interpretation of the provisions of City Personnel Policies, working conditions, relationships with co-workers or supervisors, or the application of other laws and ordinances. This does not include performance evaluations or issues related to disciplinary action.

**LAYOFF:** The separation of an employee from City employment due to such things as lack of funds, lack of work, termination of a program, or other reasons not related to the fault, delinquency, or misconduct on the part of the employee.

**LEAVE:** A period of absence from work.

**MANAGEMENT:** Those employees charged with the direct supervision and responsibility for daily administration of employees within their division and/or department.

**MAY:** Is generally permissive; however, the words "no person may" means that no person is required, authorized, or permitted to do the act referenced.

**PARENT:** The biological parent or the stepparent of an employee, or an individual who cared for the employee on a day-to-day basis and provided financial support when the employee was a minor.

**POSITION:** A group of duties and responsibilities assigned or delegated to one employee.



**POSITION DESCRIPTION:** A written document that identifies the purpose, duties, responsibilities, and accountabilities of a job; the knowledge, skills, and abilities needed to perform the job satisfactorily; and other special considerations, if any.

**RESIGNATION:** A voluntary separation from City employment by an employee.

**SALARY RANGE:** Salary ranges are established for classes of positions. These ranges are based on position characteristics (background requirements, level of responsibility, and essential duties and responsibilities), market value, organizational parity, and budget.

**SEPARATION:** When an employee leaves the service of the City for any reason, voluntarily or involuntarily.

**SHALL:** Means imperative; must.

**SIBLINGS:** Brother, sister, stepbrother, and stepsister.

**SOLICITATION:** To request money for any purpose including, but not limited to, miscellaneous charities, outside insurance, raffles, betting pools, magazine clubs, cosmetic sales, jewelry or craft sales, Girl Scout cookies, labor organizations, societies, lodges, etc.

**SPOUSE:** Husband or wife, as defined by Colorado state law or applicable Federal law.

**START DATE:** The date a person begins employment in a position with the City.

**SUPERVISOR:** A person working in a position that is responsible for the work activities of an employee or a group of employees.

**TERMINATION, INVOLUNTARY:** The end of an employee's employment with the City, initiated by the City.

**TERMINATION, VOLUNTARY:** The end of an employee's employment with the City, initiated by the employee.

**TITLE:** When a specific title is referenced any place in these Personnel Policies, it shall also mean the person acting with authority in that position.

**VACANCY:** An unoccupied, budgeted position.

**WEAPON:** Any firearm, stun gun, shotgun, rifle, any type of explosive, any bow and arrow device, any dagger, dangerous knife, sword, straight-edged razor, stiletto, nun-chuck stick, chemical or pepper spray, or any other tool, instrument, or implement capable of inflicting serious bodily injury.

**WILL:** Means imperative; must.

**WORKDAY:** The normally scheduled work period within one 24-hour period for a specific position.



## SECTION 2.

### General Provisions

# SECTION 2. GENERAL PROVISIONS

ARTICLE 2-101 PURPOSE

ARTICLE 2-102 ADMINISTRATION

ARTICLE 2-103 APPLICATION

ARTICLE 2-104 EMPLOYEE RELATED POLICIES

## 2-101 PURPOSE

These personnel policies express the intent of the City of Florence, Colorado, to establish a uniform and efficient personnel management system for the fair treatment of applicants and employees in all aspects of personnel administration. **THIS DOCUMENT IS NOT A CONTRACT AND NONE OF THESE POLICIES NOR ANY OTHER COMMUNICATION BY A CITY REPRESENTATIVE, WHETHER ORAL OR WRITTEN, CREATE CONTRACTUAL EMPLOYMENT RIGHTS NOR DO THEY ALTER THE EMPLOYMENT-AT-WILL RELATIONSHIP IN ANY WAY.** The City or an employee may separate or terminate the employment relationship at any time, with or without cause, for any lawful reason.

The City may add to the policies or revoke or modify them at any time without prior notice. The City will attempt to keep the policies current; however, there may be times when policy changes are enacted before the written materials can be revised and/or presented to Council for discussion, debate, or approval. This document supersedes all other, previous versions of personnel policies.

## 2-102 ADMINISTRATION

The City of Florence, Colorado, is organized under a City Council – City Manager form of government. Under this form of government, the City Manager is responsible for the administration of the City, including the administration of personnel policies and employee benefits. The City Manager delegates responsibility through Department Heads and/or other members of Management, who in turn delegate to Supervisors within their respective departments. Each Department Head, Manager, and Supervisor is responsible for thorough and consistent implementation of the City personnel policies within their area.

These City personnel policies are intended to establish consistent personnel practices for all City employees. In conjunction with the City Manager, all departments and divisions are encouraged to develop more detailed policies and procedures that address those areas specific to their responsibilities. Departmental policies and procedures must be approved by the City Manager and shall not conflict in any way with the City personnel policies. Any departmental policy or procedure shall, within a reasonable time frame, be made available in writing to all department employees and shall have the force and effect of these Personnel Policies. Disciplinary action may be based upon breach of any such policy.

## 2-103 APPLICATION

### *2-103.1 EMPLOYEES COVERED*

These City personnel policies shall apply to all persons holding a paid position within City service. For this purpose, City employees shall be defined as those employees in departments and offices for which the City Council serves as the final budget authority.

### *2-103.2 ELECTED AND APPOINTED OFFICIALS*

Elected and appointed positions are not subject to the City Personnel Policies. Their appointment, conduct on the job, compensation, separation, and removal are determined by administrative policies and procedures, the City Council Rules of Procedure, city municipal code, resolution, ordinance, and/or other applicable state and federal laws. This includes all persons holding elective office, the city attorney, municipal court judge and prosecutors, members of appointed City boards, commissions, and committees, and persons employed to conduct a special inquiry, investigation, or examination of a technical nature where such work is not appropriate to be performed by regular employees.

### *2-103.3 SAVINGS*

If any City Personnel Policy shall be held invalid by judicial or legislative action in full or in part, the remainder of these policies shall not be affected.

## 2-104 EMPLOYEE RELATED POLICIES

### *2-104.1 GENERAL POLICY*

These policies have been written with the realization that the strength of the City government depends directly on the individual contribution made by each employee. In return, the City expects that each employee shall attempt to achieve high levels of productivity and efficiency in carrying out the employee's job in the spirit of job satisfaction, service to the City, and assuring accountability in the services provided to the public.

### *2-104.2 EMPLOYEE DUTY TO ASSIST BY REPORTING*

Each employee has a duty to report any information that assists the City in administering these policies. Examples include, but are not limited to, reporting possible violations and imminent safety threats. The employee shall report this information to their immediate supervisor, Department Head, City Manager, or the Human Resources Division.

### *2-104.3 EQUAL EMPLOYMENT OPPORTUNITY POLICY*

The City of Florence shall provide for equal opportunity in employment and personnel management for all persons; access to, and full utilization and benefit of, training and advancement opportunities without discrimination because of race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors or any other considerations made unlawful by applicable federal, state or local laws; and assurance that persons applying for or currently employed by, or applying for future vacancies in the employ of the City shall be considered on the basis of individual ability and merit without discrimination or favor.

## *2-104.4 ANTI-HARASSMENT POLICY*

The City of Florence is committed to providing a work environment free of unlawful harassment. The City of Florence prohibits sexual harassment, same sex harassment, and harassment based on of race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other basis protected by federal, state or local law or ordinance or regulation. The City of Florence's anti-harassment policy applies to all persons involved in the operations of the City including employees, applicants, other non-employees (including elected and appointed officials), customers, vendors and suppliers. The City of Florence prohibits unlawful harassment by any employee of the City. Any such harassment will subject the offending employee to disciplinary action, up to and including immediate termination. The City of Florence also prohibits harassment of any employee in connection with their work by an applicant, other non-employee customer, vendor or supplier. Appropriate action will be taken against the offending party for violations of this policy.

### *2-104.4.1 PROHIBITED CONDUCT*

Prohibited harassment includes, but is not limited to, the following behaviors:

- a) Verbal conduct such as words, epithets, offensive or derogatory jokes or comments, slurs, suggestive or insulting sounds, or other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing;
- b) Visual conduct or written materials such as denigrating, derogatory and/or sexually-oriented posters or signs, pictures, cartoons, drawings, or offensive gestures including but not limited to e-mail jokes or statements, downloading inappropriate pictures or materials from computer or other technological systems, or articles of a harassing or offensive nature.
- c) Physical conduct such as pranks, threats, intimidation, physical assault, violence, unwanted touching, gestures or gesticulation, blocking normal movement or interfering with work, or any behavior that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other basis protected by federal, state or local law or ordinance or regulation.
- d) Sexual harassment such as unwelcome or unwanted sexual advances; requests for sexual favors; offering employment benefits in exchange for sexual favors; visual conduct; leering; making sexual gestures; displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal sexual advances, propositions, or requests; verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; physical conduct; touching, assaulting, impeding or blocking movement; or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. Sexual harassment also encompasses such conduct when it is made a term or condition of employment or compensation, whether implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejections of such conduct.

Sexual harassment crosses age and gender boundaries and may include conduct between individuals of the same sex or gender identification.

- e) Harassment of employees in connection with their work by a non-employee, resident, customer, vendor, or supplier.
- f) Harassment of non-employees, residents, customers, vendors, or suppliers by employees.
- g) Retaliation for having reported or indicating plans to report harassment.

#### *2-104.5 COMPLAINT PROCEDURE*

Every employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If an employee experiences any job-related harassment based on race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other factor, or if an employee believes they have been treated in an unlawful, discriminatory, or retaliatory manner, the employee shall promptly report the incident to the City Manager, or to any managerial/departmental head employee, who will then be responsible for promptly reporting the incident to the City Manager. The City Manager will promptly and impartially investigate complaints and ensure that appropriate action is taken. Employee complaints will be kept confidential to the maximum extent possible. Every employee has an absolute duty to report improper conduct promptly in order to allow the City to conduct a timely investigation.

If the City determines that an employee has engaged in improper conduct, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. It will generally be considered inappropriate to discuss any resultant discipline with the complaining party.

#### *2-104.6 ANTI-RETALIATION POLICY*

Retaliation against employees who identify workplace issues, such as, but not limited to, harassment, fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of employees, is prohibited.

Actions taken for nondiscriminatory or non-retaliatory reasons, such as, but not limited to, discipline for cause or other performance-related actions, are not prohibited.

These guidelines are intended to supplement and not limit employees' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of an employee pursuant to any applicable law, provision of the U.S. Constitution, ordinance, resolution, regulation, or employment agreement.

##### *2-104.6.1. ZERO TOLERANCE POLICY*

The City of Florence has zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation employees who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly, impartially, and appropriately investigated.

#### *2-104.6.2 RETALIATION PROHIBITED*

No employee may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice reasonably believed to be unlawful, unethical, discriminatory, or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation may include any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a deserved promotion or salary/benefits adjustment.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably treating/avoiding a person because they have engaged in protected activity.
- Unequal treatment compared to other similarly situated employees without supporting justification.

#### *2-104.6.3 COMPLAINTS OF RETALIATION*

Any employee who feels they have been retaliated against in violation of this policy should promptly report the matter to any Supervisor, Manager, Department Head, the City Manager, or the Human Resources Division.

Employees shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Employees shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting employee is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement, confidential or not, by the employee is part of the investigative process.

#### *2-104.6.4 SUPERVISOR RESPONSIBILITIES*

Supervisors are expected to remain familiar with, knowledgeable of, and rely on and reference this policy and ensure that employees under their supervision are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- Ensuring complaints of retaliation are investigated as provided by the Complaints Procedure.
- Receiving all complaints in a fair and impartial manner.
- Documenting the complaint and any steps taken to resolve the problem.
- Acknowledging receipt of the complaint, promptly notifying the City Manager, and explaining to the employee how the complaint will be handled.
- Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- Monitoring the work environment to ensure that any employee making a complaint is not subjected to further retaliation.
- Periodically following up with the complainant to ensure that retaliation is not occurring nor continuing.
- Not interfering with nor denying the right of an employee to make any complaint.
- Taking reasonable steps to accommodate requests for assignment or schedule changes made by an employee who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

#### *2-104.6.5 CITY MANAGER RESPONSIBILITIES*

The City Manager shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- Communicating to all employees the prohibition against retaliation.
- The timely and impartial review of complaint investigations.
- Make recommendations for remediation of any inappropriate conduct or condition and recommend measures to be instituted to eliminate or minimize the likelihood of recurrence.
- The timely and sensitive communication of the outcome to the complainant.

#### *2-104.6.6 WHISTLE-BLOWING*

State law protects employees from retaliation for reporting unlawful employment practices and other protected activities. Employees who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a Supervisor. Supervisors should refer the complaint to the City Manager for investigation pursuant to the Complaint Procedure.

*C.R.S §§ 24-34-402, § 24-31-1204(8)(b), § 25.5-4-306(7), § 24-50-1111(7)(d), § 8-13.3-407(2)(a), § 8-13.3-509, § 8-3-108(h), § 24-92-210(8), § 24-114-102, § 24-50.5-103, § 8-4-120, § 8-14.4-102*

#### *2-104.7 AMERICANS WITH DISABILITIES ACT (ADA) PROCEDURE*

The Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability. The Americans with Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities if possible.

To comply with the employment provisions of the Americans with Disabilities Act, the City will:

- Evaluate whether a person with a disability is qualified to perform the essential functions of their position with or without accommodation; and
- Determine whether a reasonable accommodation can be made for a qualified individual.



If an employee or applicant believes they are protected by the provisions of the Americans with Disabilities Act and needs some type of accommodation, the employee shall notify the hiring authority or City Manager. The City will then work with the employee to determine if a reasonable accommodation is necessary or possible.

#### *2-104.8 CONFLICT OF INTEREST*

A conflict of interest or apparent conflict of interest may occur whenever an employee's interest in a particular subject may lead them to or could be perceived to lead them to actions, activities, or relationships that may undermine the City and may place it to disadvantage.

Conflicts of interest and apparent conflicts of interest may take many different forms that include, but are not limited to:

- Employees' ability to use their position with the City to their personal advantage
- Employees using connections obtained through the City for their own private purposes
- Employees using City equipment or means to support an external business or effort
- Employees acting in ways that may legally compromise the City (e.g. taking bribes or bribing representatives of legal authorities)

The possibility of a potential conflict of interest can be disclosed, addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists or may exist or may appear to exist, they should bring this matter to the attention of their supervisor so appropriate actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

The responsibility of resolving a conflict of interest starts with the employee's Department Head. If the Department Head cannot find a solution, the City Manager should be notified. The City Manager will then work with the employee to find a solution. All conflicts of interest will be resolved as fairly as possible.

In general, employees are advised to refrain from letting personal and/or financial interests and external activities come into opposition or perceived opposition with the City's fundamental interests.

In cases when a conflict of interest is not timely disclosed, deliberately concealed, or when a solution cannot be found, disciplinary action may be invoked up to and including termination

#### *2-104.9 OUTSIDE EMPLOYMENT*

Employees of the City may hold an outside job so long as certain conditions are met. Employees are required to discuss all outside jobs with their Department Head in order to assure that no conflict exists. Employees may not engage in private business while on duty.

Work-related activities and conduct away from the City must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to properly and timely fulfill all responsibilities to the City. Employees are prohibited from performing any services for customers of the City that are normally performed by the City. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for the City.

City employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at the City, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s), up to and including termination.

Employees may not use City-paid leave, other than Vacation or Military leave, to perform work for another employer.

If an employee's outside employment presents a conflict of interest with the City, as defined in the Conflict of Interest Policy, or if such outside employment has any real or perceived potential for negative impact on the City, the employee will be asked to terminate the outside employment.

Fraudulent use of leave time or an employee's refusal to comply with the City's reasonable request to terminate outside employment may result in discipline up to and including immediate termination of City employment.

#### *2-104.10 POLITICAL ACTIVITY*

It is the right of every employee to register and vote as is afforded all eligible citizens. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions in this section.

- a. The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees shall neither be appointed to, nor retained in, the City's service with any consideration of the basis of their political affiliations or activities.
- b. As private citizens, employees may participate in all political activities, including holding public office, except for activities involving the election of candidates for any City office and where holding an appointive or elective public office is incompatible with the employee's City employment.
- c. City employees are not prohibited from supporting candidates for office, nor from contributing labor to candidates and organizations that endorse candidates. Employees are not permitted to be candidates for City elective office or to make public endorsements in anything other than an expressly private capacity of a candidate for City elective office.
- d. Any employee desiring to become a candidate for City elective office shall first take a leave of absence without pay, if approved by the City Manager, or resign. Should an employee on an approved leave of absence without pay be unsuccessful in seeking such elective office, they shall, if determined appropriate by the City Manager, be returned to employment as determined by the City Manager, considering all relevant factors.. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.
- e. Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. Employees are not permitted to wear or display political badges, buttons or signs on their person or on City property during on-duty hours.

- f. No Supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- g. Nothing in this policy is meant to prohibit an employee from wearing or displaying political badges, buttons, apparel, or signs on their person or personal property while off-duty, nor is it meant to prohibit an employee from displaying signs on their personal real property.

#### *2-104.11 SMOKING, VAPING, AND TOBACCO USE POLICY*

Smoking, vaping, or tobacco or marijuana or other drug use shall not be permitted in any City building or enclosed facility, including but not limited to community buildings, treatment plants, concession areas, and restrooms. Smoking and/or vaping shall be permitted only at a reasonable distance of twenty-five (25) feet outside of entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, so as to ensure that tobacco and/or vape smoke does not enter those areas.

Smoking and/or vaping is prohibited in any meeting area when employees are required to be present, whether indoors or outdoors.

Tobacco use and/or vaping are prohibited in City vehicles.

It is the policy of the City to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.

#### *2-104.12 GROOMING AND DRESS POLICY*

Employees' grooming and dress should be appropriate to the work situation. It is important to maintain a neat, professional, and clean personal appearance at all times. This includes attention to personal hygiene and clothing. Department Heads will address the dress code and any uniform requirements for specific positions. The City of Florence reserves the right to determine if an employee's attire, appearance, or hygiene is not in keeping with this policy and may ask the employee to correct the issue before starting or resuming work. This time may be charged to vacation leave, or if the employee has none, leave without pay.

#### *2-104.13 VIOLENCE IN THE WORKPLACE*

***EXCEPTION: Due to the nature of the job, this policy is not meant to address violence employed or experienced by Sworn Officers working within the scope of their duties and employ in the Police Department.***

Threats of violence and acts of violence compromise the safety of employees and can affect morale, productivity, absenteeism, turnover, litigation costs, and worker's compensation costs. Ignoring threats of violence can result in physical and mental harm to employees, customers, and the general public. The City of Florence seeks to provide a work environment that is free from violence and threats of violence. Threats of violence and acts of violence by or against any employee of the City of Florence are not be tolerated. Violence or the threat of violence is a violation of City policy and employees who violate this policy are subject to disciplinary action up to and including termination of employment and possible criminal charges.

A threat is the expression of an intent or perceived intent to cause physical or mental harm and can include any expression which constitutes a threat regardless of whether the party communicating the threat has the present ability to carry it out or whether the expression is contingent on something else happening, or whether it may occur in the future. The following may be considered to be violence or threats of violence but it should be understood that this is not a complete list and other conduct may also constitute violence or the threat of violence:

- a. Physical harm or beatings including but not limited to striking, pushing, and other aggressive physical acts.
- b. Verbalized threats, abusive or offensive language, intimidation, etc.
- c. Property damage due to violence.
- d. Property theft due to employer-directed violence.
- e. Rape, sexual assault or sexual abuse.
- f. Verbal abuse.
- g. Harassment, intimidation, and other disruptive behavior.

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

Employees are required to report all violent incidents or perceived threats of violent incidents to their supervisor regardless of whether physical or mental harm occurs. If an employee feels it is necessary, the employee may bypass their supervisor and take the complaint up through the department chain of command or directly to the City Manager and/or City Attorney. Threats must be reported and documented when the behavior has been observed on the job or the threat has the potential to be carried out on City property or in the course of conducting City business. In case of true emergency employees are encouraged to call 911 for emergency assistance.

Employees should verbally report any behavior they have witnessed which they regard as threatening or violent to their supervisor. These threats may be made outside of work but have potential to be carried out in the workplace and include but are not limited to threats made by family members, partners, ex-partners, boyfriends, girlfriends, employees, and members of the public.

All reports of threats will be taken seriously. The City of Florence will not retaliate against employees who report real, perceived, or implied violent behavior or threats in good faith. Employees who intentionally make false reports or accusations will be subject to disciplinary action up to and including termination.

#### *2-104.14 SOLICITATION POLICY*

No employees nor other persons shall solicit sales or political contributions nor petition for signature of City employees during working hours. Occasional and reasonable collections for employees of sympathy, get well, going away, or other gifts, signatures on greeting cards, and charitable fund raising, are excluded from the limitations of this policy.

## *2-104.15 PERSONNEL RECORDS*

### *2-104.15.1 PERSONNEL RECORDS CUSTODIAN*

The City Clerk's office shall be the central repository for all such personnel files and records as the City Manager deems necessary and as required by the City of Florence's Records Management schedule.

### *2-104.15.2 PERSONNEL FILES*

All employees shall have a personnel file located with the City Clerk.

The Personnel File shall contain only documents relevant to the individual's employment with the City. All original documents shall be kept in an employee's personnel file.

An employee's personnel file and the information therein, subject to other applicable law, shall be accessible only to the employee, the employee's supervisor or Department Head, the City Manager, the City Attorney or other counsel representing the City or any other parties with legal justification to access at the determination of the City, or to others with the written release of the employee.

Authorized persons requesting access to an employee's personnel file shall provide the City Clerk with reasonable notice. All inspections and copying of information contained shall be performed by or under the supervision of the City Clerk during regular business hours.

### *2-104.15.3 RELEASE OF INFORMATION*

The City of Florence will provide or verify employment dates, job title, and rate of pay upon verbal or written request for current employees, and only upon expressly directed, signed, written notice for former employees.

### *2-104.15.4 CHANGE OF PERSONAL INFORMATION*

All employees shall notify the City Clerk of any change in address, beneficiaries, partnership status, additional dependents, or other applicable information necessary to ensure that payroll and benefits are properly administered.

## *2-104.16 REPORTING ON INJURY*

The City of Florence is committed to a safe work environment for employees. Employees should immediately report any unsafe practices or conditions to their supervisor.

If an employee is injured on the job, regardless of the severity of the injury, the employee must immediately report the injury, in writing, to their Department Head or the City Clerk.

If medical treatment for an on-the-job injury is necessary, such treatment must be obtained from one of the City's designated physicians, as reasonable under the circumstances. Failure to obtain treatment from a designated physician may result in the employee being responsible for payment for said treatment.



## SECTION 3.

# Vacancies, Recruitment, and Appointment

# SECTION 3. VACANCIES, RECRUITMENT, AND APPOINTMENT

ARTICLE 3-101 POLICY

ARTICLE 3-102 AUTHORIZATION BY THE CITY COUNCIL

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ARTICLE 3-108 DISQUALIFICATION OF APPLICANTS

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## 3-101 POLICY

It shall be the policy of the City to recruit and select qualified persons for positions in the City service. Recruitment and selection shall be conducted in a manner which fosters open competition, provides equal employment opportunity, and prohibits discrimination because of race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors or any other considerations made unlawful by applicable federal, state or local laws.

## 3-102 AUTHORIZATION BY THE CITY COUNCIL

The City Council shall give budgetary approval to all positions, except those of elected officials, through passage of a salary ordinance and amendments thereto.

## 3-103 RECRUITMENT

### *3-103.1 VACANCIES*

Upon determination by the Department Head that a budgeted vacancy exists and a need to fill such vacancy is warranted, the hiring process outlined within this section shall be followed.

There may be occasions when it is in the best interest of the City to fill a position prior to the time that the incumbent leaves (so that the incumbent may assist in training the new employee). All such

circumstances shall be approved, in advance, by the appropriate Department Head and the City Manager.

### *3-103.2 INITIATING RECRUITMENT*

In order to initiate the recruitment process when a vacancy occurs, the appropriate Department Head shall complete and submit a Hiring Request Form to the City Clerk.

### *3-103.3 METHODS OF RECRUITMENT*

A variety of recruitment sources may be used to obtain qualified applicants to fill vacant positions. All job openings will be posted internally on physical bulletin boards in common areas. A variety of other recruitment sources and methods may include, but not be limited to:

- Posted announcements on the City's website and/or social media accounts; and
- Other sources and methods deemed pertinent for a particular position.

### *3-103.4 POSTPONEMENT OR CANCELLATION OF RECRUITMENT PROCESS*

Provided there is good and sufficient cause, the Department Head, after consultation with the City Manager, may extend, in advance, the closing date and/or re-advertise the position, postponing the screening process. The City reserves the right to cancel any screening process at any time.

### *3-103.5 APPLICATION PROCESS*

For all positions, resumes with a cover letter specifying the position being applied for will be accepted in lieu of applications, regardless of exemption status; however, if desired or determined necessary, applications or additional information may be requested for any position at any time during the selection process.

Applications, including resumes with cover letters, will be accepted only when a vacancy exists. The application and/or cover letter must state the specific position being applied for. Applications for "any" or "any open" position will not be accepted. Applications will be kept in an active file for a period of not less than sixty (60) days.

### *3-103.6 ELIGIBILITY LISTS*

For POST Certified Police Officers only, an Eligibility List may be created and kept active and may be given further consideration for up to a year after the applicable published closing date if the position re-opens or another similar vacancy occurs. Other recruitment methods may be waived if consideration is given to an applicant currently on the Eligibility List. The City is under no obligation to select from an Eligibility List and may choose to begin a new recruitment process, including requiring new or updated applications from prospective candidates.

### *3-103.7 RE-EMPLOYMENT*

Former employees with a satisfactory service record may be considered for re-employment for any position pursuant to the policies set forth herein. Former employees will be considered and treated, for the purpose of the policies set forth in this Section 3, as applicants from outside the organization.

Any accrued rights, privileges, or benefits are canceled when an employee separates from the City and are not reinstated upon re-employment.



## 3-104 SELECTION

### *3-104.1 APPLICANT SELECTION PROCESS*

Applications for vacant positions must be submitted to the City Clerk by the end of the business day on the published closing date, subject to potential exceptions being granted for minor errors, mistakes, or informalities as determined by the City Manager.

An initial screening will be done to determine whether the applicant's qualifications meet the basic and minimum requirements for the position.

The selection process may consist of one or more of any combination of the following methods, any of which may occur either virtually or in-person: ability tests, achievement tests, performance tests, ratings of training and experience, interviews, evaluation of daily work performance, physical ability tests, work samples, and/or other selection techniques approved by the City Manager. Any method chosen shall evaluate only those criteria necessary to perform adequately in the position.

Veterans will be given preference in accordance with the Colorado Constitution.

### *3-104.2 EMPLOYMENT OF RELATIVES*

It is the policy of the City not to hire persons for any type of employment within departments who are members of the Immediate Family of other City full-time employees within the same department, except temporary/seasonal positions that are not within the same Division as the family member.

If two employees (at least one of whom is a full-time employee) become married to each other or become otherwise related as immediate family members, they may continue to be employed by the City, provided that the parties do not work in the same Department. Transferring one of the employees so affected to another Department will be given priority if such employee is qualified and a vacancy exists to accommodate such transfer. The transfer shall be made as soon as a change can be effected but in no event shall such situation exceed ninety (90) days. If such a transfer of one of the employees cannot be accomplished for whatever reason within the ninety (90) days, the affected employees must mutually choose and evidence which one will resign their position with the City. If no decision is voluntarily made, the City Manager, after consultation with the Department Head, will determine which employee will be terminated within seven (7) calendar days following the ninety (90) day grace period.

Relatives of full-time employees are not precluded from working on a volunteer basis, though disclosure and/or additional policies or procedures may be established.

## 3-105 SELECTION OF FINAL CANDIDATES

### *3-105.1 GENERAL PROCEDURES*

Individuals who best meet all the position requirements and the needs of the City, at the fair and reasonable determination of the City, may be selected for employment. All offers of employment are conditional upon the successful completion of a physical examination, drug screen, and a background report including criminal history, verifications of employment and education, driving record, and if applicable, a credit report.

### *3-105.2 HEALTH EXAM*

As part of the City's employment procedures, positions that are required by State or Federal law to take and pass a post-offer health examination will first be offered employment contingent upon satisfactory and timely completion of the examination and a determination by the examining physician selected by the City that the candidate can perform the essential functions of the position offered, with or without reasonable accommodations. In the case of Police Officers, the post-offer health examination may include a psychological examination.

For part-time and temporary/seasonal positions, the selected individual may be required to take a post-offer job-related health exam, based on requirements of the job, to determine whether the individual is physically able to perform the essential functions of the position with or without reasonable accommodation.

A full-time or part-time employee who is being transferred, promoted, or demoted (as applicable) into a full-time position with significantly different job requirements (if job related and consistent with business necessity) may be required to take a health and, in the case of Police Officers, a psychological exam.

All costs associated with health and psychological exams are the responsibility of the City. All results of these exams are the exclusive property of the City and are considered confidential to the extent protected by law.

### *3-105.3 DRUG TESTING*

For all positions of employment with the City that require drug testing, final candidates will be required to undergo a post-offer drug test and may be required to undergo an alcohol test as part of the hiring process.

Before a drug or, if applicable, an alcohol test is administered, final candidates must sign a consent form authorizing the test and permitting release of test results to those City officials with a need to know. All minors must have a release signed by a parent or guardian.

Any job applicant who refuses to submit to, or tampers with a post-offer drug or, if applicable, a post-offer alcohol test will be denied employment with the City.

Employees who are being transferred, promoted, or demoted into a safety sensitive position from a non-safety sensitive position will be required to submit to a drug test and may be required to undergo an alcohol test.

All information from an applicant's drug or alcohol test is confidential and subject only to the disclosure provisions described in these Personnel Policies or otherwise required by law.

Final candidates subject to drug or alcohol testing will be denied employment with the City if a positive test result is reported.

The City will pay the expense of the City-required drug and alcohol tests.

Final candidates for those safety sensitive positions who operate or may operate a commercial motor vehicle and hold a commercial driver's license shall be required to execute an authorization for the City to obtain information from their previous employers. The information which may be

requested are the employee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two (2) years. The information must be obtained and reviewed by the City Clerk. If it is not feasible to obtain the information prior to the driver performing safety sensitive functions, the City may permit the driver to perform safety sensitive functions for up to and only including (14) days, before obtaining the information shall be required or driving permissions revoked or other actions up to including termination being implemented. The City's policy conforms to the federal requirements established for alcohol and drug testing of all safety sensitive employees as set out in the Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, Title V.

#### *3-105.4 DRIVING RECORD*

For positions where driving is a job requirement, an individual's driving record may be a factor in consideration for employment.

### **3-106 APPOINTMENT**

Applicants for all positions shall be appointed by the City Manager upon recommendation by the Department Head.

#### *3-106.1 RESIDENCY REQUIREMENTS*

Employees in non-exempt positions whose positions require them to be available for callback in a reasonable length of time, have six (6) months from the date of hire to reside and remain so residing within callback distance. Callback distance is to be defined in policies created by individual Departments in conjunction and consultation with the City Manager. If the employee is making a reasonable effort to comply, but due to extenuating circumstances has not been able to relocate, the City Manager may grant an extension for a length of time to be determined in conjunction with the Department Head.

Certain exempt positions, particularly Department Head positions or those with significant emergency response duties, may be subject to a residency requirement or a requirement to reside within a reasonable distance of Florence City Hall. Such requirements will be determined by the City Manager based on the position's operational needs and callback expectations, and will be clearly outlined in the job description at the time of hire.

#### *3-106.2 TYPES OF APPOINTMENT*

The City has established the following types of positions:

**FULL-TIME:** A position regularly scheduled for year-round employment that includes a minimum of thirty (30) hours in a standard workweek of seven (7) days

**PART-TIME:** A position that the duties and responsibilities require a person to work an average of less than thirty (30) hours per week in a standard workweek of seven (7) days. The job may be for a specified period of time or indefinitely.

**TEMPORARY/SEASONAL:** A position which is scheduled to fill job requirements which occur intermittently for a program, project, or during certain times of the year. The anticipated date of separation is known prior to commencement of employment. During the period of employment,

hours of work may vary according to job requirements, but generally are based on a forty (40) hour workweek schedule.

### 3-107 DOCUMENTATION

Individuals must not begin any typical job duties associated with their position, excepting any applicable pre-employment orientation or training before completing and signing all personnel forms and being placed on the payroll or having their pay officially adjusted pursuant to a transfer or demotion.

Supervisors who allow individuals to work for the City in an employee role prior to ensuring compliance with the above will be subject to disciplinary action up to and including termination.

- Individuals must complete Form DR-0004 and Form W-4, Employee's Withholding Allowance Certificate.
- Individuals must meet the requirements, furnish appropriate documentation, and complete Form I-9, Employment Eligibility Verification, as required by the U.S. Department of Justice, Immigration and Naturalization Service.
- Individuals must complete other forms and documents necessary to employment.
- A Payroll Change Notice stating the position, effective date, salary amount, and other relevant information must be completed and signed by the Department Head, City Clerk, and City Manager.

### 3-108 DISQUALIFICATION OF APPLICANTS

- Applicants may be disqualified from consideration for appointment to a position for several reasons including, but not limited to:
- The individual does not meet the requirements established for the position.
- The individual cannot, with or without reasonable accommodation, perform the essential functions of the job.
- The individual has a job-related criminal conviction record.
- The individual has a poor work record or has had previous, unsatisfactory employment with the City and/or elsewhere.
- The individual has an unfavorable interview or receives an unfavorable reference check.
- The individual has falsified information on the application form, has failed to submit an application correctly, or has failed to submit an application prior to the published closing date.
- The individual has used or attempted to use bribery or other unethical means to obtain an advantage in the selection process.
- The individual has inadequate training, education, work experience, or skill levels as compared to other applicants for the position.
- The individual fails to pass required tests or examinations.
- Conflict of interest/nepotism/relationship with employee in same department
- The individual has a poor driving record and driving a vehicle is a requirement of the position.  
For the purposes of this section a poor driving record shall be defined as:
  - a) A conviction for driving under the influence or while impaired by alcohol or drugs, vehicular homicide, manslaughter or assault, reckless or careless driving, hit and run, driving under suspension or revocation, fleeing or eluding a police officer, chemical test

refusal, leaving the scene of an accident, passing a stopped school bus, or any other major or capital offense;

- b) More than two (2) at-fault or chargeable accidents showing up on a record or otherwise not properly disclosed during the most recent five (5) year period;
  - c) Conviction of more than three (3) ordinary traffic violations showing up on a record during the most recent five (5) year period (speeding, failure to yield right of way, etc.); or
  - d) Conviction of more than two (2) violations within the past twelve (12) months.
- There are other more qualified applicants.

### 3-109 BACKGROUND REPORT

Job applicants must sign an authorization form before the City can obtain a background report and/or an investigative report. The background report will include, but not be limited to, criminal history, verifications of employment and education, and driving records. A credit report detailing personal financial history will only be obtained for permissible purposes in consideration of jobs meeting specific criteria. In the event that information from the credit report is utilized in whole or in part in making an adverse decision with regard to potential employment, before making the adverse decision, the City of Florence will provide the applicant with a copy of the consumer report and a description in writing of his or her rights under the federal Fair Credit Reporting Act.

If an individual's background check discloses a criminal history indicating they have been convicted, have pled guilty or nolo contendere to a felony, they will not be allowed to begin employment without further investigation regarding the seriousness of the felony. The final decision will be made by the City Manager with consultation from the Florence Police Chief.

### 3-110 PROBATIONARY PERIOD

All employees must satisfactorily, at the City's sole determination, complete a probationary period. Such probationary period applies not only to the initial appointment of a new employee, but also to any subsequent appointments in connection with a promotion or other change in position. The probationary period shall be regarded as an integral part of the selection process and shall be used for closely observing the employee's work, for securing the more effective adjustment of a new or promoted employee, and for screening out any employee whose performance or conduct is not satisfactory.

The normal period of probation is one year for police officers and six months for all other employees, though adjustments may be made if circumstances warrant by the City Manager and as noticed to the employee.

#### *3-110.1 EXTENDING THE PROBATIONARY PERIOD*

An employee's probationary period may be extended up to an additional ninety (90) calendar days if, in the opinion of the employee's Supervisor and Department Head, the initial probationary period was not sufficient to evaluate the capability of the employee to serve in the assigned position. All requests to extend an employee's probationary period must be approved by the City Manager. Any employee whose probationary period is extended must be placed on a performance plan approved by the City Manager.



## SECTION 4.

# Terms of Employment

# SECTION 4. TERMS OF EMPLOYMENT

ARTICLE 4-101 POSITION CLASSIFICATION

ARTICLE 4-102 WORK SCHEDULES

ARTICLE 4-103 ATTENDANCE AND RECORD KEEPING

ARTICLE 4-104 WORK RELATED EXPENSES AND TRAVEL POLICIES

ARTICLE 4-105 SEAT BELT POLICY

ARTICLE 4-106 IMMUNIZATIONS

ARTICLE 4-107 CELL PHONE POLICY

ARTICLE 4-108 USE OF PERSONAL VEHICLE

ARTICLE 4-109 USE OF VEHICLES ON CITY BUSINESS

ARTICLE 4-110 USE OF CITY EQUIPMENT FOR BUSINESS REASONS

ARTICLE 4-111 CUSTOMER SERVICE

ARTICLE 4-112 WORKPLACE SEARCHES

## 4-101 POSITION CLASSIFICATION

The City has established and maintains a position classification pay plan for the purposes of achieving internal equity between positions in the City. The classifications are made by evaluating the duties and responsibilities of the City positions as well as the requisite skills and qualifications needed to satisfactorily perform the job.

## 4-102 WORK SCHEDULES

### *4-102.1 Work Weeks and Normal Work Schedule*

- All position work weeks begin Saturday at 12:00 AM
- Department Heads are responsible for establishing normal work schedules (days and times for scheduled work) for all positions.

### *4-102.2 HOURS OF WORK*

The City has three (3) established types of positions:

**FULL-TIME:** A position regularly scheduled for year-round employment that includes a minimum of thirty (30) hours in a standard workweek of seven (7) days.

**PART-TIME:** A position for which the duties and responsibilities require a person to work an average of less than thirty (30) hours per week in a standard one (1) week work period of seven (7) days. The

job may be for a specified period of time or indefinitely. Part time employees are not eligible for organizational benefits.

**TEMPORARY/SEASONAL:** A position which is scheduled to fill job requirements which occur intermittently for a program, project, or during certain times of the year. The anticipated date of separation is known prior to commencement of employment. During the period of employment, hours of work may vary according to job requirements. Temporary/Seasonal employees are not eligible for organizational benefits.

## 4-103 ATTENDANCE AND RECORD KEEPING

All Department Heads shall be required to maintain current work schedules for all employees under their supervision. Regular and punctual attendance at work shall be required of all employees.

Employees are to be present at work during all regularly scheduled hours, unless arrangements in accordance with leave policies (see Section 6, Leave Time) have been made. Leaving messages with other employees or on a voice mail is not considered providing proper notification of absence or tardiness. Unexcused absence and/or tardiness shall be reasons for disciplinary action.

Assignment of scheduled working hours shall be made by the employee's Department Director or designee. The employee shall use established administrative procedures for recording and reporting all attendance.

### 4-103.1 BREAK POLICY

All non-exempt employees, except Police Officers, may have up to a one (1)-hour unpaid lunch period and thirty (30) minutes of paid break time to be divided equally between morning and afternoon. Department Heads will establish the break policies for their departments in accordance with these guidelines. Lunch periods and break times for Police Officers shall be as defined by Departmental policies and procedures.

### 4-103.2 TIME REPORTING

Timekeeping records constitute the basis for payment of wages and City-authorized paid leave practices (vacation, sick, or compensatory leaves). This policy is intended to promote the efficient processing of payroll. Accurate and timely recording and reporting of time worked is essential. This policy applies to all employees (e.g. full-time, part-time, and Temporary/Seasonal, Exempt and Non-Exempt) for the recording and reporting of City-authorized leave and to Non-Exempt employees for the recording and reporting of actual hours worked. The City of Florence retains the right to apply the appropriate level of discipline as circumstances require for noncompliance of the timekeeping policy.

Employees and their supervisors share responsibility to accurately and timely account for time worked and paid leave. Both employees and their time approvers may be held accountable using disciplinary action, up to and including termination, for misrepresentations of time worked or paid leave.

All Non-Exempt Employees must record time and attendance via timesheets. Exempt Employees only need to record attendance (i.e. if leave of any kind was taken) via timesheet.



It is the responsibility of each Non-Exempt Employee to fill out their timesheet at the beginning and end of each scheduled workday in order to be accurately and completely compensated for the time worked, meal periods, and/or leaves for each pay period. Employees who do not fill out their timesheets properly prior to biweekly payroll submittal and are then short regular hours as a result may or may not be compensated for these hours until the next pay period, at the discretion of the Department Head and with approval of the City Manager. Employees who do not fill out their time sheets properly and are then short overtime hours as a result will not be compensated for these hours until the next pay period.

Employees and Supervisors should review their timesheets on, at minimum, a weekly basis to ensure accurate recording and to expedite processing and approval of timesheets at the end of each pay period.

Non-Exempt Employees must take a minimum thirty (30) minute lunch each day and notate it on their timesheets. Employees should notify their Supervisor immediately if their lunch is less than thirty (30) minutes or is interrupted by work.

Non-Exempt Employees leaving for personal reasons during the day must notate when they leave and when they return on their timesheet.

Employees should notify the Finance Director or City Manager immediately if they believe anyone is interfering with their ability to record their time accurately and completely.

Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Employees and Supervisors are responsible for ensuring that the work and leave time is reported accurately for each pay period and to validate this by approving the Employees' timesheet. Intentional errors in reporting hours worked and/or knowingly approving such intentional errors can result in progressive discipline up to and including termination for all individuals involved.

#### **4-103.3 OVERTIME AUTHORIZATION AND ELIGIBILITY**

##### **4-103.3.1 Non-Exempt Positions**

Certain positions are classified as non-exempt positions and are subject to the Fair Labor Standards Act. All regular, part-time, and temporary/seasonal positions except for those classified as exempt positions are considered non- exempt. Employees working in those positions shall track their time worked in quarter-hour (15 minute) increments.

Employees shall not be permitted to work in excess of their normal work scheduled except when an emergency exists or overtime work is necessary to carry out normal and essential services of the City and is so assigned by their supervisor. All overtime shall be pre-approved by the employee's Supervisor. Employees who work in excess of their normal work schedule without the approval of their supervisor may be subject to appropriate disciplinary action, up to and including termination.

Non-Exempt Employees shall be paid overtime pay for hours worked over forty (40) in a workweek. **EXCEPTION: Police Officers shall be paid overtime pay for hours worked over eighty (80) in a two-week work period.**

Overtime pay is one and one half (1.5) times (150% of) the employee's hourly rate. Alternatively, overtime may be compensated with compensatory time off at one and one half (1.5) times the hours worked at the request of the employee and with the approval of the employee's immediate supervisor or the Department Head. Employees may accrue a maximum of twenty-four (24) hours compensatory time (non-cumulative). Any requests for compensatory time which would result in an accrual of more than twenty-four (24) hours will be automatically denied and the employee will instead be paid overtime. The use of compensatory time must be approved in advance by the employee's immediate supervisor. Compensatory time must also be tracked through payroll on a timesheet so that the City may be able to determine when compensatory time has been used and/or accrued.

Hours worked are hours that Employees are actually at work in a given week. Therefore, sick time, vacation time, holiday pay, and/or other paid or unpaid leave time is not included when calculating overtime.

Overtime pay and/or compensatory time off is paid/accrued in fifteen (15) minute increments.

#### **4-103.3.2 Exempt Positions:**

Certain positions are classified as exempt positions and are not subject to the overtime provisions of the Fair Labor Standards Act. Other positions may come to be considered as exempt status as their duties and responsibilities change. The City Manager will be responsible for making those determinations based on standards set out in the FLSA.

Employees in exempt positions are expected to accomplish the duties and responsibilities of their position during a normal work schedule that has been set out by their supervisor. However, it is anticipated that exempt employees will experience periods during which it will be necessary to work in excess of forty (40) hours per week.

At no time are exempt employees compensated for time worked in excess of forty (40) hours per week. Exempt employees may take reasonable amounts of time off, not to exceed four (4) hours at a time, without using vacation or personal leave as long as it does not interfere with performance of their duties and responsibilities.

## **4-104 WORK RELATED EXPENSES AND TRAVEL POLICIES**

### **4-104.1 POLICY**

The purpose of this policy is to provide budgetary guidelines and procedures for reimbursement of expenditures for employees conducting business on behalf of the City of Florence. All reasonable costs associated with travel and training will either be paid in advance, through city credit card, advance check, advance cash, or reimbursement with receipt.

### **4-104.2 TRAVEL AUTHORIZATION**

For travel more than 50 miles from Florence City Hall, a "Travel Request/Expense Form" must be submitted by the affected Employee(s) and approved by the Employee's Supervisor prior to the travel occurring.

#### 4-104.3 TRAVEL REQUEST/EXPENSE FORM

The Travel Request/Expense form should present all known costs associated with the trip, even if some items are prepaid or will be paid using a City credit card and are not being requested as part of the cash advance. Upon return from a business trip, appropriate receipts shall be attached to the expense form. Claimed expenses without receipts may not be reimbursed. If a travel cash advance is requested, a Travel Request/Expense form must be submitted to the Finance Department as soon as possible, preferably at least fourteen (14) days prior to the departure date.

#### 4-104.4 REIMBURSABLE EXPENSES

The most reasonable method of travel, as can be reasonably predicted given the circumstances, will be used based on time, money, and location.

##### 4-104.4.1 Ground Transportation:

- City vehicle - should be used whenever possible. The cost of gasoline, maintenance, or repair, if needed, will be reimbursed for City vehicles used to travel outside of the immediate area. Receipts are required.
- Private vehicle - usage will be reimbursed based on actual mileage from Florence City Hall, at the rate determined by the Internal Revenue Service. Employees who receive a car allowance are not eligible for reimbursement for travel within the immediate area.
- Rental Car – is allowed only if adequate shuttle or local transportation is not reasonable. Prior approval must be obtained through the “Travel Request/Expense Form” for reimbursement and should be prepaid through a City credit card. Receipts are required.
- Other Ground Transportation Cost – incidental travel costs such as parking and toll fees are reimbursable with receipt.
- The most reasonable method of ground transportation including shuttle, mass transportation, taxi, ride shares, or rental car shall be utilized after flying into a location.

##### 4-104.4.2 Airfare

Airline tickets should be prepaid utilizing a City credit card. Authorization must be given, in advance, for the most economically available flight to and from the travel destination. Travel may be extended if the savings on airfare is greater than the total cost of the additional day’s lodging, meal allowances, and salary, as applicable. If there is a net savings, the City will pay, as applicable, for the additional day’s lodging, meal allowances, and salary.

##### 4-104.4.3 Lodging

Lodging will be paid for the nights the person is on City business, including “travel days.” Lodging generally includes the cost of a single room and any applicable taxes and governmental charges, but does not include personal items such as movies, etc.

Additional charges due to a guest such as a spouse staying in the room shall be fully paid by the individual. Employees shall be required to obtain approval from their supervisor if they will be accompanied by a guest(s) while traveling, regardless of if any additional expenses are incurred by the presence of said guest(s).

The most reasonable method of lodging will be used based on location and price. Conferences hotels are preferred, if available.

#### 4-104.4.4 Meals

Meals will be reimbursed based on the Per Diem Rates established by the Internal Revenue Service (see IRS publication #1542). For partial days of travel, employees shall use the “first and last day of travel” per diem rate.

Purchase cards may be used to pay for traveling and meal expenses while away conducting City business. If an employee’s purchasing card is utilized to pay for meal expenses, the employee will not be reimbursed with the IRS per diem rates for these meals and must repay to the City any cash advanced received for these meals. Prior to travel, employees are required to know the meal allowance for the city nearest the travel destination on the IRS publication #1542. Should an employee purchase a meal(s) exceeding the allowance set forth by the IRS, the employee shall be required to pay the difference to the restaurant at the time of purchase. Any employee failing to pay this difference may be subject to disciplinary action.

Alcoholic beverages are not an allowable expense and shall never be paid for with a City purchasing card, nor should they be shown on any city receipt.

#### 4-104.4.5 Registration

The cost of registration is generally a prepaid expense. Payment for entertainment-type activities that incur additional registration fees is the responsibility of the employee.

### *4-104.5 ALLOWABLE EXPENDITURES WITHIN A FIFTY (50) MILE RADIUS OF FLORENCE CITY HALL*

#### 4-104.5.1 Mileage

Mileage expense to local seminars and training sessions will be reimbursed at the current mileage rate set by the Internal Revenue Service only when a City owned vehicle is not available. Employees receiving a car allowance are not eligible for reimbursement for mileage within the immediate area.

#### 4-104.5.2 Parking and Toll Fees

Parking and toll fees for business activities are reimbursable. Receipts are required for reimbursement.

### *4-104.6 COMPENSATION OF TIME*

While traveling, employees will be compensated for time which solely benefits the City. In most cases, this will be actual time spent traveling to and from the destination and time devoted to training and/or work at the destination.

### *4-104.7 VOLUNTARY EXTENSION OF TRAVEL*

Employees electing to extend a trip of their own volition will be required to schedule, and be granted in advance, appropriate leave, and shall be responsible for all of their own expenses owing to any such extension. In the case of travel utilizing airline tickets, should an employee elect to extend a trip of their own volition, the City will pay only a maximum of the cost of the airline ticket for which the City would have been responsible had the trip not been extended. The employee will be solely responsible for any additional airline ticket costs. Travel may only be extended in this manner with approval of the employee’s Department Head and the City Manager.

#### *4-104.8 RESPONSIBILITY FOR ENFORCEMENT*

Department Heads are responsible for enforcement of this policy within their Departments and for ensuring compliance of the specified procedures prior to reimbursement.

### **4-105 SEAT BELT POLICY**

All City employees are required to use the appropriate passive restraint and/or seat belt when operating a motor vehicle in connection with City business regardless of whether or not they are operating a City-owned vehicle or using their own personal vehicle to perform City functions.

### **4-106 IMMUNIZATIONS**

Immunizations that are deemed necessary by the City Manager for specific positions will be paid for by the City.

### **4-107 CELL PHONE POLICY**

The purpose of this policy is to provide guidelines and procedures to ensure that cellular phones and similar devices and related equipment and services are acquired and used in the best interests of the City while concurrently complying with Internal Revenue Service requirements regarding the taxability of fringe benefits.

For purposes of this policy, cellular phones are portable communication devices such as, but not limited to, cellular phones and hybrid cellular phones such as tablet devices, or radio- phone devices such as satellite phones, walkie-talkies, etc.

#### *4-107.1 SCOPE*

This policy applies to all employees who have been provided with a cellular phone by the City of Florence. Such phones are owned and paid for by the City which are issued to employees for business use.

#### *4-107.2 OPTIONS*

The City reserves the right, at its sole discretion, to determine which cell phone option, device, and carrier will be provided to the employee in order to maintain established business practices, required job functions, and compatibility with the City's information technology structure and support.

#### *4-107.3 APPROVAL*

Issuance of all City-owned phones and/or related equipment and services must be approved by the Department Head, Finance Director, and City Manager.

#### *4-107.4 CITY RESPONSIBILITIES*

City issued cellular phone and/or related equipment and services will be obtained by, paid for, and owned by the City.

#### *4-107.5 EMPLOYEE RESPONSIBILITIES*

Employees are responsible for the care of their City-issued cell phone and related equipment and services.

Employees are required to immediately (by the next business day if not possible before) report the damage, loss, or theft of City issued cell phones and related equipment to their department and must immediately contact the service provider to prevent unauthorized use. In the event of theft, a copy of a police report must accompany a request for a replacement phone.

#### *4-107.6 REIMBURSEMENT FOR EMPLOYEES WITH CITY ISSUED PHONES*

Employees with a City-issued phone may not receive reimbursement for business use of their personal cellular phone.

#### *4-107.7 REIMBURSEMENT FOR BUSINESS MINUTES USED*

Reimbursement may occur when an employee uses their personal cellular phone for infrequent City business use and is reimbursed for the business minutes used. Employees with a City-issued phone are not eligible for reimbursement for business minutes used.

Employees wishing to receive reimbursement of business minutes used should obtain departmental approval prior to using personal cell phones for City business purposes. Personal cell phone use for City business should be limited to only necessary and immediate needs and should only be done when land-line phones are not available. Departments have the right to review, question, and limit reimbursement requests of employees' cell phone charges.

#### *4-107.8 "POOL" PHONES*

A "pool" phone is a phone assigned to a vehicle or a function within a department, rather than to an individual employee. For example, a phone that is assigned to the Public Works "after hours" function.

Personal use of pool phones is strictly forbidden, and any incidental use must be reimbursed by the employee, and may be subject to disciplinary action. Departments are responsible for monitoring all calls on pool phones to determine if personal use has occurred.

#### *4-107.9 USE WHILE DRIVING*

Any employee driving on City business, whether using a City owned vehicle or personal vehicle or other, is prohibited from using any cell phone or other electronic device for purposes of conversations, texting, or reviewing information. This prohibition applies even if the individual has a hands-free device with which to make phone calls or the vehicle has automated features that may allow employee to drive "hands-free."

## **4-108 USE OF PERSONAL VEHICLES**

#### *4-108.1 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL AUTOMOBILE*

Individuals shall be compensated for using their personal vehicle for authorized City business. Persons claiming a reimbursement should document the necessary information on the appropriate form to their Department Head. Individuals will be reimbursed at the prevailing per-mile rate of the federal government.

#### *4-108.2 AUTOMOBILE ALLOWANCES*

Automobile and vehicle allowances may be authorized for designated employees on a need basis by the City Manager.

## 4-109 USE OF VEHICLES ON CITY BUSINESS

The following regulations must be adhered to by all employees who operate vehicles (personal or City-owned) on City business:

- a. All Employees who operate vehicles on City business must have a valid driver's license that entitles them to drive the class of vehicle they are assigned to operate. Employees are responsible for knowing and abiding by all state and local motor vehicle laws, including the latest amendments. This includes wearing seat belts at all times.
- b. Employees are responsible for paying fines for traffic violations, whether such fines arise from the operation of a vehicle on City business or otherwise. The City will not reimburse employees for such fines. Employees are also responsible for any damage to their personal vehicle even if that damage occurs while operating the vehicle on City business.
- c. Employees who drive vehicles on City business must immediately report to their supervisors any on-duty traffic citation, moving violation, driver's license suspension, driving under the influence citation, or motor vehicle accident. Employees who drive vehicles on City business must report any off-duty driving under the influence citation or conviction, driver's license suspension, or moving violation by the next regular work day of when such charge, conviction, suspension, or moving violation occurred.
  - I. Employees whose driving privileges are suspended will be required to report to work on their regular schedule and will be assigned work on an as-available basis, subject to any disciplinary action. This work may be in other divisions of the department. If work is not available, employees will be sent home without pay. Employees will be compensated at their regular hourly rate for actual hours worked.
  - II. Employees who drive as an essential function of their position and whose driving privileges are suspended shall be subject to disciplinary action up to and including termination.
- d. Annual checks of Motor Vehicle Records will be performed for all current Employees.
- e. Employees who are required to use a City-owned vehicle for transportation from home to work (take-home vehicle) must have prior authorization from the City Manager. The use of City-owned vehicles by City employees must conform to the regulations as outlined by the Internal Revenue Service (IRS 1.274-57), that qualify them as "non-personal use vehicles". The City Manager and the appropriate Department Head will employ criteria, such as the following, when determining if a City-owned vehicle shall be used:
  - Vehicle assignment during duty hours;
  - Frequency of "call-back" duty;
  - Placement on emergency call lists;
  - Requirement of inspection of facilities/activities during off-duty hours;
  - Special equipment on the City vehicle;
  - Use of unmarked law enforcement vehicles;
  - Radio monitoring activities;
  - Location of employee's residence; and
  - Any other criteria determined to be applicable by the City Manager and the appropriate Department Head.

- f. Employees shall report any damage to City-owned vehicles or equipment to their supervisor immediately. Employees shall inspect and report any vehicle deficiencies or unsafe equipment to their supervisor and subsequently secure approval to operate it before driving the vehicle.
- g. Employees are expected to use City vehicles and equipment in a safe and responsible manner. If an employee intentionally or through gross negligence causes unjustifiable damage to a City vehicle or equipment, they may be subject to disciplinary action up to and including termination. Employees are expected to keep their work vehicle and equipment in a neat and tidy manner. All vehicles belonging to the City are subject to inspection at any time without notice and no employee using or acting as a passenger in a City vehicle has any expectation of privacy while in that vehicle.
- h. Employees shall not use City-owned vehicles for personal use.

#### 4-110 USE OF CITY EQUIPMENT FOR BUSINESS REASONS

Employees are expected at all times to use City equipment in a safe and responsible manner. If an employee intentionally or through gross negligence causes damage to City equipment, they will be expected to reimburse the City for the cost to repair or replace the equipment and may be subject to further disciplinary action.

Employees are expected to keep their work areas and equipment in a neat and tidy manner.

#### 4-111 CUSTOMER SERVICE

Employees should always have as their goal to make every customer contact (whether inside or outside the organization) as positive as it can be.

Employees shall make every effort to ensure that customers obtain the requested information with a minimum of hassles, phone transfers, and red tape. Employees shall follow up with the fellow employee or with the customer to ensure that they received what was needed.

#### 4-112 WORKPLACE SEARCHES

The City of Florence reserves the right to search any employee's office, desk, files, locker, or any other area or property on City premises. All offices, desks, files, lockers, and equipment are the property of the City and are issued for the use of employees during and for their employment with the City. Inspections may be conducted at any time and employees shall have no expectation of privacy in the possession or use of such property. The City further reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from City of Florence property as permitted by law, in an attempt to safeguard the property of the City of Florence and its employees and to help prevent the possession, sale, and use of illegal drugs or any other illegal or improper activity on City premises.





## SECTION 5.

# Compensation and Benefits

# SECTION 5. COMPENSATION AND BENEFITS

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## 5-101 DEFINITIONS

**CHANGE OF STATUS:** Occurs when an individual experiences any change to position or salary due to being hired, transferred, receiving a performance increase, or their position being reclassified or re-graded. A written notice of the change of status must be completed and approved by the Department Head, City Manager, and City Clerk for every change of status.

**LATERAL TRANSFER:** Occurs when an employee changes from one position to another within the same salary range.

**MARKET ADJUSTMENT:** The percentage of adjustment made to the overall pay plan structure based on factors including but not limited to changes in the cost-of-living; changes in salaries and benefits in the City's peer groups; changes in the cost of employee benefits; and the City's financial condition. Market Adjustments made to the overall pay plan structure are subject to approval by the City Council.

**MERIT INCREASE:** The percentage of salary increase that an employee receives as a result of their performance evaluation. The overall merit pool is subject to appropriation in the annual budget as approved by the City Council.

**PEER GROUP:** For the purposes of this Section, peer group means the groups of cities and utilities in close proximity to the City of Florence utilized for salary and benefit comparison purposes.

**PERFORMANCE EVALUATION DATE:** The date of an individual's scheduled performance evaluation.

**POSITION CLASSIFICATION:** The salary range within the pay plan into which a position is placed according to organizational fit, internal equity, labor market conditions, and the position evaluation process.

**PROMOTION:** The upward movement of an employee into a new or existing position in a higher pay range.

**RE-CLASSIFICATION:** The upward or downward movement of a position into a new or existing pay range in recognition that the duties, responsibilities, and qualifications of an existing position have substantially changed over time to the extent that the position no longer resembles others of its class.

**RE-GRADE:** The upward or downward movement of a position into a new or existing pay range in recognition that the value of an existing position has substantially changed due to labor market conditions or internal equity considerations (not due to changes in job duties, responsibilities, or qualifications).

**SALARY ADJUSTMENT:** Any alteration of an individual's salary.

**SALARY RANGES:** Pay classifications based on position characteristics (background requirements, level of responsibility, mental and physical demands, and working conditions), market value, organizational fit, and the City's ability to pay. Salary Ranges require City Council approval.

**TRANSFER:** Movement of an employee into a new or different position.

## 5-102      COMPENSATION SYSTEM

The City of Florence's ability to attract and retain qualified employees is predicated on the ability to implement clear, consistent compensation practices that are compliant with appropriate rules, regulations, and statutes, and in-line with similar communities. The City strives to set competitive salaries that are commensurate with the City's financial capabilities, to reward and incentivize exceptional employee performance, and to maintain internal equity and fairness.

In accordance with federal guidelines, enforced by the Equal Employment Opportunity Commission (EEOC), it is unlawful to knowingly or unknowingly discriminate in pay or application of employment practices, and therefore all salary decisions must be made without regard to race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors.

The City's compensation plan applies to all full-time and part-time positions of the City.

## 5-103 DETERMINING PAY FOR POSITIONS

Salary ranges for all full-time and part-time positions are established through a job evaluation process and studies of internal and external equity. When a new position is developed or an existing position has significantly changed in duties or responsibilities, the position will be evaluated based on technical and professional skills; management ability; ability to work with, influence, and motivate people; scope of problems faced; complexity of solutions; freedom to take actions; scope of responsibility; and impact on the City. Salary is determined based on the position evaluation and internal and external equity. Salary ranges are reviewed and established by the City Council on an annual basis.

Hourly rates for part-time and temporary/seasonal positions are based on the market and on comparable wages for similar full- and part-time positions.

### *5-103.1 POSITION EVALUATION PROCEDURES*

#### *5-103.1.1 PURPOSE*

The purpose of the Position Evaluation Procedure (PEP) is to provide a consistent tool to fairly and objectively determine the appropriate salary range for positions within the City organization. Under the PEP, the position will be evaluated based on technical and professional skills; management ability; ability to work with, influence, and motivate people; scope of problems faced; complexity of solutions; freedom to take actions; scope of responsibility; and impact on the City. This procedure should be used for:

- a) Determining a salary range for a new position; or
- b) Re-evaluating a current position for which responsibilities have changed (re-classification)

While the PEP itself is consistent for all positions, it is important to recognize that the PEP process cannot eliminate all subjectivity. The PEP is intended to provide a “value” for the position within the parameters of the process. For existing positions, the information gathered during the PEP may show that the position is in a high, low, or appropriate salary range

It is important to remember that the purpose of the PEP is to evaluate the position, not the individual currently occupying the position. Evaluation of individuals should be performed during the performance evaluation process. Further, the PEP is not intended as a method to provide an increase to an employee who has reached the top of their salary range and should never be utilized solely for this purpose.

#### *5-103.1.2 PROCEDURE*

The PEP consists of several phases:

- a) Initiation of the evaluation;
- b) Studying and re-writing, if necessary, the job description;
- c) Gathering market data;
- d) Performing a job factor evaluation;
- e) Evaluating organizational fit of the position; and
- f) Making a salary range determination that equitably incorporates the information into the position classification system.

#### 5-103.1.3 INITIATING A POSITION EVALUATION

The PEP can be initiated for two (2) different reasons:

- a) Salary determination for a new position; or
- b) Re-evaluation of a current position for re-classification determination

A PEP request may be made by the position's Supervisor or Department Head at any time. PEP requests for existing positions should clearly detail why the requestor believes a PEP to be necessary. All PEP requests must be approved by the appropriate Department Head and submitted to the City Manager for determination if a PEP is warranted.

#### 5-103.1.4 JOB DESCRIPTION

Following approval to perform the PEP, the first phase of the PEP is to write a job description (if it is a new position), or to review the current job description. This is the responsibility of the position's Supervisor. For existing job descriptions, any new duties or responsibilities must be specifically cited and/or highlighted. Whenever possible, input from the Employee currently occupying the position, as well as from Employees who have recently occupied the position, if applicable, should be obtained as well.

The new or revised job description shall be submitted to the Department Head and the City Manager for review of both format and content. The City Manager is responsible for final approval of the job description.

#### 5-103.1.5 GATHERING MARKET DATA

With consult from the appropriate Supervisor and/or Department Head, the City Manager or their designee shall gather the salary information necessary for comparison. Every effort shall be made to gather comparison information for a minimum of three (3) similar positions with similar responsibilities in similar organizations.

#### 5-103.1.6 JOB EVALUATION

The job evaluation portion of this process allows for assessment of all responsibilities of the position and provides a means to compare the position to other positions in the organization. Job elements that are shared across Department lines, (i.e. know how, problem solving, and accountability) should be taken into consideration during the determination process (described in Section 5-103.1.7).

The job evaluation shall be completed by the appropriate Supervisor and/or the Department Head with consult from the City Manager.

#### 5-103.1.7 MAKING THE DETERMINATION

The City Manager or their designee shall be responsible for summarizing the information from the updated job description, the salary survey (i.e. market data), and the job evaluation. This summary shall be utilized as a basis for a recommended salary range determination. This summary shall include justification for the determination and must incorporate information on both internal and external equity. Once the summary has been created, it shall be provided to the appropriate Department Head for their review, and the City Manager for review.

Following this review, the City Manager will determine whether to

- Endorse the recommendation;
- Endorse the recommendation with changes; or
- Delay endorsement and request further study
- Deny the recommendation if unfounded

If endorsed, the City Manager shall determine the date the salary range determination shall become effective (based on budget constraints) and make a recommendation to the City Council for authorization. If authorized by the City Council, the City Manager shall determine what, if any, changes should be made to the current salary of an individual occupying the position. In most cases, if an adjustment is approved, it will be made the first day of the pay period most immediately following completion of the process. The amount of the adjustment shall be based on internal and external equity.

## 5-104 NON-EXEMPT POSITIONS

Certain positions are classified as non-exempt positions and are subject to the Fair Labor Standards Act. All full-time, part-time, and temporary/seasonal positions shall be considered non-exempt, with the exception of those positions which are classified as exempt. Employees working in non-exempt positions shall track their time worked in quarter hour increments.

### *5-104.1 HOURS WORKED BY NON-EXEMPT EMPLOYEES*

Hours worked shall be defined as actual hours worked in a given week. Therefore, sick time, vacation time, holiday pay, on call pay (as defined in Section 5-104.5 – Compensation for on call Responsibilities for Non-Exempt Employees) and/or other paid or unpaid leave time is not included when calculating overtime.

### *5-104.2 OVERTIME FOR NON-EXEMPT EMPLOYEES*

Non-exempt employees shall be paid overtime pay for hours worked over forty (40) in a workweek.

- **EXCEPTION:** Police officers shall be paid overtime pay for hours worked over eighty (80) in their scheduled two-week work period.

Overtime pay is paid at one and one half (1.5) times (150% of) the Employee's hourly rate, and is paid in fifteen (15) minute increments.

#### *5-104.2.1 AUTHORIZATION FOR OVERTIME*

All overtime shall be pre-approved by the Employee's Supervisor. Supervisors shall only assign work that will result in overtime when an emergency exists or overtime work is necessary to carry out normal and essential services of the City. Employees who work in excess of their normal work schedule without the approval of their Supervisor may be subject to appropriate disciplinary action, up to and including termination.

### *5-104.3 COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES*

Employees eligible to receive overtime pay may instead be compensated with compensatory time off. Compensatory time off is earned at one and a half times (1.5) (150% of) the employee's hours worked. Employees wishing to receive comp time must have approval from their supervisor or Department Head, and must communicate the details of the approved request via email directly to the Finance Director, with the approving party CCed. Employees may accrue a maximum of twenty-

four (24) hours compensatory time at any given time. Any requests for compensatory time which would result in an accrual of more than twenty-four (24) hours will be automatically denied and the employee will instead be paid overtime.

The use of compensatory time must be approved in advance by the employee's immediate supervisor. Compensatory time must also be tracked through payroll so that the City may be able to determine when compensatory time has been used and/or accrued. Compensatory time must be used in one hour increments. Under no circumstances may compensatory time be utilized in a workweek where compensatory time is also earned.

#### *5-104.4 COMPENSATION FOR CALL-INS / CALL BACKS FOR NON-EXEMPT EMPLOYEES*

Non-exempt employees who are called in to work at a non-scheduled time will be paid for a minimum of two (2) hours. These hours are considered hours worked.

#### *5-104.5 COMPENSATION FOR ON CALL RESPONSIBILITIES FOR NON-EXEMPT EMPLOYEES*

Non-exempt employees who are assigned to be on call will receive one hour of regular pay for each day they are on call plus any time actually worked. No employee may be assigned to be on call while on approved leave for that day. On call pay is not considered hours worked and shall not be included when calculating overtime.

## **5-105 EXEMPT POSITIONS**

Certain positions are classified as exempt positions and are not subject to the overtime provisions of the Fair Labor Standards Act (FLSA). If the duties and responsibilities of a position change, the exemption status of the position may change accordingly. The City Manager, with consultation from the appropriate Department Head, will make those determinations based on standards set out in the FLSA.

#### *5-105.1 HOURS WORKED BY EXEMPT EMPLOYEES*

Employees in exempt positions are expected to accomplish the duties and responsibilities of their position during a normal work schedule that has been set out by their supervisor. However, it is anticipated that exempt employees will experience periods during which it will be necessary to work in excess of forty (40) hours per week.

At no time are Exempt Employees compensated for time worked in excess of forty (40) hours per week. Exempt Employees may take reasonable amounts of time off, not to exceed four (4) hours at a time, without using vacation or personal leave as long as it does not interfere with performance of their duties and responsibilities. Exempt Employees who wish to take more than four (4) hours of leave without using vacation or personal leave must obtain written approval in advance from their immediate supervisor.

## **5-106 SALARY ADJUSTMENTS**

#### *5-106.1 HIRING*

Starting salaries will be determined at the time of hire based on the salary range for the position, the individual's knowledge, skills, ability, and experience in the job duties and responsibilities, and

the prevailing market conditions. The starting salary must be approved by the appropriate Department Head, the Finance Director, and the City Manager prior to making a job offer.

#### *5-106.2 PROMOTION*

Employees promoted to a position in a higher pay range shall receive a salary increase. The increase shall be consistent with internal and external equity, shall be based on the salary range for the position, the individual's knowledge, skills, ability, and experience in the job duties and responsibilities, and the prevailing market conditions, and shall be sufficient to bring the Employee's salary at least to the minimum of the new range and not to exceed the maximum of the new range. The promotional salary must be approved by the appropriate Department Head, the Finance Director, and the City Manager prior to making an offer of promotion.

#### *5-106.3 DEMOTION*

In the event an employee is demoted to a lower classification, the resulting salary decrease, if any, shall be consistent with internal and external equity, shall be based on the salary range for the position, the individual's knowledge, skills, ability, and experience in the job duties and responsibilities, and the prevailing market conditions, and shall not exceed the maximum of the new range nor be less than the minimum of the new range. The resulting salary must be approved by the appropriate Department Head, the Finance Director, and the City Manager prior to finalizing a demotion.

#### *5-106.4 LATERAL TRANSFERS*

Employees transferred to a position in the same pay range shall have their salary evaluated for increase. Any increase shall be consistent with internal and external equity, shall be based on the salary range for the position, the individual's knowledge, skills, ability, and experience in the job duties and responsibilities, and the prevailing market conditions, and shall not to exceed the maximum of the new range. The resulting salary must be approved by the appropriate Department Head, the Finance Director, and the City Manager prior to making an offer of lateral transfer.

#### *5-106.5 RECLASSIFICATION*

Employees holding positions designated for reclassification through the PEP (see section 5-103.1) will be reclassified with the new position.

Under no circumstances shall the reclassification process be used to reward an employee who is performing well in a properly classified position but who possesses potential to perform in a higher level position which the City does not need. Additionally, reclassification shall not be utilized as a means to provide additional salary growth to an employee who has reached the top of his or her salary range. All re-classifications will be implemented in accordance with the PEP:

- Employees holding positions reclassified through the PEP shall receive an increase if the reclassification results in the position being placed in a higher pay range. The increase shall be consistent with internal and external equity and shall be sufficient to bring the employee's salary at least to the minimum of the new range and not to exceed the maximum of the new range.
- If a reclassification results in an employee's position being placed in a lower pay range, the employee's salary shall not be reduced. However, if the employee's salary is higher than the



maximum salary provided for in the new pay range, the employee's salary shall remain the same at least until a change in the City's pay and classification system provides for a greater salary for the position.

- If a reclassification results in a change that leaves the position in the same pay range, the employee will receive a lateral transfer to the new position.

#### *5-106.6 RE-GRADES*

When it is determined that a position should be re-graded, the employee occupying a position that is re-graded may or may not receive a salary increase depending on the difference in current pay and the pay recommended. Any potential increase shall be consistent with internal and external equity and shall be sufficient to bring the Employee's salary at least to the minimum of the new range and not to exceed the maximum of the new range.

Employee salaries that are less than the newly established range minimum for the position shall be brought to at least the range minimum in the first pay period in which the salary range is effective.

If a re-grade results in an Employee's position being placed in a lower pay range, the Employee's salary shall not be reduced. However, if the Employee's salary is higher than the maximum salary provided for in the new pay range, the Employee's salary shall remain the same at least until a change in the City's pay and classification system provides for a greater salary for the position.

#### *5-106.7 SALARY EQUITY ADJUSTMENTS*

Departments may not create situations where intentional pay inequities occur. If circumstances inadvertently create a potential salary inequity or a salary compression issue between Employees in comparable positions, the City Manager may recommend pay adjustment(s) to maintain internal pay equity.

Salary equity adjustments shall not exceed the maximum of the salary range. All salary equity adjustments are approved by the City Manager, after consultation with the Finance Department.

#### *5-106.8 WORKING OUT OF CLASS*

Any Employee who is temporarily designated to work longer than ten (10) consecutive working days in a position in a salary range with a higher maximum salary than their own will be compensated based on internal and external equity for the position assignment. The employee will be at least at the minimum of the new range and in no case shall they be above the maximum of the new range while performing in the higher salary range. The salary change must be approved by the appropriate Department Head, the Finance Director, and the City Manager, and will be back dated to the first day of the assignment. No employee shall be assigned to a higher-level position entitling them to "working out of class" pay without approval of the City Manager.

#### *5-106.9 EFFECTIVE DATE*

All salary adjustments become effective on the date the change of status occurs. Every reasonable effort shall be made to align effective dates with the start of a pay period.

## **5-107 ECONOMIC ADJUSTMENTS**

Employees may receive a salary increase when a market adjustment is made to either their job classification or to the overall pay plan structure. Economic market adjustments will be based on several

factors including, but not limited to, changes in the cost-of-living; changes and/or increases in salaries and benefits in similar cities for similar municipal job classifications; changes and/or increases in the cost of employee benefits; and the city's financial condition.

Based on an analysis of the market factors by the Finance Department and upon the recommendation of the City Manager, the City Council may determine if there should be a general economic adjustment to the salary range structure and set the percentage of increase. Generally, adjustments to the salary ranges will take place at the beginning of the new fiscal year; however, the City may determine that a general adjustment to the ranges may begin at some other date as the City Council may determine.

## 5-108 MERIT INCREASES

Any merit pay increases based on performance shall be effective January 1 of the following calendar year. Merit increases are granted based on the employee's performance evaluation; however, the performance evaluation may or may not result in a merit increase depending upon performance and available budgetary resources.

Details of the performance evaluation format and process shall be set by Administrative Policy.

## 5-109 ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event of a pay-related error (including, but not limited to an improper amount of pay received or an improper payroll deduction), the employee should promptly bring the discrepancy to the attention of their Department Director so that corrections can be made as quickly as possible.

## 5-110 INSURANCE BENEFIT PLANS

The City of Florence offers a comprehensive benefits package with a variety of plan choices for full time Employees.

In the event that information regarding benefit plans provided in this Handbook should conflict with actual terms and conditions of coverage, the actual terms and conditions of the provider(s) shall govern.

### *5-110.1 MEDICAL, DENTAL, AND VISION INSURANCE PLANS*

#### 5-110.1.1 ELIGIBILITY

All full-time Employees and their qualified dependents are eligible to participate in the health, dental, and vision plans offered by the City. Elected officials may participate at full cost.

#### 5-110.1.2 EFFECTIVE DATE UPON HIRING

Eligible Employees must enroll or waive enrollment within ninety (90) days of the date of hire. Any Employee who does not enroll within ninety (90) days of their date of hire will not be eligible to enroll until the next open enrollment, unless they experience a qualifying life event.

### 5-110.1.3 COST

Monthly Employee costs for such plans depend on both the coverage (health, dental or vision) and the specific plan selected. The Florence City Council shall annually determine the amount to be paid by the City for full-time Employees for each of these coverages (health, dental, and vision) and for specific plans, if applicable. All premiums are deducted pre-tax, as allowed by the Internal Revenue Service.

## 5-110.2 DISABILITY AND PERSONAL ACCIDENT, AND LIFE INSURANCE PLANS

### 5-110.2.1 ELIGIBILITY

All full-time Employees are eligible to participate in the disability and personal accident plans offered by the City. Disability and Personal Accident Plans are optional coverages.

### 5-110.2.2 AVAILABLE PLANS

- Short Term Disability Plan – This plan helps to replace an Employee’s salary for a limited period of time for a covered disability.
- Long Term Disability Plan – This plan helps to replace an Employee’s salary for an indefinite period of time for a covered disability.
- Personal Accident Insurance Plan – This plan provides payments in the case of accidental death or dismemberment. This plan is available to eligible dependents as well, at group rates.
- Life Insurance – This plan provides an employee with term life insurance coverage.

## 5-111 RETIREMENT BENEFITS

The City of Florence offers a pension plan for full time, sworn Police Officers, and a retirement plan for all other full time employees.

## 5-112 OTHER BENEFITS

### 5-112.1 UNIFORMS AND SAFETY EQUIPMENT

Whenever the City requires the use of uniforms or safety equipment, the City will pay for the purchase, maintenance, and warranted replacement of said uniforms and/or equipment (except laundry and dry cleaning). Specific uniform allowances and amounts will be recommended by Department Heads and approved by the City Manager.

### 5-112.2 DIRECT DEPOSIT

Employees are eligible to participate in the City’s direct deposit program. The direct deposit program enables the deposit of all or a portion of an Employee’s net pay to be made in the Employee’s choice of financial institutions. The deposit is accomplished through an electronic funds transfer and is typically available in the employee’s designated account on the morning of the normal payday. The City has no responsibility or liability for the deposits once they are made to the designated account. Direct deposit forms are available from the Finance Department.



## SECTION 6.

### Leave Time

# SECTION 6. LEAVE TIME

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## 6-101 TYPES OF LEAVE

The following types of leave are allowed for full-time and part-time Employees:

- Holidays
- Vacation
- Sick
- Medical
- Jury Duty
- Voting
- Bereavement
- Military (Reserves and Active Duty)
- Domestic Abuse
- Leave of Absence (Personal)
- Administrative

Temporary/seasonal Employees are not eligible for paid leave, with the exception of Sick Leave as required under Colorado law.

## 6-102 GENERAL PROVISIONS

Employees should complete a leave request utilizing the City's approved form as far in advance as possible. All leave requests must be approved in the payroll system prior to the bi-weekly processing of payroll for the pay period in which the leave was taken.

- All leave time shall be recorded to the nearest quarter hour (fifteen minutes).
- Benefit continuation varies depending on the type of leave.
- No Employee shall be permitted to use any leave time for participating in any unlawful work stoppage.
- At no time shall any Employee in an exempt position be docked pay for any part of one working day.

## 6-103 HOLIDAYS

The City of Florence is a multi-faceted organization, with departments whose functions require significant variations in scheduling in order to ensure the necessary continuity of operations required to provide essential services. In recognition of this, the City recognizes that a singular policy for Holiday Leave is insufficient to account for the needs of all employees, and, instead, has chosen to adopt a Holiday Leave plan that is individualized by the various scheduling parameters currently in use in the City of Florence.

The City currently utilizes the following scheduling parameters:

Non-seven-day-per-week operations:

- Department-wide set schedules of Monday – Friday
- Department-wide set schedules of Monday – Thursday

Seven-day-per-week operations:

- Seven-days-per-week operations (excluding on call time), with days scheduled varying by employee type
- Seven-days-per-week operations (excluding on call time), with days scheduled and number of days scheduled varying by employee and employee type

### 6-103.1 Non-seven-day-per-week operations

#### 6-103.1.1 Department-wide set schedules of Monday – Friday

All full-time and part time employees working in positions with department-wide set schedules of Monday through Friday shall either be scheduled off with regular pay or shall receive holiday compensation for the following holidays:

New Year's Day	January 1
MLK Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11

Thanksgiving	Fourth Thursday in November
Friday following Thanksgiving	Friday After Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

It should be noted that employees working in positions with department-wide set schedules of Monday through Friday are the only City employees eligible for holiday compensation for the Friday following Thanksgiving in recognition of the fact that these employees receive fewer actual cumulative total holiday hours than other employees due to the number of holiday hours required to account for an entire workday.

Holidays that fall on a Saturday will normally be observed on the preceding Friday and those which fall on a Sunday will normally be observed on the following Monday. In the case of Christmas Eve and Christmas Day falling on Friday and Saturday, the holidays will be observed on the preceding day on Thursday and Friday. In the case of Christmas Eve and Christmas Day falling on Sunday and Monday, the holidays will be observed on Monday and the following Tuesday. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus their regular rate of pay for any hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result in Overtime based on the City's standard method of calculating Overtime or under the City's Call-back rules). Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift.

Examples:

- An employee is normally scheduled to work eight (8) hours on a City-observed holiday. The employee had a total of sixteen (16) hours for the week prior to the start of their shift. The employee ends up working nine (9) hours.
  - In this scenario, the Employee would receive the following:
    - Eight (8) hours of Holiday pay;
    - Eight (8) hours of straight time pay; and
    - One (1) hour of double time.
- An employee is normally scheduled to work eight (8) hours on a City-observed holiday. The employee had a total of thirty-six (36) hours for the week prior to the start of their shift. The employee works their full scheduled eight (8) hour shift.
  - In this scenario, the Employee would receive the following:
    - Eight (8) hours of Holiday pay;
    - Four (4) hours of straight time pay; and
    - Four (4) hours of one and one half (1.5) time pay.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

If the designated and observed holiday differs from the actual holiday, FLSA non-exempt benefit-eligible employees who work on the actual holiday will receive two (2) times their regular rate of pay for the time worked on the actual holiday

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

#### 6-103.1.2 Department-wide set schedules of Monday – Thursday

All full-time and part time employees working in positions with department-wide set schedules of Monday through Thursday shall either be scheduled off with regular pay or shall receive holiday compensation for the following holidays:

New Years Day	January 1
MLK Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Holidays that are tied to a specific date (rather than day) and fall on a Friday will normally be observed on the preceding Thursday and those that fall on a Sunday will normally be observed on the following Monday. Those holidays that fall on a Saturday will normally be observed on the preceding Thursday, but may observed the following Monday based on operational needs as determined by the Department Head, with approval from the City Manager. For all holidays tied to a specific date (rather than day) that fall on a Friday, Saturday, or Sunday, the City Manager has the right to move the observation of the holiday to the nearby day most conducive to operational needs, providing as much advanced notice for employees as possible. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus their regular rate of pay for any hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result



in Overtime based on the City's standard method of calculating Overtime or under the City's call-back rules). Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift. See examples in Section 6-103.1.1.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

If the designated and observed holiday differs from the actual holiday, FLSA non-exempt benefit-eligible employees who work on the actual holiday will receive two (2) times their regular rate of pay for the time worked on the actual holiday

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

#### *6-103.2 Seven-day-per-week operations*

These policies are applicable for all City employees working in seven-day-per-week operations, including both of the following scheduling parameters:

- Seven-days-per-week operations (excluding on call time), with days scheduled varying by employee type
- Seven-days-per-week operations (excluding on call time), with days scheduled and number of days scheduled varying by employee and employee type

All full-time and part-time employees working in positions with seven-day-per-week operations shall either be scheduled off with regular pay or shall receive holiday compensation for the following Six (6) holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

All full-time and part-time employees working in positions with seven-day-per-week operations shall be credited with six (6) personal floating holidays each year. One (1) such personal floating holiday shall be credited on each of the following posted dates: January 1, March 1, May 1, July 1, August 1, and October 1. Said personal floating holidays will not be considered hours worked for the purpose of calculating overtime, and may be scheduled and utilized on days mutually agreed upon by the Employee and the Employee's Supervisor, subject to the following provisions:

- (a) Must be taken within the calendar year;
- (b) May not be carried over from year-to-year, or paid off at time of termination;
- (c) Will not be paid in addition to hours worked on the same day; and
- (d) May only be taken in full shift increments

For seven-day-per week operations, all holidays are observed on their actual date of occurrence. Individuals may be scheduled off with regular pay or may be scheduled to work and receive holiday pay based on what the Department head determines is best for continuity of operations. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus their regular rate of pay for any hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result in Overtime based on the City's standard method of calculating Overtime or under the City's call-back rules). Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift. See examples in Section 6-103.1.1.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

## 6-104 VACATION LEAVE

Vacation leave shall be earned and accrued from the most recent date of employment under the conditions hereinafter stated. Vacation will be considered to be earned and accrued at the end of the last day of the payroll period. Approved vacation may be used as soon as it is accrued. Vacation may not be taken during the same period during which it is being earned.

Vacation leave accrual will begin the first day of the first complete pay period the Employee works. Changes in vacation accrual will be effective the first pay period following the individual's employment anniversary date (i.e. 27th pay period).

Employees may not accumulate more than two hundred forty (240) hours of vacation at any time. Vacation accrual will cease until the accumulation is within the established limits. Employees may not waive vacation leave for the purpose of receiving pay in lieu of time off. Employees who are making a reasonable effort to use accrued vacation leave, but due to extenuating circumstances are unable to use the leave within the allotted time-frame may be granted additional time in which to use the accumulated leave by the City Manager.

Employees must use vacation in one quarter hour (15 minute) increments.

Vacation requests may be denied based on workload needs of the department. Employees may be recalled from vacation leave or may have their scheduled vacation leave postponed in the event their Department Head declares that an emergency situation exists. When an Employee is recalled from vacation leave, the Employee's vacation leave will be re-scheduled at the earliest convenient time.

The Finance Department is responsible for maintaining adequate records for each Employee that reflects accrual, usage, and accumulation of vacation time for all Employees. Supervisors are responsible for monitoring balances and considering those when reviewing vacation leave requests.

Department Heads shall establish guidelines for scheduling vacations, including prior notification requirements. Employees are urged to take vacations during "off-peak" periods of their department's workload.

Paid holidays that occur during a vacation leave are not counted as a day of vacation.

Sick leave may be substituted for scheduled vacation leave if the Employee is unexpectedly faced with a situation that is considered sick leave. A written substantiation of the situation may be required upon the Employee's return to work.

Upon resignation or termination an Employee will be compensated for any accumulated, unused vacation leave.

Vacation time is not counted as hours worked in the computation of overtime.

#### *6-104.1 FULL-TIME EMPLOYEES*

Each full-time Employee shall accrue vacation leave at the following rate:

Employment through 2 Years	4.0 hrs/pay period
After 2 Years through 5 Years	4.62 hrs/pay period
After 5 Years through 7 Years	5.231 hrs/pay period
After 7 Years through 9 Years	6.75 hrs/pay period
After 10 Years	7.70 hrs/pay period

**EXCEPTION:** All exempt positions may be granted accumulated vacation leave and may be allowed to accrue vacation leave at an alternative rate as may be approved by the City Manager.

#### *6-104.2 PART-TIME AND TEMPORARY EMPLOYEES*

All part-time Employees accrue vacation leave at a proportional rate. Temporary/seasonal Employees do not accrue vacation leave.

### **6-105 SICK LEAVE**

Employees must use sick leave in one quarter hour (15 minute) increments.

To be eligible for paid sick leave Employees shall notify their Supervisor of their intention and reason for taking sick leave as far in advance as possible of the time needed. Employees must notify their

Supervisor of an intended absence no later than the start of their regular shift start. Employees who do not notify their Supervisor of sick leave within the required time limits will be considered to be on unauthorized leave. Employees must keep the Supervisor informed of their condition each day of their absence.

An Employee who takes sick leave may be required to submit a statement from a health care provider within 24 hours after returning to work.

Employees have the option of using accrued vacation leave when sick leave has been exhausted. Employees may request a leave of absence without pay if all paid leave has been exhausted.

Employees shall not accumulate more than 480 hours of sick leave accrual at any time. Sick leave accrual will cease until the accumulation is within the established limits.

Upon separation of employment, Employees will not receive compensation for earned, unused sick leave pay.

Sick time is not counted as hours worked in the computation of overtime.

#### *6-105.1 SICK LEAVE ACCRUAL*

All Employees (full time, part time, and temporary/seasonal) accrue sick leave at a rate of 3.08 hours per pay period. Sick leave accrual will begin the first day of the first complete pay period the Employee works.

Sick leave will be considered to be earned and accrued at the end of the last day of the payroll period. Approved sick leave may be used as soon as it is accrued. Sick leave may not be taken during the same period during which it is being earned.

#### *6-105.2 REASONS FOR TAKING SICK LEAVE*

Sick leave may be used for the following purposes:

- Personal illness or injury, including maternity.
- An appointment with a health care provider. Employees are expected to attempt to schedule medical appointments at the beginning or end of their normal work schedule.
- To attend to a member of the Employee's immediate family whose illness requires the Employee's presence.
- To attend to wife or family in the case of a new child.
- Any other leave provided for under Colorado law or by the Family Medical Leave Act.

## **6-106 MEDICAL LEAVE**

While public sector employers are subject to the provisions of the Family Medical Leave Act (FMLA), to be eligible to take FMLA leave, Employees must work at a worksite with a minimum of fifty (50) Employees within a seventy-five (75) mile radius. As the City of Florence does not currently have fifty (50) Employees within a seventy-five (75) mile radius, City Employees are not eligible to take FMLA leave. However, the City does provide medical leave as detailed in this Section.

A medical leave of absence of not more than three (3) months may be granted to full-time Employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

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

- The Employee has satisfactorily completed ninety (90) days of employment with the City;
  - If an Employee is granted a medical leave of absence during his or her probationary period, the probationary period will be considered as being temporarily suspended for the duration of the medical leave, and will resume following the medical leave.
- The Department Head is notified by the Employee as soon as possible of the needs for medical leave;
- The Employee shall submit to the supervisor a written statement from their attending physician outlining both the reason for the leave and the estimated duration of the leave;
  - The City may require the Employee to obtain an opinion from a medical provider of the City's choosing
- The medical leave is approved by both the Department Head and the City Manager; and
- All available sick leave and accrued vacation are to be utilized at the beginning of the medical leave.

When the estimated duration of the medical leave is less than three (3) months and the Employee needs to extend the leave, another statement from the medical provider is required. This statement must include the new estimated length of leave.

An Employee must present a doctor's statement indicating their ability to return to work and noting any restrictions prior to the Employee being cleared by the City to return to work.

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

The City may continue medical insurance benefits for an Employee on medical leave for a maximum of three (3) months, provided the Employee continues to pay the Employee portion of the premium.

The Employee will not accrue vacation or sick leave during a medical leave of absence. Holiday, bereavement, and jury duty pay will not be granted during a medical leave.

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

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

## 6-107 CIVIL LEAVE

Full-time Employees who are summoned to serve jury duty or subpoenaed to appear as a witnesses in cases where they are neither the plaintiff nor defendant, shall make arrangements with their Supervisor to comply with the order. Employees selected for jury duty or subpoenaed to appear as a witness in a case where they are neither the plaintiff nor defendant, or who are required to make a court appearance in an official capacity in connection with City business will be considered to be will receive their regular pay for such time. Employees shall give notice as far in advance of the court date(s) as possible. If an Employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees will receive regular pay for the first three (3) days of jury duty if they were scheduled to work and provide confirmation of juror service.

Beginning the fourth (4th) day and thereafter, Employees, as jurors, are paid fifty dollars (\$50) per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three (3) days, Employees receive the difference between jury duty pay and their regular pay, up to a maximum of ten (10) days (80 hours). Jury duty beyond this time is without pay from the organization.

## 6-108 VOTING LEAVE

Employees are encouraged to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, especially with mail-in voting, it is possible for Employees to vote either before or after their scheduled work time or during permitted breaks. If it is necessary for Employees to arrive to work late or leave work early to vote in any election, Employees should arrange this with their Supervisor no later than the day prior to Election Day.

## 6-109 BEREAVEMENT LEAVE

If an Employee wishes to take time off due to the death of a family member, the Employee should notify their Supervisor immediately.

Up to three (3) days of bereavement leave will be provided to attend the in-state funeral or other grief-related services and/or events of an immediate family member. Up to five (5) days (or one work week, whichever is less) of bereavement leave will be provided to attend the out-of-state funeral or other grief-related services and/or events of an immediate family member. "Immediate family" is defined as the Employee's spouse, parent, child, sibling, grandparent, grandchild, or parent-in-law.

One (1) day of bereavement leave will be provided to attend the in-state funeral or other grief-related services and/or events of a near relative. Up to two (2) days of bereavement leave will be provided to attend the out-of-state funeral or other grief-related services and/or events of a near relative. "Near relative" is defined as the Employee's aunt, uncle, niece, nephew, spouse's grandparents, spouse's siblings, and other close relatives.

Any Employee may use any available paid leave for additional time off as necessary, with the approval of their Department Head and the City Manager.

## 6-110 MILITARY LEAVE

Employees who are members of the Colorado National Guard or reserve components of the U.S. Armed Forces are entitled to military leave equivalent to three weeks of work based on their regular schedule per calendar year. This leave is provided for military training or active state service. Employees may use any available paid leave or take unpaid leave during this period. For leave extending beyond the three-week allotment, Employees are entitled to unpaid leave with reinstatement rights upon return. The Town will pay the difference between the employee's base salary and military pay received during the three-week period. Upon returning to work, employees will be restored to their same job or a position with equivalent status, pay, benefits, and other employment terms, provided they remain capable of performing the essential functions of the job. Employees must provide official orders and inform the City Manager of their intent to return to employment as soon as possible. This policy complies with both Colorado law (C.R.S. § 28-3-601 et seq.) and federal USERRA standards.

## 6-111 DOMESTIC ABUSE LEAVE

The City provides leave to Employees who are the victims of domestic violence or abuse, stalking, sexual assault, or a crime found by the court to include an act of domestic violence. Upon reasonable advance notice (except in cases of imminent danger to the health or safety of an Employee), an Employee may take up to three working days of leave in any 12-month period. The 12-month period will be measured forward from the date the first domestic violence leave begins.

Leave is unpaid although Employees may use sick leave or vacation time. Employees may only use this leave for one or more of the following purposes:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for himself or herself or for his or her children to address physical or psychological injuries resulting from the domestic abuse, stalking, sexual assault, or other crime involving domestic violence;
- Make his or her home secure or seek new housing to escape the perpetrator;
- Seek legal assistance and prepare for and attend court-related proceedings arising from acts of domestic violence

Employees must contact the City Manager to request leave. The City requires appropriate documentation to approve this leave. Appropriate documentation may include police reports, court orders, confirmation of court appearances, or documentation from medical and other professionals.

## 6-112 PERSONAL LEAVE

Personal Leaves of absence are not typically granted. Employees, upon written request describing the circumstances warranting such a leave, and with the approval of the City Manager, may be granted a leave of absence without pay for a period of up to 30 (thirty) days. No leave of absence without pay will be authorized until all paid leave has been exhausted. Under extraordinary circumstances, and following consultation with legal counsel, the City Manager may approve extending administrative leave.

At the expiration of the leave of absence without pay, Employees have the right to be reinstated to the position vacated. During the Employee's absence, the position may be filled by temporary appointment.

Benefits Available: No sick or vacation leave will be accrued by an Employee during a leave of absence without pay. Employees will not be paid for holidays that occur during a leave without pay. Employees shall pay for the full cost of medical and other benefits during an unpaid Personal Leave.

## 6-113 ADMINISTRATIVE LEAVE

The City Manager and a Department Head may institute an administrative leave when:

- a) An Employee has been arrested for a serious crime and is imprisoned pending trial or released on bail pending trial.
- b) An Employee has been charged with misconduct while on the job and the misconduct is being investigated or a disciplinary action is pending.
- c) An Employee has filed a complaint of misconduct and the misconduct is being investigated.
- d) There is reasonable suspicion that an Employee is under the influence of drugs or alcohol.
- e) An Employee is endangering themselves, other Employees, or members of the public.
- f) An Employee is being grossly insubordinate and causing disruption of normal operations.

Employees may be placed on administrative leave with or without pay. The City Manager, with consult from the Employee's Department Head, shall approve placing any Employee on unpaid administrative leave.

Employees placed on administrative leave without pay may not utilize any form of benefit time in order to receive payment. The Employee on unpaid administrative leave is responsible for payment of his/her portion of health insurance premiums during such leave just as if he/she were still on the City's payroll. Employees will receive advance notice of the costs, and a schedule for remitting these payments will be provided.

Employees may be placed on administrative leave for a maximum of 30 (thirty) days. All normal benefits will continue during paid administrative leave. Under extraordinary circumstances, and following consultation with legal counsel, the City Manager may approve extending administrative leave.

## 6-114 SHARED LEAVE POOL

Employees are eligible to request the Shared Leave Benefit if they meet all of the following criteria:

- The Employee is a full-time or part-time regular Employee working a minimum of 1,040 hours per year; and
- The Employee participates in the shared leave program via donation of a minimum of sixteen (16) hours of leave (sick or vacation) annually to the shared leave pool; and
- The Employee has not been placed on administrative leave (either paid or unpaid); and
- The Employee has exhausted all of their personal leave time including the following:
  - Accrued vacation leave;
  - Personal Day(s);
  - Accrued sick leave;
  - Comp time; and
- The Employee has a documented expectation there is a need for additional time off from work

A committee consisting of the City Manager, Finance Director, and the Employee's Department Head will approve or disapprove the granting of Shared Leave.



Shared leave requests shall be submitted to the City Manager for consideration, and may be approved for one of the following reasons:

1. Full-time Employee's own catastrophic illness or injury; or
2. To care for Employee's spouse, child, parent, or grandparent who has suffered a catastrophic illness or injury. A child is defined as a person under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

For purposes of this policy, catastrophic illness or injury is defined as an extreme or life-threatening illness, injury, impairment, or physical or mental condition that requires continuing treatment/supervision by a health care provider.

Shared leave may be granted to an Employee to care for a child following birth, or in connection with the child's placement with the Employee for adoption or foster care.

Shared leave requests should be submitted as soon as possible in advance of exhausting accrued leave time.

Shared leave requests will be administered in order to maintain sufficient confidentiality and respect for the privacy of the proposed recipient. Communication of the need for donations for a recipient will be undertaken only at the request of the proposed recipient. A donor may remain anonymous if he/she so chooses. Donations may only be made to the shared leave pool in general, and not to an individual Employee.

No Employee may be coerced, threatened, intimidated, or promised and/or provided financial inducement to donate leave time.

Employees seeking shared leave must apply for leave using the City of Florence's Shared Leave Program Request Form and attach a physician's statement that meets the leave qualifications of catastrophic illness or injury.

Employees may donate unused accrued vacation or sick leave hours. Personal salary and compensatory time off cannot be donated. Donations may be made in no less increment than that which is earned by the donor for one pay period. Employees who are receiving paid time off through the Workers' Compensation Program are not eligible to request or use shared leave. Employees who have applied for or are receiving a short-term disability benefit are eligible to request shared leave.

The Finance Director will track the number of hours that are donated to the Shared Leave Bank and will communicate with payroll regarding who donated leave time so that it may be deducted from the donor's balance.

#### *6-115.1 Shared Leave Request Procedures:*

1. An Employee will submit a request/application for shared leave through to the City Manager with as much advance notice as possible in anticipation of exhausting all of their accrued leave time.
2. An Employee requesting shared leave will provide medical and other documentation, as requested, indicating the necessity for time off from work and the probable duration of the requested time off. Additional documentation may be requested at any time during the

approved leave. If the request for additional information is not met, shared leave benefits may be terminated immediately.

3. The recipient may not use donations longer than is medically necessary.
4. The City Manager will provide information to the Employee's Department Director regarding coordination of any and all other relevant paid time off policies and other legal requirements.
5. Shared leave requests are restricted to a maximum period of six (6) months in a twelve (12) month rolling period, except in extenuating circumstances. Any request for an extension of the shared leave benefit will be submitted in writing to the City Manager for review and approval prior to the expiration of the original leave. The use of the shared leave will also be subject to the leave policies outlined in the City of Florence Personnel Policies Section 6, Leave Time.
6. An Employee wishing to donate leave time may do so by completing a "Shared Leave Donation Request" form.
7. An Employee may donate the following amounts of leave by type:
  - a. Any and all accrued vacation hours;
  - b. Any and all accrued sick leave in excess of one year's accrual. (Employees must maintain a minimum balance of 80 hours in order to be eligible to donate).

## **6-115 ABSENT WITHOUT LEAVE AUTHORIZATION**

Absence without leave shall be construed to be any absence in which the Employee has failed to secure prior approval or, in the case of illness or emergency, has failed to notify their immediate supervisor of such absence no later than their regular shift start, except in extenuating circumstances. Any unauthorized absence of an Employee from duty shall be determined as absence without pay and may be grounds for disciplinary action, up to and including termination. In the absence of such disciplinary action, Employees who absent themselves for three (3) or more days without authorized leave, shall be deemed to have resigned, except in extenuating circumstances. To be reinstated, with or without pay, Employees must provide evidence of extenuating circumstances acceptable to their Department Head and the City Manager.

A written statement from the Department Head regarding the unauthorized absence by the Employee will be provided to the City Clerk for inclusion in the Employee's personnel file.

Employees who have resigned due to an absence without leave and/or any of their eligible dependents are eligible to continue their health coverage through COBRA for a designated period of time and must complete the necessary paperwork to indicate if they decline or accept coverage.



## SECTION 7.

### Discipline

# SECTION 7. DISCIPLINE

ARTICLE 7-101 SCOPE AND PURPOSE

ARTICLE 7-102 REASONS FOR DISCIPLINARY ACTION

ARTICLE 7-103 TYPES OF DISCIPLINARY ACTION

ARTICLE 7-104 IMPLEMENTATION OF DISCIPLINARY ACTION

ARTICLE 7-105 APPEAL PROCESS

## 7-101 SCOPE AND PURPOSE

The purpose of this policy is to provide the process for how the City Manager, Department Heads, and Supervisors shall implement disciplinary action as well as the process for reviewing disciplinary action.

All City Employees are expected and required to meet acceptable performance standards and otherwise conduct themselves in an appropriate manner during the course of their employment.

## 7-102 REASONS FOR DISCIPLINARY ACTION

Each situation involving a violation of rules will be carefully and impartially examined with regard to relevant circumstances before appropriate disciplinary action is taken. Nothing contained herein should be construed as limiting the City of Florence's right to discipline up to and including termination without prior notice for any reason it deems appropriate in its sole discretion. Reasons for discipline include but are not limited to the following:

- a) Any violation of the Personnel Policies of the City of Florence, or any administrative, Department, or Division policies, procedures, rules or regulations.
- b) Commission of a criminal act and the subsequent finding of guilt by a court of law when the criminal act directly affects the employee's ability to perform the duties of his or her position or directly relates to the duties and responsibilities of the position.
- c) Violation of the Ethics and Conduct Policy set forth herein which includes, but is not limited to, solicitation or receipt from any person of, or participation in, any fee, gift or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than that given to other persons.
- d) Violation of the City of Florence's Possession of Firearms Policy.
- e) Violating any lawful or reasonable order, rule or regulation.
- f) Stealing City funds or property or removing City funds or property without authority.
- g) Theft or any criminal act.
- h) A traffic violation while in a City-owned vehicle.
- i) Being in the possession of or drinking alcoholic or cereal malt beverages or being intoxicated while on duty or while on public property during the work day, including meal and other breaks.

- j) Being in the possession of or using or being under the influence of unauthorized drugs while on duty or while on public property during the workday, including meal breaks.
- k) Having sex or performing sexual acts while on duty or on City property.
- l) Any act of inappropriate discrimination by an Employee of the City of Florence.
- m) Inducing, or attempting to induce, any City official or Employee to commit or participate in an illegal act or to act in violation of any lawful and reasonable Departmental or official regulation.
- n) Witnessing another Employee violating the law and not reporting the violation to a Supervisor, Department Head or the City Manager.
- o) Any type of fraud, including that which benefits the City.
- p) Falsifying any City record or other City documents.
- q) Writing a personal check for payment to the City for which there are insufficient funds in the employee's bank account.
- r) Knowingly falsifying information on a job application or other required personnel forms, or other City document.
- s) Willfully or corruptly deceiving or unreasonably obstructing any person in respect to that person's right to take part in any examination for admission or promotion in the City service.
- t) Furnishing special or confidential information for the purpose of either improving or injuring the prospects or chances of a person to be tested or appointed.
- u) Revocation or suspension of a certification or license, including but not limited to a driver's license, when such is required as a condition of City employment, or failure to obtain or renew any necessary or required license or certification in a timely manner.
- v) Insubordination.
- w) Refusing to work when called back for an emergency by the Department Head or Supervisor or failing to appear when scheduled for emergency work.
- x) Taking leave without authority, failure to notify Supervisor of intended absence, walking off the job without permission, tardiness, absenteeism, or any absence in excess of two (2) consecutive days not specifically covered by authorization or excused by the employee's Supervisor.
- y) Abuse of leave time or claiming leave time under false pretenses.
- z) Fighting, causing a fight, or unlawfully striking anyone on City property or while on duty.
- aa) Damaging City property either intentionally or as a result of negligence.
- bb) Failure to follow prescribed safety procedures including but not limited to failure to notify the Supervisor or Department Head of unsafe working conditions, or engaging in unsafe acts.
- cc) Sleeping or other inappropriate behavior while on duty.
- dd) Harassing, molesting, or bothering any other employees or any action or omission of action to the extent the employee or employees are unable to complete their assigned tasks, or the effective operation of City services is impaired.
- ee) Engaging in activities which disrupt or interfere with the regular work activities of a section, Division, or Department, including but not limited to failing to report for duty or not working at usual capabilities in performance of normal duties.
- ff) Allowing a personal relationship with a co-worker, contractor, visitor, or customer to interfere with the satisfactory performance of job duties.

- gg) Exhibiting offensive conduct or using offensive or inappropriate language toward the public, contractors, City officials, or other employees.
- hh) Failure to cooperate with other Employees, citizens or other members of the public in a professional, courteous, and polite manner.
- ii) Using official position with the City government or using City equipment without authorization for personal purposes or activities.
- jj) Using information obtained as an Employee of the City to advance personal, financial, or other private interests.
- kk) Unsatisfactory performance of job duties and responsibilities.
- ll) Any act which reflects negatively upon the City.
- mm) Commission or omission of acts by an employee which makes the taking of a disciplinary action necessary or desirable for the efficient conduct of the business of the City or for the best interest of the City government.

## 7-103 TYPES OF DISCIPLINARY ACTION

### 7-103.1 VERBAL WARNING

An oral reprimand given by the Employee's Supervisor. All verbal warnings shall be documented in writing.

### 7-103.2 WRITTEN REPRIMAND

A written notification of the Employee's unsatisfactory performance or other violation of the Personnel Policies, and/or other City or departmental policies.

### 7-103.3 SPECIAL PROBATION

A period of a specified length of time during which the Employee is required to fulfill a set of conditions to improve work performance or on-the-job behavior. Failure to meet the special probationary requirement will result in additional disciplinary action up to and including termination. An Employee may be placed on special probation in conjunction with another form of disciplinary action as defined in this section. An Employee is not eligible for any performance-related salary increases during a special probation. The notice of special probation will state the length of time for the probation.

### 7-103.4 ADMINISTRATIVE LEAVE

The removal of an Employee from the workplace for a specified period of time with or without pay. The length of the Administrative Leave will reflect the severity of the Employee's misconduct.

### 7-103.5 DEMOTION

The placement of an Employee into a lower job classification as a result of disciplinary action.

### 7-103.6 TERMINATION

The permanent removal of an Employee from the City's employment.

## 7-104 IMPLEMENTATION OF DISCIPLINARY ACTION

Disciplinary action should occur in a timely fashion both with regard to the action(s) prompting the discipline and/or the knowledge, discovery, or reporting of such action(s).

The disciplinary action taken should correspond to the degree of the violation, the situation and context in which the violation occurred, the impact on the organization, the Employee's past work performance and disciplinary history, the expected effect of such actions on the future job performance of the Employee, and prior precedent, if applicable or appropriate.

The City Manager and the Department Heads shall have responsibility for all disciplinary action, but may delegate this authority to Supervisors. Department Heads and Supervisors are required to consult with the City Manager prior to the implementation of disciplinary action. In all cases of disciplinary action, the Supervisor and/or Department Head shall meet with the Employee to discuss the reasons for the action and explain, in full, the disciplinary action taken.

In all cases of disciplinary action, a written notice of the action, signed by the Department Head or supervisor, stating the reasons for such action will be given to the Employee. The Employee shall sign an acknowledgment of receipt. The Employee's signature does not necessarily indicate agreement with the disciplinary action. A copy of the written notice and original acknowledgment shall be provided to the City Clerk for inclusion in the Employee's personnel file.

In cases of written reprimand, special probation, suspension, demotion, or termination, the notice of disciplinary action shall contain information explaining the Employee's right to appeal the action and a form that allows the Employee to waive their right to that appeal.

## 7-105 APPEAL PROCESS

The appeal process is available to all full and part-time employees, except sworn officers of the Police Department. Sworn officers of the Police Department shall abide by specific policies and procedures related to discipline and review as set out Departmentally.

In cases of written reprimand, special probation, suspension, demotion, and termination, an eligible Employee may request a review of the disciplinary action before the City Manager.

The Employee must submit a written request for a review to the City Manager within seven (7) calendar days of the date they are notified of the disciplinary action. The request shall include the issue(s) in question and what relief is sought. The City Manager shall arrange a hearing within two (2) weeks of receipt of the written request. This time can be extended for reasonable cause.

A hearing will be held offering the opportunity for the employee and the Supervisor to present the facts and considerations surrounding the disciplinary action.

- a) Unless they are a directly involved party, including potentially as a witness, or disqualified by reason of personal relationship, the City Clerk will serve as an impartial facilitator of the review process. Responsibilities shall include establishing a fair and reasonable schedule, approving in advance and coordinating any witnesses, and providing documentation for the hearing. The judgment of the City Clerk is final with regard to review protocol.
- b) No legal counsel will be allowed to represent either party at the hearing without the provision of advanced written notice, a minimum of twenty-four (24) hours in advance of the hearing. The City will automatically reschedule the hearing if the employee is represented by legal counsel without first providing notification of such representation to the City Manager.

- c) The City Manager may interview the Employee, Supervisor, Department Head, or any other parties involved prior to making a decision

At the conclusion of the review process, the City Manager shall render a decision to uphold, overturn, or modify the disciplinary action imposed. The decision shall be put in writing and a copy provided to the Employee, the Department Head, and filed in the Employee's personnel file. The decision of the City Manager is final.





## SECTION 8.

### Ethics

# SECTION 8. ETHICS

ARTICLE 8-101	CODE OF CONDUCT
ARTICLE 8-102	CUSTOMER SERVICE
ARTICLE 8-103	CONFIDENTIAL INFORMATION
ARTICLE 8-104	E-MAIL, INTERNET, INTRANET AND VOICEMAIL USE
ARTICLE 8-105	USE OF SOCIAL MEDIA
ARTICLE 8-106	PERSONAL USE OF SOCIAL MEDIA – OUTSIDE THE SCOPE OF EMPLOYMENT
ARTICLE 8-107	DRUG AND ALCOHOL REQUIREMENTS

## 8-101 CODE OF CONDUCT

In the discharge of their duties, employees of the City of Florence will adhere to the following code of conduct:

- a) Employees of the City shall give fair and equal treatment to every citizen and shall not grant special consideration or advantage to any citizen beyond that which is available to every other citizen.
- b) Employees shall not engage in any business or transaction, or have financial or other personal interest, direct or indirect, that is incompatible with the proper discharge of official duties in the public interest or would tend to impair independent judgment or action in the performance of official duties.
- c) Employees who have a financial or other private interest in any proposed City legislation or business shall promptly disclose, as much in advance as is possible, the nature and the extent of such interest.
- d) It is recognized that the exchange of minor tokens of appreciation is a courtesy common in the business world. City Employees are therefore, on an annual basis, authorized to accept unsolicited minor tokens of appreciation with a fair market value or aggregate actual cost of greater than seventy-five dollars (\$75), so long as the acceptance thereof does not tend to influence or appear to influence their judgment. Employees should report any gifts they receive and should consult with the Finance Department if they are uncertain about the acceptance of a gift.
- e) Employees shall not disclose confidential or legally restricted information, nor shall they use such information to advance the financial or other private interest(s) of themselves or others.
- f) Employees shall not derive a personal financial gain from any purchase or contract issued by the City. Employee shall not purchase goods or services for personal benefit through City contracts or purchase orders.

- g) Employees shall not request or permit the use of City-owned real property for any purpose except the conduct of City business. Employees shall not, directly or indirectly, attempt to obtain any service or benefit from City personnel for the personal affairs of such Employees.

## 8-102 CUSTOMER SERVICE

Making every customer contact (whether inside or outside the organization) as positive as it can be should be the goal of every Employee-customer interaction.

Employees shall make every effort to ensure that customers obtain the requested information with a minimum of hassles, phone or email transfers, and red tape. Employees shall follow up with other employees and/or with the customer to ensure that they received what was needed.

## 8-103 CONFIDENTIAL INFORMATION

City of Florence employees will have access to confidential information of both the City and its citizens. Confidential information may include, but is not limited to, information concerning the following:

- Employee personnel files;
- Water billing information;
- Credit card numbers and other sensitive financial information;
- PII (personally identifying information);
- Legal advice or strategy;
- HIPAA-protected health information;
- Sales tax information;
- Colorado Crime Information Center (CCIC) data;
- Exploitable security or infrastructure information (physical and cybersecurity)
- Information technology systems and infrastructure details
- Executive Session discussions and materials
- Deliberative process and work product privileged information
- Attorney-client privileged communications
- Trade secrets or proprietary information provided by contractors, vendors, or business partners
- Nonpublic labor relations positions and strategies
- Information related to threatened or pending legal or administrative actions
- Specialized details of security arrangements or investigations
- Confidential economic development activities or public-private partnerships
- Personal data revealing racial/ethnic origin, religious beliefs, health conditions, sexual orientation, or citizenship status
- Genetic or biometric data that could uniquely identify an individual
- Personal data of known children
- Ongoing personnel or regulatory investigations and information related thereto
- Vendor lists and preferences
- Active duty orders of National Guard personnel
- Information exempt from disclosure under the Colorado Open Records Act (CORA)
- Confidential information provided by current or prospective customers, contractors, or business affiliates

- Data subject to federal confidentiality laws or regulations
- Information protected by court orders or subject to protective orders in litigation
- Subjects similar to the above.

Employees should ask their Supervisor if an item's status with regard to confidentiality is unclear, always erring on the side of non-disclosure until and unless non-confidentiality status is determined and confirmed. Disclosure of confidential information may seriously damage the City and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the City and must be returned to the City upon separation or at any time upon demand.

## 8-104 E-MAIL, INTERNET, INTRANET AND VOICEMAIL USE

### 8-104.1 COMPUTER SYSTEM USE

The City utilizes computer systems in the work place to facilitate communications, improve Employee productivity, and fulfill its government functions. It is the intent of this policy to provide an overall framework for computer usage within the City. The use of the computer systems in violation of this policy could result in discipline up to and including termination of employment. This policy applies to all Employees, part-time employees, contractors, volunteers or other individuals who are provided access to the City's computer system. Third parties should only be permitted access to the City's computer system as necessary for their business purpose within the City and are required to abide by applicable rules. Any third-party access must be authorized by the City Manager and coordinated on a case-by-case basis.

### 8-104.2 MANAGEMENT RIGHTS

The City is the owner of the computer systems it provides to its Employees to conduct City business. As the owner of this equipment and the Employer of the City Employees, the City is responsible for the lawful and appropriate use of the City's computer systems. Accordingly, the City must maintain at any and all times its right to oversee use of the City computer system by City Employees to protect ownership rights to the computer system and to prevent illegal or inappropriate use of the computer system.

Management may access computer systems of all individuals as covered by this policy for any purpose not specifically prohibited by law. All passwords/codes used on City equipment shall be immediately provided to the Department Head and/or City Manager at their request.

### 8-104.3 PUBLIC RIGHTS

Information contained on the City's computer system may be accessible to individuals who are the subject of the information, authorized third parties, and/or the general public. Access to this information is governed by state laws, federal laws, and court rulings. The City, its officers, and Employees shall implement their best judgment and discretion in protecting the rights of the public and privacy of individuals when administering information contained on the City's computer system. All e-mail should be presumed to be subject to the Colorado Open Records Act (CORA).

#### *8-104.4 RESPONSIBILITIES*

Department Heads shall be responsible for setting specific Departmental policies on device usage and access. Under no circumstance is anyone to access any City-owned or operated electronic file/system without the knowledge and direction of their respective Department Head.

City employees shall be responsible for utilizing City devices and systems to further the goals of the City in providing services to its citizens.

#### *8-104.5 HARDWARE AND SOFTWARE*

The City is the owner of all equipment provided to employees and constituting the City's computer system. The City's contracted IT specialist(s) shall be responsible to maintain and operate the City's hardware and software systems. This includes the appropriate backup of systems and information for purposes of disaster recovery.

The City provides software for use on individual computers and devices within the system. Employees are responsible for understanding and respecting the terms of such software licenses and not agreeing to any terms and conditions, including click-through terms and conditions, without first receiving approval from the City Attorney. Use of hardware and software beyond that provided to employees by the City shall require approval from both the City's contracted IT specialist(s) and the Employee's Department Director; this includes but is not limited to access to e-mail servers. City IT staff or contracted IT specialists will not service privately-owned hardware and software not licensed to the City. Limited personal use of the City's hardware and software is permitted; however, such use shall be infrequent in both time and occasion and shall be conducted in a manner that does not result in the interruption of City business.

#### *8-104.6 E-MAIL*

The e-mail system is City property and is to be used for City business only. The system is not to be used for Employee personal gain or to support or advocate for non-City related business or purposes. All use of the e-mail system is subject to management access pursuant to this policy.

Should incidental use of e-mail for personal purposes occur, employees understand that personal messages will be treated no differently from other messages and may be subject to public release. The employee assumes personal responsibility for the cost of any such personal use of e-mail and will pay any cost incurred for such use upon demand by the City.

The City will assign e-mail addresses to all individuals requested by the Department Head. Only e-mail addresses assigned by the City will be authorized on City-owned computers. All e-mail is subject to the Colorado Open Records Act (CORA).

#### *8-104.7 APPROPRIATE USE*

City employees shall use good judgment in internet access and e-mail use. Employees are expected to ensure that e-mail messages are appropriate in both the types of email messages created and the tone and content of those messages. Employees' use of e-mail and the internet must be able to withstand public scrutiny without embarrassment to the City.

Examples of inappropriate use include, but are not limited to:

- Illegal activities;

- Wagering, betting, or selling;
- Harassment and illegal discrimination;
- Fund-raising for any purpose unless agency sanctioned;
- Commercial activities, e.g., personal for-profit business activities;
- Promotion of, denigration of, or any commentary – other than that required for City business, regarding any political or religious positions or activities;
- Receipt, storage or transmission of offensive, racist, sexist, obscene, or pornographic information;
- Downloading software or files (including games, music, videos, wallpaper, and screen savers) from the internet unless agency-sanctioned; and
- Non-City employee use.

Should an Employee receive inappropriate and/or unsolicited e-mail messages, the Employee should be report these messages to the City Clerk immediately.

#### *8-104.8 MONITORING*

The City of Florence retains its right to review any electronic communications or voice communications sent or received over any system owned or managed by the City. Employees should not expect any right to privacy in any voicemail or electronic communications sent to or received from City systems.

Electronic communication devices such as, but not limited to, telephone, voicemail, wireless or cellular telephones, laptops and tablets, facsimile machines, pagers, City e-mail systems and City-provided internet access are City property and are intended to be used exclusively, except as permitted by this policy, for City business. The City reserves the right to monitor all use of e-mail and internet resources at the time of use, during routine post-use audits, and during investigations or at any other time it chooses. Employees should also understand that e-mail messages, computer operations, and internet transactions, including those deleted or erased from their own files, may be either forensically retrievable or backed up/recorded and stored centrally for system security and investigative purposes and may be retrieved and viewed by someone else with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing.

Employees should use discretion in sending any data classified as not public (private or confidential data on individuals or non-public or protected non-public data not on individuals) over the e-mail or internet systems unless the data has been encrypted or encoded, including potentially including clear indications of such nature of the material, if warranted.

#### *8-104.9 VOICEMAIL AND MESSAGES*

All electronic, digital, and telephone communication, including but not limited to text messages, audio clips, photos, videos, social media messaging, and fax systems and all communications and information sent through, received or stored in these systems are the property of the City and are to be used for job-related purposes. The use of any such system to communicate obscene, harassing, inappropriate, or otherwise offensive language, images, or communications is prohibited. The City retains the right to monitor all of its communications systems at its discretion, including listening to

voicemail messages stored in the systems. All electronic, digital, and telephone communication is subject to the Colorado Open Records Act (CORA).

## 8-105 Use of Social Media

### *8-105.1 PURPOSE*

The Social Media Policy comprises the philosophy, recommendations and strategies necessary for providing professional city communications on or through social media. This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual Employees with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

### *8-105.2 DEFINITIONS*

**Social Media** – Various forms of discussion and information-sharing, including but not limited to blogs, vlogs, apps and other online platforms, wikis, social networks, virtual worlds, video posts, podcasts, websites, message boards, gaming platforms, and online forums. Activities include: comments, “liking/disliking/indicating,” picture and video sharing, wall postings, fan pages, email, instant messaging, and audio (including music) or video recording or sharing.

**Social Networking** – The practice of expanding business and/or social contacts by making connections through web-based applications.

### *8-105.3 POLICIES AND PROCEDURES*

All official City of Florence presences on social media sites or services are considered an extension of the City’s information networks and are governed by the City of Florence’s Social Media Policy and Personnel Policies. Official City-sponsored site(s) are administered by the City Manager, City Clerk or an official Department designee and used for the limited purpose of informing the public about City business, services and events.

All City of Florence social media site(s) must comply with applicable federal, state and City laws/ordinances, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment and other constitutional rights, privacy laws, Colorado Open Records Act (CORA), Colorado Open Meetings Law (OML), and information technology, web standards, brand standards and media policies established by the City of Florence.

Prior to creation, Department-specific social media sites, pages, or feeds must be approved by the City Manager, City Clerk, and Department Head. The City Manager and City Clerk will work with Departments to reach their goals by assisting with the development of social media sites and helping the Department define a strategy for engagement using social media.

The City Manager and City Clerk will also discuss and direct how Departments will keep information current on social media sites in order to keep information timely and relevant. The City understands that Social Media is an outlet and does not particularly adhere to normal business hours. However, it is essential that an expectation of service be designated that provides a framework for response times. If a response is warranted during normal business hours (Monday- Friday), a response should

be provided as quickly as the information can be captured and delivered. If a posting that warrants a response occurs outside of normal business hours, a response should be generated by the next business day. Information should not be released via social media unless it has been verified as factual. It is recommended that language be placed on the social media sites denoting the City's goals regarding response times.

The City Manager and City Clerk will have administrative access to the sites, including username and password information, and will monitor content to ensure adherence with the Social Media Policy for appropriate use and to ensure that the message and branding are consistent with the goals of the City. The City retains the authority to remove information and repeated violation of these standards may result in the removal of department sites from social media outlets.

Each social media site used by the City will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the City's official website for more information, forms, documents or online services necessary to conduct business with the City of Florence.

Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City of Florence and in accordance with all City of Florence Personnel Policies and this Social Media Policy. Employees shall not disclose information about confidential City business on either the City's social media outlets or their personal social media outlets. If applicable, disciplinary actions consistent with the City of Florence Personnel Policies may be taken for misuse of postings.

Employees utilizing outside agency social media sites shall follow the guidelines of this policy when posting as an identified Employee of the City of Florence, or when posting information related to City services, events and programs.

Employees may not post as "City of Florence," on "City of Florence" sites (or other sites that appear to be or allude to being official city pages) without written permission from the City Manager and City Clerk.

The City of Florence will not sanction or support the creation of a social media site for City boards, commissions or councils due to possible violations of the Colorado Open Meetings Law (OML).

City of Florence social networking content and comments containing any of the following forms of content shall not be allowed for posting:

- a) Comments not topically related to the particular site or blog article being commented upon;
- b) Profane language or inappropriate, obscene, or offensive content;
- c) Content or links to content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- d) Sexual content or links to sexual content;
- e) Solicitations of commerce;
- f) Conduct or encouragement of illegal activity;
- g) Information that may tend to compromise the safety or security of the public or public systems;



- h) Content that violates a legal ownership interest of any party
- i) Employees shall not initiate or participate in discussions related to policy creation or formation on social media sites; or
- j) Content that reflects negatively on the City of Florence.

The City reserves the right to remove Employee-posted content that is deemed in violation of this policy, applicable law, or the City of Florence Personnel Policies. Any participants on the City's official social media site(s) who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site(s).

The City reserves the right to temporarily or permanently suspend employee access to official City social media site(s) at any time.

If the City begins operating under the special circumstances of a crisis or emergency, staff will immediately stop posting on their respective Department sites or outlets. All sites will be redirected to the City's main social media site(s) to ensure followers receive consistent, clear information from the City of Florence. All communication in a crisis situation will be posted by the City Manager, City Clerk Officer, or an official designated by the City Manager. When the City decides to return to normal communications operations and employees are so notified, individual Departments may again post information related to City services, programs and events.

#### *8-105.4 GUIDELINES FOR EMPLOYEE PARTICIPATION IN SOCIAL NETWORKING*

The City of Florence understands that social networking and internet services have become a common form of communication in the workplace and among stakeholders and citizens. The City does not seek to control, through this policy or otherwise, the purely personal online content posted by City Employees when that content is posted during non-working time, is posted using personal equipment, is not posted in an official capacity as an Employee, or is not otherwise disruptive to the City's vision, mission and values. The following guidelines apply to any online post that occurs:

- During an employee's working hours;
- Is posted using City equipment; or
- Identifies the City of Florence, links to information about the City or its Employees in their professional capacity, or identifies or reasonably identifies the individual's Employment with the City.

In addition to being subject to the guidelines listed below, all such online activity is subject to the City's Computer, Email and Internet Use Policy and other policies found in the City of Florence's Personnel Policies.

City policies, rules, regulations and standards of conduct apply to Employees that engage in social networking activities while conducting City business. An Employee's use of their City email address and/or communicating in their official capacity will constitute conducting City business.

Departments have the option of allowing Employees to participate in existing social networking sites as part of their job duties that are related to their professional organizations. Department Heads may allow or disallow Employee participation in any social networking activities for work-related purposes in their departments, after consultation with the City Manager.

## 8-106 PERSONAL USE OF SOCIAL MEDIA – OUTSIDE THE SCOPE OF EMPLOYMENT

When participating in social media activities in a personal capacity, and not in a professional capacity on behalf of the City, employees shall:

- Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and confidential City information.
- Follow all copyright laws, public record laws, retention laws, fair use and financial disclosure laws and other laws that might apply to the City or the employee's functional area.
- Not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.

Employees are personally responsible for the content they publish through social media outlets. Employees shall identify themselves and make it clear that any commentary or actions are on behalf of the Employee in their personal capacity and not on behalf of the City of Florence. Employees that publish content on a website or social media outlet outside of the City of Florence that has any reasonable relation to the work the Employee performs or subjects associated with the City, Employees shall use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City's position or opinions."

Such personal social media activity by Employees must not use or reference or link to ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City workplace, including but not limited to activity such as harassment and bullying.

If an Employee identifies themselves as a City Employee, their profile and related content shall be consistent with how that Employee wishes to present themselves to colleagues, citizens and other stakeholders. Infractions of these policies may result in disciplinary action up to and including termination of employment. (See City of Florence Personnel Policies)

## 8-107 DRUG AND ALCOHOL REQUIREMENTS

### 8-107.1 GENERAL RULES

The City's policy conforms to the federal requirements established for alcohol and drug testing of all safety sensitive employees as set out in the Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143, Title V.

City Employees will be subject to discipline up to and including termination for any of the following:

- Reporting for work under the influence of alcohol or controlled substances;
- The use, purchase, or sale of alcohol during working hours (including lunch or break periods); or
- The use, possession, purchase or sales of controlled substances during working hours (including lunch or break periods); or
- The use, purchase, or sale of alcohol on City property; or
- The use, possession, purchase or sales of controlled substances on City property; or
- The use, purchase, or sale of alcohol while on City business; or
- The use, possession, purchase or sales of controlled substances while on City business

City Employees who are subject to callback must adhere to Department policies addressing drug and alcohol use during times when they may be called in to work.

Employees who are required by a licensed health care provider to take prescription medicine (either temporarily or on an ongoing basis) that may cause behaviors that affect their work performance, or which would cause a direct threat to the health or safety of themselves, a co-worker, other persons or property shall notify their Supervisor of the medication prescribed. Any documentation of this information will be maintained confidentially in the Employee's medical file.

Employees must notify the City immediately if charged or convicted of any misdemeanor or felony drug or alcohol statute violation.

City Employees who have reason to believe another Employee is illegally using alcohol, drugs, or narcotics shall report the facts and circumstances immediately to a Supervisor and/or the Human Resources Division.

Employees must cooperate in any investigation relating to conduct prohibited by this policy. Failure to cooperate may result in discipline up to and including termination.

All property belonging to the City is subject to inspection at any time without notice as there is not an expectation of privacy. Property includes, but is not limited to, vehicles, equipment, desks, containers, files, and storage lockers.

An Employee who refuses to submit to a drug or alcohol test or as a result of testing is found to have engaged in the use of controlled substances or having an alcohol concentration in the blood or breath of 0.04% or greater shall be removed from service and shall be disciplined, up to and including termination. Tampered tests shall be considered a refusal to test. An employee who is found to have switched or tampered with a test shall be disciplined.

#### *8-107.2 POST-ACCIDENT TESTING*

All Employees are subject to testing for the use of drugs and alcohol post-accident.

Post-Accident testing shall occur as soon as practical after accidents where there is a traffic fatality, if the Employee receives a citation under state or local law for a moving violation arising from the accident, for property, vehicular, or other damage estimated at \$500 or more, or for any accident at the discretion of the Department Head, with City Manager approval.

- If an alcohol test is not administered within two (2) hours following the accident, the City shall prepare and maintain a log stating the reasons for the delay.
- If the test is not administered within eight (8) hours following the accident, the City shall cease attempts to administer an alcohol test and prepare and maintain the same log.

#### *8-107.3 REASONABLE SUSPICION*

The City may require any current City Employees to undergo a drug or alcohol test if there is reasonable suspicion that the Employee is under the influence of drugs or alcohol during working hours.

- “Reasonable suspicion” means a belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol.
  - Circumstances which constitute a basis for determining “reasonable suspicion” may include, but are not limited to:
    - A pattern of abnormal or erratic behavior;
    - A work-related accident;
    - Direct observation of drug or alcohol use;
    - Presence of the physical symptoms of drug or alcohol uses (e.g. glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination, balance, and/or reflexes).

Whether a drug or alcohol test is warranted shall be determined by the Employee’s Supervisor, with approval by the appropriate Department Head and shall be coordinated through the Human Resources Division.

An Employee who refuses to consent to a drug or alcohol test and sign a consent form when reasonable suspicion of drug or alcohol use has been identified may be disciplined up to and including termination.

If a positive test result is reported in accordance with the drug and alcohol testing procedures set out in this policy, the Employee shall be referred to a Substance Abuse Professional (SAP) for an assessment and is required to obtain appropriate counseling and rehabilitation through the EAP available through the City or a program sanctioned by the City. Refusal to obtain an evaluation by a SAP and to obtain counseling and rehabilitation as recommended may be grounds for discipline up to and including termination.

Employees released from an approved rehabilitation program may be reinstated to their current position. The City may hold the Employee’s position open for a period of time determined by the Supervisor and the Department Head based on the needs of the City and other applicable policies. Reinstatement will be based on the Employee’s work history, length of employment, current job performance, past precedent, and existence of past disciplinary actions. Public health and safety responsibilities of the position will also be taken into consideration when making this determination.

If it is determined that an Employee in a Safety Sensitive position (see also Section 8-107.4 – Special Regulations for Safety Sensitive Employees) will be returned to work, the employee must:

- (1) Be evaluated by a SAP;
- (2) Comply with any recommended treatment;
- (3) Take a return to duty drug test and/or alcohol test with a result of less than 0.02% concentration; and
- (4) Be subject to unannounced follow-up drug and/or alcohol tests.

Any time off from work that an Employee must take to comply with the referral and testing requirements will be charged to Vacation Leave unless, based on the assessment by the SAP, the condition meets the requirements for Sick Leave. If the Employee’s appropriate leave balances are not sufficient, the time will be leave without pay.

Employees shall be subject to unannounced follow-up tests for up to sixty (60) months after the employee has returned to work. A minimum of six (6) tests will be conducted in the first twelve (12) months after a return to duty. If the Employee tests positive during any subsequent tests, the Employee may be subject to discipline up to and including termination.

Disciplinary action based on a violation of the City's Drug and Alcohol Policy is not precluded by the Employee's participation in an EAP or other sanctioned program. The Employee may be subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include the Employee's work history, length of employment, past precedent, current job performance, and existence of past disciplinary actions.

#### *8-107.4 SPECIAL REGULATIONS FOR SAFETY SENSITIVE EMPLOYEES*

##### *8-107.4.1 Definitions*

**Safety Sensitive Employee** - Any employee who operates a commercial motor vehicle and holds a commercial driver's license. Such an employee includes but is not limited to full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under contract to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City.

**Safety Sensitive Function** - An employee is considered to be performing a safety-sensitive function during any period in which they are actually performing, ready to perform, or immediately available to perform any safety sensitive functions.

This includes but is not limited to any of the following on-duty functions which involve operation of a commercial motor vehicle:

- All time waiting to be dispatched, unless the employee has been relieved from duty by the City;
- All time inspecting, servicing, or conditioning any commercial motor vehicle;
- All time which is spent at the driving controls of a commercial motor vehicle in operation;
- All time, other than driving time spent, in or upon any commercial motor vehicle;
- All time towing, loading, or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- All time spent performing the employee requirements associated with an accident which includes the following:
  - Stopping immediately;
  - Taking all necessary precaution to prevent further accident at the scene;
  - Rendering all reasonable assistance to injured persons;
  - Giving any person demanding the same, the employee's name, address, the name and address of the City, the state tag and registration number of the vehicle involved; and if requested, exhibiting their chauffer's or operator's license;
  - Locating and notifying the custodian of an unattended vehicle which is stricken in the accident; and

- Reporting all details of the accident as soon as practicable after its occurrence to the employee's supervisor.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

#### 8-107.4.2 Special Regulations for Safety Sensitive Employees

An Employee must not consume alcohol four (4) hours prior to performing safety sensitive functions and up to eight (8) hours following an accident or until the Employee undergoes a post-accident test, whichever occurs first.

An Employee who, as a result of testing just before, during, or just after performing safety sensitive functions, is found to have alcohol concentration of 0.02% and greater but less than 0.04% shall be removed from performing such duties for at least twenty-four (24) hours and placed on unpaid Administrative Leave.

All Employees are subject to testing for the use of drugs and alcohol post-accident or whenever there is reasonable suspicion of drug or alcohol use. Department of Transportation regulations require that at a minimum, Safety Sensitive Employees must be tested for the use of drugs and alcohol in three (3) situations: post-accident, whenever there is reasonable suspicion, and random:

- Post-Accident: See Section 8-107.2 – Post-Accident Testing
- Reasonable Suspicion: See Section 8-107.3 – Reasonable Suspicion
- Random: Testing that occurs on a random, unannounced basis just before, during or just after performance of safety sensitive functions. The Safety Sensitive Employee shall be randomly selected from a pool of Safety Sensitive Employees subject to testing. Testing dates and times shall be unannounced and be with unpredictable frequency but shall be reasonably spread throughout the year.
  - The number of random alcohol tests conducted annually shall equal at least twenty-five percent (25%) of all the Safety Sensitive Employees within the City, or, if a consortium is developed, then twenty-five percent (25%) of the consortium sample.
  - The number of random drug tests conducted annually shall equal at least fifty percent (50%) of all the Safety Sensitive Employees within the City or, if a consortium is developed, then fifty percent (50%) of the consortium sample.

### 8-107.5 COST COVERAGE

#### 8-107.5.1 Testing

The City shall pay the laboratory cost of obtaining all drug and alcohol tests required or provided for in the policy. In addition, the City shall compensate all Employees for the time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by this policy.

#### 8-107.5.2 Required Treatment

In all situations where treatment is required, Employees are eligible to receive normal benefits provided to Employees of their type of position (full-time, regular part-time, part-time, or

temporary/seasonal). Employees are obligated to cover all portions of the treatment cost that are normally charged to the employee.

#### *8-107.6 CONFIDENTIALITY OF TEST RESULTS*

All information from an employee's drug or alcohol test is confidential, subject to contravening law. All information related to the drug or alcohol test of an Employee will be maintained in the employee's confidential medical file. Anyone disclosing drug test results, as prohibited by this policy, will be subject to disciplinary action.

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or drugs, including any test records. Records shall also be made available when required by law, requested by the Secretary of Transportation, DOT agency, National Transportation Safety Board (NTSB), or any State or local officials with regulatory authority over Safety Sensitive Employees.

Test results may only be released to the City, the SAP or to the decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substance test administered under this policy; from the employer's determination that the Employee engaged in conduct prohibited by this policy; or pursuant to a request which is otherwise required by law to be released. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the Employee.

Records shall be made available to a subsequent employer upon receipt of a written request from a previous or existing Employee, but such disclosure is expressly limited to the terms of the Employee's request and the disclosure permitted by law. The City shall maintain the information regarding alcohol and drug tests on Safety Sensitive Employees for a minimum period of two (2) years.



## SECTION 9.

### Separation



# SECTION 9. SEPARATION

ARTICLE 9-101 RESIGNATION PROCESS

ARTICLE 9-102 SEPARATION DUE TO DISCIPLINE

ARTICLE 9-103 RETIREMENT PROCESS

ARTICLE 9-104 EXIT INTERVIEWS

## 9-101 RESIGNATION PROCESS

### *9-101.1 NOTICE OF RESIGNATION*

It is requested by the City that Employees who resign notify their Department Head of such intent at least two (2) weeks prior to the effective date. Individuals in Department Head and Manager positions are requested to give at least thirty (30) days' notice. The resignation should be made in writing, signed, and dated. The original resignation will be forwarded to the City Clerk for inclusion in the Employee's employment records.

The Department Head may approve the withdrawal of a resignation prior to the effective date of such resignation provided that a conditional offer of employment has not been made to fill the pending vacancy.

### *9-101.2 USING LEAVE AFTER RESIGNATION*

Use of Vacation Leave, personal holiday(s), or compensatory time during the minimum notice period generally shall not be permitted. Special circumstances may be evaluated on a case-by-case basis. An Employee may use Sick Leave during the minimum notice period.

### *9-101.3 POST-RESIGNATION PROCEDURES*

Employees who resign must return all City identification, keys, equipment, City documents, uniforms, and City-owned property.

Employees who resign will receive a final paycheck on the next regular payroll date upon which they would have been paid if still employed. The cost of any City property not returned prior to this payroll date or any other monies owed the City may be deducted from the Employee's final check.

### *9-101.4 CONTINUING HEALTH-CARE COVERAGE AFTER DEPARTURE (COBRA)*

Full or part-time Employees who resign and/or their eligible dependents are eligible to continue their health care coverage through COBRA for a designated period of time and must complete the necessary paperwork to indicate if they decline or accept continued coverage. The Employee bears the entire cost of such extended COBRA coverage.

## 9-102 SEPARATION DUE TO DISCIPLINE

Employees who are terminated as a disciplinary measure:

- Must return all City identification, keys, equipment, documents, uniforms, and City owned property;
- Will receive their final paycheck in accordance with Colorado law. The cost of any City property not returned prior to this payroll date or any other monies owed the City may be deducted from the Employee's final check; and
- May be eligible to continue their health care coverage for themselves and/or any eligible dependents through COBRA for a designated period of time (unless terminated for gross misconduct) and must complete the necessary paperwork to indicate if they decline or accept continued coverage.

## 9-103 RETIREMENT PROCESS

Employees who plan to retire should notify the City Manager at least ninety (90) days prior to their planned retirement date.

The retiring Employee may elect to continue coverage through COBRA, and the Employee must complete the necessary paperwork to indicate if they decline or accept such extended COBRA coverage

## 9-104 EXIT INTERVIEWS

Exit interviews may be scheduled for all Employees who separate from full-time and part-time positions with the City of Florence. The exit interview will be conducted by the City Manager or designee.

Group insurance conversion options and other pertinent benefit matters will also be discussed during the exit interview.

## Section 2 – General Provisions

### suggested changes:

#### 2-101 PURPOSE

##### Current:

These personnel policies express the intent of the City of Florence, Colorado, to establish a uniform and efficient personnel management system for the fair treatment of applicants and employees in all aspects of personnel administration. **THIS DOCUMENT IS NOT A CONTRACT AND NEITHER POLICIES NOR ANY OTHER COMMUNICATION BY A CITY REPRESENTATIVE, WHETHER ORAL OR WRITTEN, CREATE CONTRACTUAL EMPLOYMENT RIGHTS NOR DO THEY ALTER THE EMPLOYMENT-AT-WILL RELATIONSHIP IN ANY WAY.** The City or an employee may separate or terminate the employment relationship at any time, with or without cause, for any lawful reason.

The City may add to the policies or revoke or modify them at any time without prior notice. The City will attempt to keep the policies current; however, there may be times when policy changes are enacted before the written materials can be revised. This document supersedes all other, previous versions of personnel policies.

##### Proposed:

These personnel policies express the intent of the City of Florence, Colorado, to establish a uniform and efficient personnel management system for the fair treatment of applicants and employees in all aspects of personnel administration. **THIS DOCUMENT IS NOT A CONTRACT AND ~~NEITHER NONE OF THESE POLICIES NOR ANY OTHER COMMUNICATION BY A CITY REPRESENTATIVE, WHETHER ORAL OR WRITTEN, CREATE CONTRACTUAL EMPLOYMENT RIGHTS NOR DO THEY ALTER THE EMPLOYMENT-AT-WILL RELATIONSHIP IN ANY WAY.~~** The City or an employee may separate or terminate the employment relationship at any time, with or without cause, for any lawful reason.

The City may add to the policies or revoke or modify them at any time without prior notice. The City will attempt to keep the policies current; however, there may be times when policy changes are enacted before the written materials can be revised **and/or presented to Council for discussion, debate, or approval.** This document supersedes all other, previous versions of personnel policies.

##### What Changed?

- Replace the term “neither” with the term “none of”
- Add clarification regarding policy enactment prior to publication

##### Tell me more...

- This change improves language utilized for additional clarity
- This change pertains to administrative-type policies, which do not require Council approval or discussion for enactment, but which may eventually be included in the Personnel Policies

## Personnel Policies Proposed Changes in Detail

themselves rather than solely as supplemental administrative policies. Such supplemental policies are still valid and pertinent whether included in the Personnel Policies or not.

### 2-103.1 EMPLOYEES COVERED

#### **Current:**

These City personnel policies shall apply to all persons holding a paid position within City service, except as those who may be excluded by the City Council. For this purpose, City employees shall be defined as those employees in departments and offices for which the City Council serves as the final budget authority.

#### **Proposed:**

These City personnel policies shall apply to all persons holding a paid position within City service. ~~except as those who may be excluded by the City Council.~~ For this purpose, City employees shall be defined as those employees in departments and offices for which the City Council serves as the final budget authority.

#### **What Changed?**

Remove the phrase “except as those who may be excluded by the City Council”

#### **Tell me more...**

This change reflects that any such exclusion should be only for contractual employees and should be spelled out in the contract. The language is unnecessary in the Personnel Policies.

### 2-103.2 ELECTED AND APPOINTED OFFICIALS

#### **Current:**

Elected and appointed positions are not subject to the City Personnel Policies. Their appointment, conduct on the job, compensation, separation, and removal are determined by administrative policies and procedures, the City Council Rules of Procedure, city municipal code, resolution, ordinance, and/or other applicable state and federal laws. This includes all persons holding elective office, the city attorney, municipal court judge and prosecutors, members of appointed City boards, commissions, and committees, and persons employed to conduct a special inquiry, investigation, or examination of a technical nature where such work should not be performed by regular employees.

#### **Proposed:**

Elected and appointed positions are not subject to the City Personnel Policies. Their appointment, conduct on the job, compensation, separation, and removal are determined by administrative policies and procedures, the City Council Rules of Procedure, city municipal code, resolution, ordinance, and/or other applicable state and federal laws. This includes all persons holding elective office, the city attorney, municipal court judge and prosecutors, members of appointed City boards, commissions, and committees, and persons employed to conduct a special inquiry, investigation, or examination of a technical nature where such work ~~should not~~ **is not appropriate to** be performed by regular employees.

**What Changed?**

Change the phrase “should not be” to “is not appropriate to be”.

**Tell me more...**

This change updates language to better clarify why these types of work are not performed by employees.

## **2-103.3 SAVINGS**

**Current:**

The City of Florence shall provide for equal opportunity in employment and personnel management for all persons; to provide access to, and full utilization and benefit of, training and advancement opportunities without discrimination because of race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors or any other considerations made unlawful by applicable federal, state or local laws; and to encourage that persons applying for or currently employed by, or applying for future vacancies in the employ of the City shall be considered on the basis of individual ability and merit without discrimination or favor.

**Proposed:**

The City of Florence shall provide for equal opportunity in employment and personnel management for all persons; ~~to provide~~ access to, and full utilization and benefit of, training and advancement opportunities without discrimination because of race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors or any other considerations made unlawful by applicable federal, state or local laws; and ~~to encourage~~ assurance that persons applying for or currently employed by, or applying for future vacancies in the employ of the City shall be considered on the basis of individual ability and merit without discrimination or favor.

**What Changed?**

- Remove the phrase “to provide”
- Change “to encourage” to “assurance”

**Tell me more...**

- This change removes redundant language
- This change updates language to reflect the City’s commitment to these practices, rather than just encouraging that these practices be utilized.

## **2-104.3 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**Current:**

If any City Personnel Policy shall be held invalid by judicial or legislative action, the remainder of these policies shall not be affected.

## Personnel Policies Proposed Changes in Detail

### **Proposed:**

If any City Personnel Policy shall be held invalid by judicial or legislative action **in full or in part**, the remainder of these policies shall not be affected.

### **What Changed?**

Add the phrase “in full or in part”.

### **Tell me more...**

This change clarifies that policies can be found invalid both in full and in part, not just in full as was previously implied.

## **2-104.4.1(b) PROHIBITED CONDUCT**

### **Current:**

- b) Visual conduct or written materials such as denigrating, derogatory and/or sexually-oriented posters or signs, pictures, cartoons, drawings, or offensive gestures including e-mail jokes or statements, downloading inappropriate pictures or materials from computer or other technological systems, or articles of a harassing or offensive nature.

### **Proposed:**

- b) Visual conduct or written materials such as denigrating, derogatory and/or sexually-oriented posters or signs, pictures, cartoons, drawings, or offensive gestures including **but not limited to** e-mail jokes or statements, downloading inappropriate pictures or materials from computer or other technological systems, or articles of a harassing or offensive nature.

### **What Changed?**

Add the phrase “but not limited to”.

### **Tell me more...**

This change clarifies that there are potential additional examples which may not be specifically included.

## **2-104.4.1(c) PROHIBITED CONDUCT**

### **Current:**

- c) Physical conduct such as pranks, threats, intimidation, physical assault, violence, unwanted touching, blocking normal movement or interfering with work, or any behavior that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other basis protected by federal, state or local law or ordinance or regulation.

### **Proposed:**

## Personnel Policies Proposed Changes in Detail

- c) Physical conduct such as pranks, threats, intimidation, physical assault, violence, unwanted touching, **gestures or gesticulation**, blocking normal movement or interfering with work, or any behavior that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other basis protected by federal, state or local law or ordinance or regulation.

### **What Changed?**

Add the phrase “gestures or gesticulation”.

### **Tell me more...**

This change clarifies that gestures are specifically included in the list of prohibited conduct.

## **2-104.5 COMPLAINT PROCEDURE (Paragraph 1)**

### **Current:**

Every employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If an employee experiences any job-related harassment based on race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other factor, or if an employee believes they have been treated in an unlawful, discriminatory, or retaliatory manner, the employee shall promptly report the incident to the City Manager, or to any managerial/departmental head employee, who will then be responsible for promptly reporting the incident to the City Manager. The City Manager will promptly and impartially investigate complaints and ensure that appropriate action is taken. Employee complaints will be kept confidential to the maximum extent possible. Employees have a duty to report improper conduct promptly in order to allow the City to conduct a timely investigation.

### **Proposed:**

Every employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers. If an employee experiences any job-related harassment based on race, color, religion, sex (including gender identity and sexual orientation), pregnancy status, marital status, parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or any other factor, or if an employee believes they have been treated in an unlawful, discriminatory, or retaliatory manner, the employee shall promptly report the incident to the City Manager, or to any managerial/departmental head employee, who will then be responsible for promptly reporting the incident to the City Manager. The City Manager will promptly and impartially investigate complaints and ensure that appropriate action is taken. Employee complaints will be kept confidential to the maximum extent possible. ~~Employees have a~~ **Every employee has an absolute** duty to report improper conduct promptly in order to allow the City to conduct a timely investigation.

### **What Changed?**

## Personnel Policies Proposed Changes in Detail

Change the phrase “Employees have a duty to report...” to “Every employee has an absolute duty to report...”.

### **Tell me more...**

This change in language is intended to reflect the seriousness with which the City takes an employee’s duty to report.

## **2-104.6 ANTI-RETALIATION POLICY (Paragraph 2)**

### **Current:**

Actions taken for nondiscriminatory or non-retaliatory reasons, such as, but not limited to, discipline for cause, are not prohibited.

### **Proposed:**

Actions taken for nondiscriminatory or non-retaliatory reasons, such as, but not limited to, discipline for cause **or other performance-related actions**, are not prohibited.

### **What Changed?**

Add the phrase “or other performance-related actions”

### **Tell me more...**

This change helps to better clarify that performance-related actions are not considered retaliatory.

## **2-104.6.2 RETALIATION PROHIBITED (Bulleled List)**

### **Current:**

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion or salary/benefits adjustment.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably treating/avoiding a person because they have engaged in protected activity.

### **Proposed:**

Retaliation **may** includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a **deserved** promotion or salary/benefits adjustment.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.



## Personnel Policies Proposed Changes in Detail

- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably treating/avoiding a person because they have engaged in protected activity.
- **Unequal treatment compared to other similarly situated employees without supporting justification.**

### **What Changed?**

- Change the phrase “includes” to “may include”
- Add the word “deserved” prior to “promotion”
- Add a bullet point discussing “unequal treatment”

### **Tell me more...**

- This language change is intended to make the included list more expansive and inclusive.
- This language clarifies that possible retaliation is applicable only to merited promotions, not to any promotion regardless of merit.
- This addition clarifies that “unequal treatment” may be considered retaliatory under certain circumstances.

## **2-104.6.3 COMPLAINTS OF RETALIATION (Paragraph 3)**

### **Current:**

Investigations are generally more effective when the identity of the reporting employee is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the employee is part of the investigative process.

### **Proposed:**

Investigations are generally more effective when the identity of the reporting employee is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement, **confidential or not**, by the employee is part of the investigative process.

### **What Changed?**

Add the phrase “confidential or not”

**Tell me more...**

This change helps to better clarify that not all statements made during an investigation may be confidential, depending on their nature and/or the nature of the investigation.

## **2-104.6.4 SUPERVISOR RESPONSIBILITIES**

**Current:**

Supervisors are expected to remain familiar with and rely on and reference this policy and ensure that employees under their supervision are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- Ensuring complaints of retaliation are investigated as provided by the Complaints Procedure.
- Receiving all complaints in a fair and impartial manner.
- Documenting the complaint and any steps taken to resolve the problem.
- Acknowledging receipt of the complaint, promptly notifying the City Manager, and explaining to the employee how the complaint will be handled.
- Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- Monitoring the work environment to ensure that any employee making a complaint is not subjected to further retaliation.
- Periodically following up with the complainant to ensure that retaliation is not continuing.
- Not interfering with nor denying the right of an employee to make any complaint.
- Taking reasonable steps to accommodate requests for assignment or schedule changes made by an employee who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

**Proposed:**

Supervisors are expected to remain familiar with, **knowledgeable of**, and rely on and reference this policy and ensure that employees under their supervision are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- Ensuring complaints of retaliation are investigated as provided by the Complaints Procedure.
- Receiving all complaints in a fair and impartial manner.
- Documenting the complaint and any steps taken to resolve the problem.
- Acknowledging receipt of the complaint, promptly notifying the City Manager, and explaining to the employee how the complaint will be handled.
- Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- Monitoring the work environment to ensure that any employee making a complaint is not subjected to further retaliation.
- Periodically following up with the complainant to ensure that retaliation is not **occurring nor** continuing.
- Not interfering with nor denying the right of an employee to make any complaint.

## Personnel Policies Proposed Changes in Detail

- Taking reasonable steps to accommodate requests for assignment or schedule changes made by an employee who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

### **What Changed?**

- Add the phrase “knowledgeable of”
- Add the phrase “occurring nor” prior to the word “continuing

### **Tell me more...**

- This change clarifies that Supervisors are expected to be knowledgeable regarding anti-retaliation policies.
- This change clarifies that retaliation should neither occur nor continue, rather than implying only the continuance is prohibited.

## **2-104.8 CONFLICT OF INTEREST(Paragraph 3)**

### **Current:**

The possibility that a conflict of interest may occur can be disclosed, addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists or may exist they should bring this matter to the attention of their supervisor so appropriate actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

### **Proposed:**

The possibility ~~that a~~ of a potential conflict of interest ~~may occur~~ can be disclosed, addressed and resolved before any actual damage is done. Therefore, when an employee understands or suspects that a conflict of interest exists or may exist ~~or may appear to exist~~, they should bring this matter to the attention of their supervisor so appropriate actions may be taken. Supervisors must also keep an eye on potential conflict of interests of their subordinates.

### **What Changed?**

- Change the phrase “The possibility that a conflict of interest may occur...” to “The possibility of a potential conflict of interest...”
- Add the phrase “or may appear to exist”

### **Tell me more...**

- This change updates the language for improved flow and readability
- This change acknowledges and clarifies that the appearance of a conflict of interest should be disclosed in addition to actual conflicts of interest.

## **2-104.8 CONFLICT OF INTEREST (Paragraph 6)**

### **Current:**

## Personnel Policies Proposed Changes in Detail

In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action may be invoked up to and including termination

### **Proposed:**

In cases when a conflict of interest is **not timely disclosed**, deliberately concealed, or when a solution cannot be found, disciplinary action may be invoked up to and including termination

### **What Changed?**

Add the phrase “not timely disclosed”

### **Tell me more...**

This change acknowledges and clarifies that conflicts of interest should be disclosed in a timely manner.

## 2-104.9 OUTSIDE EMPLOYMENT (Paragraph 4)

### **Current:**

Employees may not use City paid sick leave to perform work for another employer.

### **Proposed:**

Employees may not use City-paid ~~sick~~ leave, **other than Vacation or Military leave**, to perform work for another employer.

### **What Changed?**

Remove “sick” and add “Vacation or Military leave”.

### **Tell me more...**

This change clarifies what types of leave employees may utilize if performing work for another employer.

## 2-104.9 OUTSIDE EMPLOYMENT (Paragraph 6)

### **Current:**

Fraudulent use of leave time or an employee’s refusal to comply with the City’s reasonable request to terminate outside employment may result in immediate termination of City employment.

### **Proposed:**

Fraudulent use of leave time or an employee’s refusal to comply with the City’s reasonable request to terminate outside employment may result in **discipline up to and including** immediate termination of City employment.

### **What Changed?**

Add the phrase “discipline up to and including”

### **Tell me more...**

This change clarifies that discipline may be progressive.

## 2-104.10 POLITICAL ACTIVITY (Paragraph 1)

### **Current:**

It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions in this section.

### **Proposed:**

It is the right of every employee to register and vote ~~on all political issues as is afforded all eligible~~ **citizens**. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions in this section.

### **What Changed?**

Change the phrase “on all political issues” to “as is afforded all eligible citizens”

### **Tell me more...**

This change modernizes the language utilized for improved flow and readability.

## 2-104.10(d) POLITICAL ACTIVITY

### **Current:**

- d. Any employee desiring to become a candidate for City elective office shall first take a leave of absence, if approved by the City Manager, without pay or resign. Should an employee on an approved leave of absence without pay be unsuccessful in seeking such elective office, they shall, if determined appropriate by the City Manager, be returned to employment on the same terms and conditions as any other employee who has taken a leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.

### **Proposed:**

- d. Any employee desiring to become a candidate for City elective office shall first take a leave of absence ~~without pay~~, if approved by the City Manager, ~~without pay~~ or resign. Should an employee on an approved leave of absence without pay be unsuccessful in seeking such elective office, they shall, if determined appropriate by the City Manager, be returned to employment ~~on the same terms and conditions as any other employee who has taken a leave of absence without pay as determined by the City Manager, considering all relevant factors~~. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.

### **What Changed?**

- Move the phrase “without pay”

## Personnel Policies Proposed Changes in Detail

- Replace the phrase “on the same terms and conditions as any other employee who has taken a leave of absence without pay” with “as determined by the City Manager, considering all relevant factors.

### Tell me more...

- This change improves flow and readability
- This change updates the language and recognizes that terms and situations may vary between employees based on a multitude of factors.

## 2-104.12 GROOMING AND DRESS POLICY

### Current:

Employees’ grooming and dress should be appropriate to the work situation. It is important to maintain a neat, professional, and clean personal appearance at all times. This includes attention to personal hygiene and clothing. Department Heads will address the dress code and any uniform requirements for specific positions. The City of Florence reserves the right to determine if an employee’s attire is not in keeping with this policy and may ask the employee to return home to change to proper attire. This time may be charged to vacation leave, or if the employee has none, leave without pay.

### Proposed:

Employees’ grooming and dress should be appropriate to the work situation. It is important to maintain a neat, professional, and clean personal appearance at all times. This includes attention to personal hygiene and clothing. Department Heads will address the dress code and any uniform requirements for specific positions. The City of Florence reserves the right to determine if an employee’s attire, appearance, or hygiene is not in keeping with this policy and may ask the employee to ~~return home to change to proper attire~~ correct the issue before starting or resuming work. This time may be charged to vacation leave, or if the employee has none, leave without pay.

### What Changed?

- Add “appearance, or hygiene”
- Replace the phrase “return home to change to proper attire” with “correct the issue before starting or resuming work”

### Tell me more...

- This change recognizes that this policy is applicable to other elements of an employee’s overall appearance and grooming aside from their attire.
- This change updates the language to encompass potentially necessary corrections which may not be attire-related.

## 2-104.13 VIOLENCE IN THE WORKPLACE (Police Exception)

### Current:

**EXCEPTION:** *Due to the nature of their jobs, this policy is not meant to address violence for Sworn Officers working within the scope of their duties and employ in the Police Department.*

**Proposed:**

**EXCEPTION:** *Due to the nature of the job, this policy is not meant to address violence **employed or experienced by** ~~for~~ Sworn Officers working within the scope of their duties and employ in the Police Department.*

**What Changed?**

- Add “employed or experienced by”
- Move this exception to the beginning of Section 2-104.13

**Tell me more...**

- This change better clarifies when the exception is applicable.
- Moved this exception to the beginning of Section 2-104.13 for improved flow and readability.

## **2-104.15.3 RELEASE OF INFORMATION**

**Current:**

The City of Florence will provide or verify employment dates, job title, and rate of pay upon verbal or written request for current employees, and only upon expressly directed, signed, written notice for former employees.

**Proposed:**

The City of Florence will provide or verify employment dates, job title, and rate of pay upon verbal or written request ~~for~~ **by** current employees, and only upon expressly directed, signed, written notice for former employees.

**What Changed?**

Changed “for to “by”.

**Tell me more...**

This change better clarifies that current employees must personally be the requestor of this information.

## **Section 3 – Vacancies, Recruitment, and Appointment suggested changes:**

### 3-102 AUTHORIZATION BY THE CITY COUNCIL

**Current:**

The City Council shall give budgetary approval to all positions, except those of elected officials, through passage of the annual salary ordinance and amendments thereto.

**Proposed:**

The City Council shall give budgetary approval to all positions, except those of elected officials, through passage of ~~the annual a~~ salary ordinance and amendments thereto.

**What Changed?**

Removed the requirement for passing such an ordinance annually.

**Tell me more...**

This change reflects the fact that annual changes may not be needed to the salary ordinance, and preserves flexibility for timing of salary ordinances to better ensure they are adopted when needed.

### 3-103.4 POSTPONEMENT OR CANCELLATION OF RECRUITMENT PROCESS

**Current:**

In the event a sufficient number of qualified applicants have not made application for the vacant position, the Department Head, after consultation with the City Manager, may extend, in advance, the closing date and/or re-advertise the position, postponing the screening process. The City reserves the right to cancel any screening process at any time.

**Proposed:**

~~In the event a sufficient number of qualified applicants have not made application for the vacant position,~~ **Provided there is good and sufficient cause,** the Department Head, after consultation with the City Manager, may extend, in advance, the closing date and/or re-advertise the position, postponing the screening process. The City reserves the right to cancel any screening process at any time.

**What Changed?**

Changed the phrase “In the event a sufficient number of qualified applicants have not made application for the vacant position” to “Provided there is good and sufficient cause”

**Tell me more...**

This change provides additional flexibility for determining when a deadline may be extended and/or a position reposted, while still encompassing the original trigger for this event.

### 3-103.4 APPLICATION PROCESS

**Current:**

Individuals applying for temporary/seasonal positions must complete an employment application for the position. For both full-time and part-time positions, resumes with a cover letter specifying the position



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being applied for will be accepted in lieu of applications, regardless of exemption status; however, if desired or determined necessary, applications or additional information may be requested for any position at any time during the selection process.

### **Proposed:**

~~Individuals applying for temporary/seasonal positions must complete an employment application for the position.~~ For ~~both full-time and part-time~~ all positions, resumes with a cover letter specifying the position being applied for will be accepted in lieu of applications, regardless of exemption status; however, if desired or determined necessary, applications or additional information may be requested for any position at any time during the selection process.

### **What Changed?**

Changed the language to allow resumes with cover letters for all positions, including temporary and seasonal.

### **Tell me more...**

This change provides additional consistency in the hiring process, while still allowing the City to request any applicant fill out an application and/or provide additional documentation at the city's discretion.

## **3-103.6 ELIGIBILITY LISTS**

### **Current:**

For Police Officers only, an Eligibility List may be created and kept active and may be given further consideration for up to a year after the applicable published closing date if the position re-opens or another similar vacancy occurs. Other recruitment methods may be waived if consideration is given to an applicant currently on the Eligibility List. The City is under no obligation to select from an Eligibility List and may choose to begin a new recruitment process.

### **Proposed:**

For **POST Certified** Police Officers only, an Eligibility List may be created and kept active and may be given further consideration for up to a year after the applicable published closing date if the position re-opens or another similar vacancy occurs. Other recruitment methods may be waived if consideration is given to an applicant currently on the Eligibility List. The City is under no obligation to select from an Eligibility List and may choose to begin a new recruitment process, **including requiring new or updated applications from prospective candidates.**

### **What Changed?**

- Added the term "POST Certified"
- Added phrasing regarding application requirements

### **Tell me more...**

- This change better clarifies that eligibility lists are for POST Certified Police Officers only, and do not include civilians working for the Police Department
- This change clarifies that new or updated applications may be required from prospective candidates at any time, regardless of their inclusion on an eligibility list or not.

### 3-103.7 RE-EMPLOYMENT (Paragraph 1)

**Current:**

Former employees with a satisfactory service record may be considered for re-employment for any position. Former employees will be considered and treated, for the purpose of the policies set forth in this Section 3, as applicants from outside the organization.

**Proposed:**

Former employees with a satisfactory service record may be considered for re-employment for any position **pursuant to the policies set forth herein**. Former employees will be considered and treated, for the purpose of the policies set forth in this Section 3, as applicants from outside the organization.

**What Changed?**

Added the phrase “pursuant to the policies set forth herein”

**Tell me more...**

This change better clarifies the parameters for consideration for re-employment for former employees.

### 3-104.2 EMPLOYMENT OF RELATIVES (Paragraph 2)

**Current:**

If two employees (at least one of whom is a full-time employee) become married to each other or become otherwise related as immediate family members, they may continue to be employed by the City, provided that the parties do not work in the same Department. Transferring one of the employees so affected to another Department will be given priority if such employee is qualified and a vacancy exists to accommodate such transfer. The transfer shall be made as soon as a change can be effected but in no event shall such situation exceed ninety (90) days. If such a transfer of one of the employees cannot be accomplished for whatever reason within the ninety (90) days, the affected employees must mutually choose and evidence which one will resign their position with the City. If no decision is voluntarily made, the employee with the least seniority will be terminated within seven (7) calendar days following the ninety (90) day grace period.

**Proposed:**

If two employees (at least one of whom is a full-time employee) become married to each other or become otherwise related as immediate family members, they may continue to be employed by the City, provided that the parties do not work in the same Department. Transferring one of the employees so affected to another Department will be given priority if such employee is qualified and a vacancy exists to accommodate such transfer. The transfer shall be made as soon as a change can be effected but in no event shall such situation exceed ninety (90) days. If such a transfer of one of the employees cannot be accomplished for whatever reason within the ninety (90) days, the affected employees must mutually choose and evidence which one will resign their position with the City. If no decision is voluntarily made, , the **employee with the least seniority City Manager, after consultation with the Department Head, will determine which employee** will be terminated within seven (7) calendar days following the ninety (90) day grace period.

**What Changed?**

Changed the phrase “the employee with the least seniority” to “the City Manager, after consultation with the Department Head, will determine which employee”

**Tell me more...**

This change increases flexibility for the determination of which employee to terminate in the extremely rare event this would occur.

### **3-105.1 GENERAL PROCEDURES**

**Current:**

Individuals who most closely meet all the position requirements and the needs of the City, at the fair and reasonable determination of the City, may be selected for employment. All offers of employment are conditional upon the successful completion of a physical examination, drug screen, and a background report including criminal history, verifications of employment and education, driving record, and if applicable, a credit report.

**Proposed:**

Individuals who ~~best most closely~~ meet all the position requirements and the needs of the City, at the fair and reasonable determination of the City, may be selected for employment. All offers of employment are conditional upon the successful completion of a physical examination, drug screen, and a background report including criminal history, verifications of employment and education, driving record, and if applicable, a credit report.

**What Changed?**

Changed “most closely” to “best”

**Tell me more...**

This change better reflects the intent of the section and better takes into account that the sum total of all things may be preferable for one candidate and make them the “best” candidate, even if they do not “most closely” meet the position requirements.

### **3-105.4 DRIVING RECORD**

**Current:**

For positions that include driving in the job requirements, an individual’s driving record may be a factor in consideration for employment.

**Proposed:**

For positions ~~that include where~~ driving ~~in the~~ is a job requirements, an individual’s driving record may be a factor in consideration for employment.

**What Changed?**

Changed “that include driving in the job requirements” to “where driving is a job requirement”

**Tell me more...**

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This change improves phrasing for better flow and readability.

### 3-106.1 RESIDENCY REQUIREMENTS

#### **Current:**

Employees in non-exempt positions whose positions require them to be available for callback in a reasonable length of time, have six (6) months from the date of hire to reside and remain so residing within callback distance. Callback distance is to be defined in policies created by individual departments in conjunction with the City Manager. If the employee is making a reasonable effort to comply, but due to extenuating circumstances has not been able to relocate, the City Manager may grant an extension for a length of time to be determined in conjunction with the Department Head.

#### **Proposed:**

Employees in non-exempt positions whose positions require them to be available for callback in a reasonable length of time, have six (6) months from the date of hire to reside and remain so residing within callback distance. Callback distance is to be defined in policies created by individual ~~d~~Departments in conjunction **and consultation** with the City Manager. If the employee is making a reasonable effort to comply, but due to extenuating circumstances has not been able to relocate, the City Manager may grant an extension for a length of time to be determined in conjunction with the Department Head.

**Certain exempt positions, particularly Department Head positions or those with significant emergency response duties, may be subject to a residency requirement or a requirement to reside within a reasonable distance of Florence City Hall. Such requirements will be determined by the City Manager based on the position's operational needs and callback expectations, and will be clearly outlined in the job description at the time of hire.**

#### **What Changed?**

- Added the phrase “and consultation”
- Added language regarding residency requirements for certain exempt positions.

#### **Tell me more...**

- This change clarifies consultation between parties is required in advance of the decision-making process.
- This change was necessitated by the removal of residency requirement references in Title 2 of the Florence Municipal Code during the holistic Title 2 update. The change reflects the fact that residency requirements were only referenced for non-exempt positions. Adding a reference for exempt positions provides a mechanism for imposing a residency requirements for these positions as well if necessary.

### 3-107 DOCUMENTATION (Paragraph 1)

#### **Current:**

Individuals must not begin any typical job duties associated with their position, excepting any applicable pre-employment orientation or training (for which they will not be compensated), before completing

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and signing all personnel forms and being placed on the payroll or having their pay officially adjusted pursuant to a transfer or demotion.

### **Proposed:**

Individuals must not begin any typical job duties associated with their position, excepting any applicable pre-employment orientation or training (~~for which they will not be compensated~~), before completing and signing all personnel forms and being placed on the payroll or having their pay officially adjusted pursuant to a transfer or demotion.

### **What Changed?**

Removed the phrase “(for which they will not be compensated)”

### **Tell me more...**

This change eliminates confusing verbiage regarding pre-employment testing. The intent of this phrase was originally to clarify that employees who needed to obtain a certification prior to employment would not be paid for doing so; however, the application was potentially too broad. Such requirements will be set forth in offer letters – including phrasing stating any such requirement will be unpaid.

## **3-110 PROBATIONARY PERIOD (Paragraph 1)**

### **Current:**

All employees must satisfactorily, at the City’s lone determination, complete a probationary period. Such probationary period applies not only to the initial appointment of a new employee, but also to any subsequent appointments in connection with a promotion or other change in position. The probationary period shall be regarded as an integral part of the selection process and shall be used for closely observing the employee’s work, for securing the more effective adjustment of a new or promoted employee, and for screening out any employee whose performance or conduct is not satisfactory.

### **Proposed:**

All employees must satisfactorily, at the City’s ~~lone~~ sole determination, complete a probationary period. Such probationary period applies not only to the initial appointment of a new employee, but also to any subsequent appointments in connection with a promotion or other change in position. The probationary period shall be regarded as an integral part of the selection process and shall be used for closely observing the employee’s work, for securing the more effective adjustment of a new or promoted employee, and for screening out any employee whose performance or conduct is not satisfactory.

### **What Changed?**

Changed the word “lone” to “sole”

### **Tell me more...**

This change updates phrasing to more commonly used vernacular for improved readability.

## Section 4 – Terms of Employment

### suggested changes:

#### 4-103.1 BREAK POLICY

**Current:**

All non-exempt employees, except Police Officers, may have a one (1)-hour unpaid lunch period and thirty (30) minutes of paid break time to be divided equally between morning and afternoon. Department Heads will establish the break policies for their departments in accordance with these guidelines. Lunch periods and break times for Police Officers shall be as defined by departmental policies and procedures.

**Proposed:**

All non-exempt employees, except Police Officers, may have **up to** a one (1)-hour unpaid lunch period and thirty (30) minutes of paid break time to be divided equally between morning and afternoon. Department Heads will establish the break policies for their departments in accordance with these guidelines. Lunch periods and break times for Police Officers shall be as defined by departmental policies and procedures.

**What Changed?**

Changed “a one (1)-hour unpaid lunch period” to “up to a one (1)-hour unpaid lunch period”

**Tell me more...**

This change reflects the fact that different departments have different scheduled, unpaid lunch break durations, ranging from thirty (30) minutes to one (1) hour.

#### 4-103.2 TIME REPORTING (Paragraph 2)

**Current:**

Employees and their supervisors share responsibility to accurately and timely account for time worked and paid leave. Both employees and their time approvers may be held accountable using disciplinary action, up to and including termination, for misrepresentations of time worked.

**Proposed:**

Employees and their supervisors share responsibility to accurately and timely account for time worked and paid leave. Both employees and their time approvers may be held accountable using disciplinary action, up to and including termination, for misrepresentations of time worked **or paid leave**.

**What Changed?**

Added the phrase “or paid leave”

**Tell me more...**

## Personnel Policies Proposed Changes in Detail

This change better clarifies that paid leave is included in the responsibility for accurate representation during the time-keeping process.

### 4-103.2 TIME REPORTING (Paragraph 4)

#### **Current:**

It is the responsibility of each non-exempt employee to fill out their timesheet at the beginning and end of each scheduled workday in order to be accurately and completely compensated for the time worked, meal periods, and/or leaves for each pay period.

#### **Proposed:**

It is the responsibility of each non-exempt employee to fill out their timesheet at the beginning and end of each scheduled workday in order to be accurately and completely compensated for the time worked, meal periods, and/or leaves for each pay period. **Employees who do not fill out their timesheets properly prior to biweekly payroll submittal and are then short regular hours as a result may or may not be compensated for these hours until the next pay period, at the discretion of the Department Head and with approval of the City Manager. Employees who do not fill out their time sheets properly and are then short overtime hours as a result will not be compensated for these hours until the next pay period.**

#### **What Changed?**

Added language detailing when missing time will be paid if the missing time is the result of an employee not completing their timesheet properly.

#### **Tell me more...**

This change provides guidance on when missing time should be paid if an incomplete timesheet was the result of an employee not submitting their time properly rather than the result of a clerical or other error by a time approver or during the payroll process. This change is intended to mitigate issues with employees not submitting time correctly then requiring a supplementary check to provide for missing time.

### 4-103.2 TIME REPORTING (Paragraph 6)

#### **Current:**

Non-Exempt Employees must take a thirty (30) minute lunch each day and notate it on their timesheets. Employees should notify their Supervisor immediately if their lunch is less than thirty (30) minutes or is interrupted by work.

#### **Proposed:**

Non-Exempt Employees must take a **minimum** thirty (30) minute lunch each day and notate it on their timesheets. Employees should notify their Supervisor immediately if their lunch is less than thirty (30) minutes or is interrupted by work.

#### **What Changed?**

Added language clarifying that the minimum lunch break for non-exempt employees is thirty (30) minutes

**Tell me more...**

This change clarifies that a lunch break must be a minimum of thirty (30) minutes, as required by CO law and aligning with language in 4-103.1, Break Policy.

## **4-103.2 TIME REPORTING (Paragraph 7)**

**Current:**

Non-Exempt Employees leaving for personal reasons during the day notate when they leave and when they return on their timesheet.

**Proposed:**

Non-Exempt Employees leaving for personal reasons during the day **must** notate when they leave and when they return on their timesheet.

**What Changed?**

Added the word "must"

**Tell me more...**

This change provides a correction by adding in a missing word.

## **4-103.3 OVERTIME AUTHORIZATION AND ELIGIBILITY (Paragraph 4)**

**Current:**

Overtime pay is one and one half (1.5) times (150% of) the employee's hourly rate. Alternatively, overtime may be compensated with compensatory time off at one and one half (1.5) times the hours worked at the request of the employee and with the approval of the employee's immediate supervisor or the Department Head. Employees may accrue a maximum of twenty-four (24) hours compensatory time (non-cumulative). The use of compensatory time must be approved in advance by the employee's immediate supervisor. Compensatory time must also be tracked through payroll on a timesheet so that the City may be able to determine when compensatory time has been used and/or accrued.

**Proposed:**

Overtime pay is one and one half (1.5) times (150% of) the employee's hourly rate. Alternatively, overtime may be compensated with compensatory time off at one and one half (1.5) times the hours worked at the request of the employee and with the approval of the employee's immediate supervisor or the Department Head. Employees may accrue a maximum of twenty-four (24) hours compensatory time (non-cumulative). **Any requests for compensatory time which would result in an accrual of more than twenty-four (24) hours will be automatically denied and the employee will instead be paid overtime.** The use of compensatory time must be approved in advance by the employee's immediate supervisor. Compensatory time must also be tracked through payroll on a timesheet so that the City may be able to determine when compensatory time has been used and/or accrued.

**What Changed?**

Added language clarifying that requests for compensatory time that result in accrual above the maximum will be automatically denied.



**Tell me more...**

This change clarifies that employees who request compensatory time in excess of the maximum accrual allowed (twenty-four (24) hours) will be automatically denied and paid overtime instead. This is intended to better manage compensatory time accruals.

## **4-104.2 TRAVEL AUTHORIZATION**

**Current:**

For travel more than 50 miles from Florence City Hall, a "Travel Request/Expense Form" must be approved by the Employee's Supervisor prior to the travel occurring.

**Proposed:**

For travel more than 50 miles from Florence City Hall, a "Travel Request/Expense Form" must be **submitted by the affected Employee(s) and** approved by the Employee's Supervisor prior to the travel occurring.

**What Changed?**

Added the phrase "submitted by the affected Employee(s) and"

**Tell me more...**

This change helps to better clarify who is responsible for submitting the Travel Request Form.

## **4-104.4.2 REIMBURSABLE EXPENSES - AIRFARE**

**Current:**

Airline tickets should be prepaid utilizing a City credit card. Authorization will be given for the most economically available flight to and from the travel destination. Travel may be extended if the savings on airfare is greater than the total cost of the additional day's lodging, meal allowances, and salary, as applicable. If there is a net savings, the City will pay, as applicable, for the additional day's lodging, meal allowances, and salary.

**Proposed:**

Airline tickets should be prepaid utilizing a City credit card. Authorization **will must** be given, **in advance**, for the most economically available flight to and from the travel destination. Travel may be extended if the savings on airfare is greater than the total cost of the additional day's lodging, meal allowances, and salary, as applicable. If there is a net savings, the City will pay, as applicable, for the additional day's lodging, meal allowances, and salary.

**What Changed?**

- Changed "will" to "must"
- Added the phrase "in advance"

**Tell me more...**

- This change reflects the preferred word to reflect the intended meaning that employees need to obtain authorization prior to purchasing.
- This change further clarifies that advanced approval is required prior to the purchase of airfare.

## 4-104.4.4 REIMBURSABLE EXPENSES - MEALS (Paragraph 1)

### **Current:**

Meals will be reimbursed based on the Per Diem Rates established by the Internal Revenue Service (see IRS publication #1542). For partial days of travel or those receiving meals as part of the registration, the meal allowance is broken down by meal, including tips, as follows:

Example:       Area Per Diem Rate       \$42.00

Breakfast	20%	\$8.40
Lunch	30%	\$12.60
Dinner	50%	\$21.00

### **Proposed:**

Meals will be reimbursed based on the Per Diem Rates established by the Internal Revenue Service (see IRS publication #1542). For partial days of travel, **employees shall use the “first and last day of travel” per diem rate.** ~~or those receiving meals as part of the registration, the meal allowance is broken down by meal, including tips, as follows:~~

Example: ~~Area Per Diem Rate~~ ~~\$42.00~~

<del>Breakfast</del>	<del>20%</del>	<del>\$8.40</del>
<del>Lunch</del>	<del>30%</del>	<del>\$12.60</del>
<del>Dinner</del>	<del>50%</del>	<del>\$21.00</del>

### **What Changed?**

Removed partial per diem charges based on meals and availability and replaced with language that partial days of travel will be at the first and last day of travel rate as set forth by the IRS.

### **Tell me more...**

This change simplifies the per diem reimbursement process, removing administrative time for determining if meals are available, if they will meet any dietary restrictions employees may have, etc., and eliminating the need for employees to utilize their P-Card for unexpected meal purchases and/or be reimbursed for meals that were not actually available to them; a situation which is often difficult for the employee to provide documentation for (i.e. the meal ran out, a course ran over and the employee was unable to get food, etc.).

## 4-107.9 USE WHILE DRIVING

### **Current:**

Any employee driving on City business, whether using a City owned vehicle or personal vehicle is prohibited from using any cell phone or other electronic device for purposes of conversations, texting, or reviewing information. This prohibition applies even if the individual has a hands-free device with which to make phone calls or the vehicle has automated features that may allow employee to drive “hands-free.

**Proposed:**

Any employee driving on City business, whether using a City owned vehicle or personal vehicle ~~or other~~, is prohibited from using any cell phone or other electronic device for purposes of conversations, texting, or reviewing information. This prohibition applies even if the individual has a hands-free device with which to make phone calls or the vehicle has automated features that may allow employee to drive “hands-free.

**What Changed?**

Added the phrase “or other”

**Tell me more...**

This change helps to better clarify this policy covers any vehicle and employee may be driving on City business.

## **Section 5 – Compensation and Benefits suggested changes:**

### **5-01 DEFINITIONS**

**Current:**

5-01 Compensation System

**Proposed:**

5-01 ~~Compensation System~~ Definitions

**What Changed?**

Moved Article 5-02, Definitions, to 5-01, as written

**Tell me more...**

This change allows for better flow of the document, as “Definitions” should typically be the first Article in each Section, if included in the Section.

### **5-02 COMPENSATION SYSTEM**

**Current:**

5-02 Definitions

**Proposed:**

5-2 ~~Definitions~~ Compensation System

**What Changed?**

## Personnel Policies Proposed Changes in Detail

Moved Article 5-01, Compensation System, to 5-02, as written

### **Tell me more...**

This change allows for better flow of the document, as “Definitions” should typically be the first Article in each Section, if included in the Section.

## **5-103.1.7 MAKING THE DETERMINATION (Paragraph 3)**

### **Current:**

If endorsed, the City Manager shall determine the date the salary range determination shall become effective (based on budget constraints) and make a recommendation to the City Council for authorization. Following authorization by the City Council, the City Manager shall determine what, if any, changes should be made to the current salary of an individual occupying the position. In most cases, if an adjustment is approved, it will be made the first day of the pay period most immediately following completion of the process. The amount of the adjustment shall be based on internal and external equity.

### **Proposed:**

If endorsed, the City Manager shall determine the date the salary range determination shall become effective (based on budget constraints) and make a recommendation to the City Council for authorization. ~~Following authorization~~ **If authorized** by the City Council, the City Manager shall determine what, if any, changes should be made to the current salary of an individual occupying the position. In most cases, if an adjustment is approved, it will be made the first day of the pay period most immediately following completion of the process. The amount of the adjustment shall be based on internal and external equity.

### **What Changed?**

Changed “Following authorization” to “If authorized”

### **Tell me more...**

This change utilizes language that better reflects the prospective flow of events.

## **5-104.1 HOURS WORKED BY NON-EXEMPT EMPLOYEES**

### **Current:**

Hours worked shall be defined as actual hours worked in a given week. Therefore, sick time, vacation time, holiday pay, and/or other paid or unpaid leave time is not included when calculating overtime.

### **Proposed:**

Hours worked shall be defined as actual hours worked in a given week. Therefore, sick time, vacation time, holiday pay, **on call pay (as defined in Section 5-104.5 – Compensation for on call Responsibilities for Non-Exempt Employees)**, and/or other paid or unpaid leave time is not included when calculating overtime.

### **What Changed?**

Added language clarifying that on call pay is not included in the calculation of overtime.

**Tell me more...**

This change clarifies that on call pay should not be included in the calculation of overtime. On call pay is not time worked; it is payment in recognition that the employee must meet certain criteria (remaining within callback distance, responding to phone calls and alerts, etc.) while being on call. If an employee receives an actual call-in or call back (as defined in Section 501.4 – Compensation for Call-Ins / Call Backs for Non-Exempt Employees), pay for said call-in or callback is considered separately and is included in the calculation of overtime pay.

## **5-104.3 COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES (Paragraph 1)**

**Current:**

Employees eligible to receive overtime pay may instead be compensated with compensatory time off. Compensatory time off is earned at one and a half times (1.5) (150% of) the employee's hours worked. Employees wishing to receive comp time must have approval from their supervisor or Department Head, and must communicate the details of the approved request via email directly to the Finance Director, with the approving party CCed. Employees may accrue a maximum of twenty-four (24) hours compensatory time at any given time.

**Proposed:**

Employees eligible to receive overtime pay may instead be compensated with compensatory time off. Compensatory time off is earned at one and a half times (1.5) (150% of) the employee's hours worked. Employees wishing to receive comp time must have approval from their supervisor or Department Head, and must communicate the details of the approved request via email directly to the Finance Director, with the approving party CCed. Employees may accrue a maximum of twenty-four (24) hours compensatory time at any given time. **Any requests for compensatory time which would result in an accrual of more than twenty-four (24) hours will be automatically denied and the employee will instead be paid overtime.**

**What Changed?**

Added language clarifying that requests for compensatory time that result in accrual above the maximum will be automatically denied.

**Tell me more...**

This change clarifies that employees who request compensatory time in excess of the maximum accrual allowed (twenty-four (24) hours) will be automatically denied and paid overtime instead. This is intended to better manage compensatory time accruals, and aligns with proposed language in Section 4-103.3 – Overtime Authorization and Eligibility (Paragraph 4), which covers compensatory time accrual as well.

## **5-104.4 COMPENSATION FOR CALL-INS / CALL BACKS FOR NON-EXEMPT EMPLOYEES**

**Current:**

## Personnel Policies Proposed Changes in Detail

Non-exempt employees who are called in to work at a non-scheduled time will be paid for a minimum of two (2) hours.

### **Proposed:**

Non-exempt employees who are called in to work at a non-scheduled time will be paid for a minimum of two (2) hours. **These hours are considered hours worked.**

### **What Changed?**

Added language clarifying that call-ins and call backs are considered hours worked.

### **Tell me more...**

This change clarifies that call-ins and call backs are considered hours worked, meaning they should be included in the calculation of overtime. Call-in / call back pay is separate from on call pay and is only received if an employee is actually called in to work (usually for emergency situations).

## **5-104.5 COMPENSATION FOR ON CALL RESPONSIBILITIES FOR NON-EXEMPT EMPLOYEES**

### **Current:**

Non-exempt employees who are assigned to be on call will receive one hour of regular pay for each day they are on call plus any time actually worked. No employee may be assigned to be on call while on approved leave for that day.

### **Proposed:**

Non-exempt employees who are assigned to be on call will receive one hour of regular pay for each day they are on call plus any time actually worked. No employee may be assigned to be on call while on approved leave for that day. **On call pay is not considered hours worked and shall not be included when calculating overtime.**

### **What Changed?**

Added language clarifying that on call pay is not included in the calculation of overtime.

### **Tell me more...**

This change clarifies that on call pay should not be included in the calculation of overtime. On call pay is not time worked; it is payment in recognition that the employee must meet certain criteria (remaining within callback distance, responding to phone calls and alerts, etc.) while being on call. If an employee receives an actual call-in or call back (as defined in Section 501.4 – Compensation for Call-Ins / Call Backs for Non-Exempt Employees), pay for said call-in or callback is considered separately and is included in the calculation of overtime pay. This proposed change is consistent with the proposed change in Section 5-104.1 – Hours Worked by Non-Exempt Employees including on-call pay as exempt from the overtime calculation.

## **5-106.6 RE-GRADES (Paragraph 1)**

### **Current:**

## Personnel Policies Proposed Changes in Detail

When it is determined that a position should be re-graded, the employee occupying a position that is re-graded may or may not receive a salary increase depending on the difference in current pay and the pay recommended. The increase shall be consistent with internal and external equity and shall be sufficient to bring the Employee's salary at least to the minimum of the new range and not to exceed the maximum of the new range.

### **Proposed:**

When it is determined that a position should be re-graded, the employee occupying a position that is re-graded may or may not receive a salary increase depending on the difference in current pay and the pay recommended. ~~The~~ Any potential increase shall be consistent with internal and external equity and shall be sufficient to bring the Employee's salary at least to the minimum of the new range and not to exceed the maximum of the new range.

### **What Changed?**

Change "The increase" to "Any potential increase"

### **Tell me more...**

This change utilizes language that better reflects that increases are not guaranteed in this scenario.

## 5-108 MERIT INCREASES (Paragraph 1)

### **Current:**

Any merit pay increases based on performance shall be effective January 1 of the following fiscal year. Merit increases are granted based on the employee's performance evaluation; however, the performance evaluation may or may not result in a merit increase depending upon performance and available budgetary resources.

### **Proposed:**

Any merit pay increases based on performance shall be effective January 1 of the following ~~fiscal~~ calendar year. Merit increases are granted based on the employee's performance evaluation; however, the performance evaluation may or may not result in a merit increase depending upon performance and available budgetary resources.

### **What Changed?**

Changed "fiscal" to "calendar"

### **Tell me more...**

This change better reflects the date included in the section. Additionally, the fiscal year and the calendar year are the same for the City of Florence.

## 5-110 INSURANCE BENEFIT PLANS (Paragraph 2)

### **Current:**

In the event that information regarding benefit plans provided in this Handbook should conflict with actual terms and conditions of coverage, the actual terms and conditions shall govern.

**Proposed:**

In the event that information regarding benefit plans provided in this Handbook should conflict with actual terms and conditions of coverage, the actual terms and conditions **of the provider(s)** shall govern.

**What Changed?**

Added the phrase “of the provider(s)”

**Tell me more...**

This change clarifies that the terms and conditions being referenced are those of the benefit provider(s), not the City of Florence.

## **5-110.1.3 COST**

**Current:**

Monthly Employee costs depend on both the coverage (health, dental or vision) and the specific plan selected. The Florence City Council shall annually determine the amount to be paid by the City for full-time Employees for each of these coverages (health, dental, and vision) and for specific plans, if applicable. All premiums are deducted pre-tax, as allowed by the Internal Revenue Service.

**Proposed:**

Monthly Employee costs **for such plans** depend on both the coverage (health, dental or vision) and the specific plan selected. The Florence City Council shall annually determine the amount to be paid by the City for full-time Employees for each of these coverages (health, dental, and vision) and for specific plans, if applicable. All premiums are deducted pre-tax, as allowed by the Internal Revenue Service.

**What Changed?**

Added the phrase “for such plans”

**Tell me more...**

This change clarifies that the costs being referenced are those of benefit plans.

## **Section 6 – Leave Time suggested changes:**

### **6-101 TYPES OF LEAVE (Last Paragraph)**

**Current:**

Temporary/seasonal employees are not eligible for paid leave.

**Proposed:**



## Personnel Policies Proposed Changes in Detail

Temporary/seasonal employees are not eligible for paid leave, **with the exception of Sick Leave as required under Colorado law.**

### **What Changed?**

Added language clarifying that all employee types are eligible for sick leave under Colorado law.

### **Tell me more...**

This change clarifies that all employee types, including temporary/seasonal employees, are eligible for sick leave as mandated by Colorado law.

## **6-105.1 SICK LEAVE ACCRUAL**

### **Current:**

#### **6-105.1 FULL-TIME EMPLOYEES**

All full-time employees accrue sick leave at a rate of 3.08 hours per pay period. Sick leave accrual will begin the first day of the first complete pay period the employee works.

Sick leave will be considered to be earned and accrued at the end of the last day of the payroll period. Approved sick leave may be used as soon as it is accrued. Sick leave may not be taken during the same period during which it is being earned.

### **Proposed:**

#### **6-105.1 ~~FULL-TIME EMPLOYEES~~ SICK LEAVE ACCRUAL**

All ~~full time~~-employees (**full time, part time, and temporary/seasonal**) accrue sick leave at a rate of 3.08 hours per pay period. Sick leave accrual will begin the first day of the first complete pay period the employee works.

Sick leave will be considered to be earned and accrued at the end of the last day of the payroll period. Approved sick leave may be used as soon as it is accrued. Sick leave may not be taken during the same period during which it is being earned.

### **What Changed?**

Added language clarifying that all employee types accrue sick leave at the same rate.

### **Tell me more...**

This change clarifies that all employee types, including part time temporary/seasonal employees, accrue sick leave at the same rate. This change recognizes limitations of the City's payroll system as well, which make it difficult to pay proportional or partial sick time accruals.

## **6-105.2 PART TIME AND TEMPORARY EMPLOYEES**

Remove this section in its entirety, as the proposed changes have no differentiation in sick leave accrual rates based on employee classifications.

## 6-103 HOLIDAYS

### **Current:**

All full-time and part-time employees of the City shall either be scheduled off or receive holiday compensation for the following holidays:

New Years Day	January 1
MLK Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Black Friday	Friday After Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

From time to time on special occasions, the City Council may designate other days as special holidays.

Holidays that fall on a Saturday will normally be observed on the preceding Friday and those which fall on a Sunday will normally be observed on the following Monday. In the case of Christmas Eve and Christmas Day falling on Friday and Saturday, the holidays will be observed on the preceding half day on Thursday and full day Friday. In the case of Christmas Eve and Christmas Day falling on Sunday and Monday, the holidays will be observed on Monday and the following Tuesday. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay plus time and one-half (1.5) their regular rate of pay for all hours worked on the observed holiday. All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

If the designated and observed holiday differs from the actual holiday, FLSA non-exempt benefit-eligible employees who work on the actual holiday will receive time and one-half (1.5) their regular rate of pay for the time worked on the actual holiday in addition to the holiday pay (for the observed holiday).

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

### **Proposed:**

## Personnel Policies Proposed Changes in Detail

The City of Florence is a multi-faceted organization, with departments whose functions require significant variations in scheduling in order to ensure the necessary continuity of operations required to provide essential services. In recognition of this, the City recognizes that a singular policy for Holiday Leave is insufficient to account for the needs of all employees, and, instead, has chosen to adopt a Holiday Leave plan that is individualized by the various scheduling parameters currently in use in the City of Florence.

The City currently utilizes the following scheduling parameters:

Non-seven-day-per-week operations:

- Department-wide set schedules of Monday – Friday
- Department-wide set schedules of Monday – Thursday

Seven-day-per-week operations:

- Seven-days-per-week operations (excluding on call time), with days scheduled varying by employee type
- Seven-days-per-week operations (excluding on call time), with days scheduled and number of days scheduled varying by employee and employee type

### 6-103.1 NON-SEVEN-DAY-PER-WEEK OPERATIONS

#### 6-103.1.1 DEPARTMENT-WIDE SET SCHEDULES OF MONDAY – FRIDAY

All full-time and part-time employees ~~of the City~~ working in positions with department-wide set schedules of Monday through Friday shall either be scheduled off with regular pay or shall receive holiday compensation for the following holidays:

New Years Day	January 1
MLK Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Black Friday	Friday After Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

~~From time to time on special occasions, the City Council may designate other days as special holidays~~

It should be noted that employees working in positions with department-wide set schedules of Monday through Friday are the only City employees eligible for holiday compensation for Black Friday in recognition of the fact that these employees receive fewer actual holiday hours than

## Personnel Policies Proposed Changes in Detail

any other employees due to the number of holiday hours required account for an entire workday.

Holidays that fall on a Saturday will normally be observed on the preceding Friday and those which fall on a Sunday will normally be observed on the following Monday. In the case of Christmas Eve and Christmas Day falling on Friday and Saturday, the holidays will be observed on the preceding ~~half-day on~~ Thursday and ~~full-day~~ Friday. In the case of Christmas Eve and Christmas Day falling on Sunday and Monday, the holidays will be observed on Monday and the following Tuesday. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus ~~time and one-half (1.5)~~ their regular rate of pay for all hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result in Overtime based on the City's standard method of calculating Overtime or under the City's Call-back rules. Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift.

### Examples:

- An employee is normally scheduled to work eight (8) hours on a City-observed holiday. The employee had a total of sixteen (16) hours for the week prior to the start of their shift. The employee ends up working nine (9) hours.
  - In this scenario, the Employee would receive the following:
    - Eight (8) hours of Holiday pay;
    - Eight (8) hours of straight time pay; and
    - One (1) hour of double time.
- An employee is normally scheduled to work eight (8) hours on a City-observed holiday. The employee had a total of thirty-six (36) hours for the week prior to the start of their shift. The employee works their full scheduled eight (8) hour shift.
  - In this scenario, the Employee would receive the following:
    - Eight (8) hours of Holiday pay;
    - Four (4) hours of straight time pay; and
    - Four (4) hours of one and one half (1.5) time pay.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

If the designated and observed holiday differs from the actual holiday, FLSA non-exempt benefit-eligible employees who work on the actual holiday will receive two (2) times ~~time and~~

## Personnel Policies Proposed Changes in Detail

~~one-half (1.5) their regular rate of pay for the time worked on the actual holiday. in addition to the holiday pay (for the observed holiday).~~

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

### 6-103.1.2 DEPARTMENT-WIDE SET SCHEDULES OF MONDAY – THURSDAY

All full-time and part time employees working in positions with department-wide set schedules of Monday through Thursday shall either be scheduled off with regular pay or shall receive holiday compensation for the following holidays:

New Years Day	January 1
MLK Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Holidays that are tied to a specific date (rather than day) and fall on a Friday will normally be observed on the preceding Thursday and those which fall on a Sunday will normally be observed on the following Monday. Those holidays which fall on a Saturday will normally be observed on the preceding Thursday, but may observed the following Monday based on operational needs. In the case of all holidays tied to a specific date (rather than day) which fall on Friday, Saturday, or Sunday, the City Manager has the right to move the observation of the holiday to the nearby day most conducive to operational needs, providing as much advanced notice for employees as possible. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus their regular rate of pay for any hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result in Overtime based on the City's standard method of calculating Overtime or under the City's call-back rules). Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift. See examples in Section 6-103.1.1.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City

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Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

If the designated and observed holiday differs from the actual holiday, FLSA non-exempt benefit-eligible employees who work on the actual holiday will receive two (2) times their regular rate of pay for the time worked on the actual holiday. Holiday time is not counted as hours worked in the computation of overtime.

### *6-103.2SEVEN-DAY-PER-WEEK OPERATIONS*

These policies are applicable for all City employees working in seven-day-per-week operations, including both of the following scheduling parameters:

- Seven-days-per-week operations (excluding on call time), with days scheduled varying by employee type
- Seven-days-per-week operations (excluding on call time), with days scheduled and number of days scheduled varying by employee and employee type

All full-time and part time employees working in positions with seven-day-per-week operations shall either be scheduled off with regular pay or shall receive holiday compensation for the following six (6) holidays:

New Years Day	January 1
Memorial Day	Last Monday in May
4 <sup>th</sup> of July	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

All full-time and part-time employees working in positions with seven-day-per-week operations shall be credited with six (6) personal floating holidays each year. One (1) such personal floating holiday shall be credited on each of the following posted dates: January 1, March 1, May 1, July 1, August 1, and October 1. Said personal floating holidays will not be considered hours worked for the purpose of calculating overtime, and may be scheduled and utilized on days mutually agreed upon by the Employee and the Employee's Supervisor, subject to the following provisions:

- (a) Must be taken within the calendar year;
- (b) May not be carried over from year-to-year, or paid off at time of termination;
- (c) Will not be paid in addition to hours worked on the same day; and
- (d) May only be taken in full shift increments

For seven-day-per week operations, all holidays are observed on their actual date of occurrence. Individuals may be scheduled off with regular pay or may be scheduled to work and receive holiday pay based on what the Department head determines is best for continuity of operations. All holidays begin at 12:00 a.m. and end at 11:59 p.m.

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All FLSA non-exempt benefit-eligible employees who are required to work on a city-observed holiday shall be paid holiday pay for an amount of hours equivalent to their normal scheduled shift time, plus their regular rate of pay for any hours worked on the observed holiday in any amount less than or equal to the duration of their standard scheduled shift (EXCEPTION: Employees will receive a rate of pay of time and one-half (1.5) for any hours worked that result in Overtime based on the City's standard method of calculating Overtime or under the City's call-back rules). Should an Employee work an amount of hours that exceeds the duration of their standard shift, the Employee will not receive additional holiday pay, but will receive two (2) times their rate of pay for any time worked that is in excess of their standard shift. See examples in Section 6-103.1.1.

All FLSA exempt benefit-eligible employees who are required to work on a city-observed holiday shall receive an additional Vacation Day to be used within the same calendar year. The City Manager must approve any work by FLSA exempt benefit-eligible employees on city-observed holidays in order for the Vacation Day to be awarded. This additional Vacation Day shall not be counted towards an employee's maximum Vacation accrual.

Holiday pay for part-time employees shall be prorated based on their regularly scheduled work hours.

Holiday time is not counted as hours worked in the computation of overtime.

### **What Changed?**

- Added language regarding different scheduling parameters for different departments.
- Added language clarifying how holiday pay is to be paid.
- Provided specific Holiday leave policies for operations with a department-wide set schedule of Monday through Friday.
- Adjusted Holiday Pay for those working from Holiday pay plus time and one half to holiday pay plus straight time for the Employee's normal shift, followed by double time, allowing for Overtime triggers.
- Removed Black Friday as a holiday for operations with a department-wide set schedule of Monday through Thursday.
- Provided specific Holiday leave policies for operations with a department-wide set schedule of Monday through Thursday.
- Provided specific Holiday leave policies for operations with seven-day-per-week scheduling.
- Changed seven-day-per-week operation to six (6) holidays, plus six (6) additional floating holidays with specific use parameters.

### **Tell me more...**

- This change recognizes that the City has varying operations with varying scheduling needs, making it confusing and inherently inequitable to utilize the same Holiday leave policy for all scheduling parameters,
- This change is intended to clarify that Holidays are to be paid at the employee's regular rate of pay if the employee is scheduled off for the holiday, and at an increased rate of pay if the employee is required to work on the holiday.
- These changes are intended to provide parameters and guidelines for holiday time for operations with a department-wide set schedule of Monday through Friday. These policies are

## Personnel Policies Proposed Changes in Detail

nearly identical to the previous policies, with clarification that days off for Christmas Eve and Christmas Day would both be full days, even if moved.

- This change is intended to promote fiscal responsibility, as the original policy seemed to contemplate only departments which were unlikely to ever work on a holiday or observed holiday. Seven-day-per week operations also work longer schedules, creating a large fiscal burden for the City for each holiday worked.
- This change reflects the fact that the purpose of providing Holiday Leave is to keep employees whole, not to create additional paid days; Holiday pay is intended to come at an opportunity cost rather than a fiscal cost (with the exception of OT pay necessitated for critical positions who are unable to take the day off).
- Provided specific Holiday leave policies for operations with a department-wide set schedule of Monday through Thursday.
- Provided specific Holiday leave policies for operations with seven-day-per-week scheduling, including clarifying that employees cannot receive pay for both holiday worked and holiday observed.
- This change is intended to both provide flexibility and promote fiscal responsibility. While not feasible for departments who require most employees to work at the same time in order to provide services effectively, this model is often used in seven-day per week operations in order to provide employees with increased flexibility and to avoid creating additional paid days, as not all employees will be scheduled to work on the day of observation.

### 6-108 VOTING LEAVE (Paragraph 2)

#### **Current:**

Under most circumstances, it is possible for Employees to vote either before or after their scheduled work time or during permitted breaks. If it is necessary for Employees to arrive to work late or leave work early to vote in any election, Employees should arrange this with their Supervisor no later than the day prior to Election Day.

#### **Proposed:**

Under most circumstances, **especially with mail-in voting**, it is possible for Employees to vote either before or after their scheduled work time or during permitted breaks. If it is necessary for Employees to arrive to work late or leave work early to vote in any election, Employees should arrange this with their Supervisor no later than the day prior to Election Day.

#### **What Changed?**

Added the phrase “especially with mail-in voting”

#### **Tell me more...**

This change helps to better clarify that there are multiple, preferred avenues allowing employees to vote without taking Voting Leave to do so.

### 6-109 BEREAVEMENT LEAVE (Paragraph 2)

#### **Current:**



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Up to three (3) days of bereavement leave will be provided to attend the in-state funeral or other grief-related services and/or events of an immediate family member. Up to five (5) days of bereavement leave will be provided to attend the out-of-state funeral or other grief-related services and/or events of an immediate family member. "Immediate family" is defined as the employee's spouse, parent, child, sibling, grandparent, grandchild, or parent-in-law.

### **Proposed:**

Up to three (3) days of bereavement leave will be provided to attend the in-state funeral or other grief-related services and/or events of an immediate family member. Up to five (5) days **(or one (1) work week, whichever is less)** of bereavement leave will be provided to attend the out-of-state funeral or other grief-related services and/or events of an immediate family member. "Immediate family" is defined as the employee's spouse, parent, child, sibling, grandparent, grandchild, or parent-in-law.

### **What Changed?**

Added language clarifying that the intended maximum amount of leave for an out of state funeral for an immediate family member is one (1) work week.

### **Tell me more...**

This change clarifies that the maximum intended amount of leave for attending the funeral of an immediate family member is one (1) work week. This change recognizes that some employees work an alternative schedule and is intended to prevent inequity between employees with varying schedule types.

## 6-110 MILITARY LEAVE

### **Current:**

Employees serving in the uniformed services of any branch of the United States Armed Forces and the National Guard on active duty, active duty for training, inactive duty for training, National Guard duty, and time taken off for an examination to determine fitness to do any of the above shall be granted unpaid military leave in accordance with applicable state and federal law. Employees are not required to use any/all accrued time off in order to receive unpaid military leave but may as set forth below.

#### *6-110.1 Reserve Duty*

Employees who are members of the reserve components of any branch of the United States military service or National Guard will be granted unpaid military leave for the purpose of participating in required weekend and annual training.

Employees may opt to use vacation leave to fulfill military duty.

Employees involved in the reserves shall give notice of weekend and annual training as far in advance as possible.

#### *6-110.2 Active Duty*

Employees who are called to active duty (full-time, long-term active military service that doesn't allow work at other occupations) will be granted military leave in accordance with applicable state and federal law.

## Personnel Policies Proposed Changes in Detail

Employees may elect to take military leave for active duty without pay. If an Employee elects to take military leave for active duty without pay, the City will pay the Employee's and the City's portion of health insurance for a period of six (6) months. After six (6) months, Employees may elect to continue health insurance coverage at their own expense. Employees will not receive holiday pay while on military leave for active duty without pay.

Employees may elect to use their accrued vacation leave while on active duty. If accrued vacation leave is utilized, all benefits continue in the same manner as if the Employee is actively at work.

### *6-110.3 Reinstatement Following Leave*

Employees returning from active duty will be reinstated in accordance with the provisions of the federal Uniform Services Employment and Reemployment Rights Act of 1994 or the Colorado military leave laws, depending on whether the Employee is serving in the federal or Colorado military service. To be eligible for reinstatement, the Employee must provide notice of intent to return within certain time limits as specified by law.

### *6-110.4 Retaliation Prohibited*

The City prohibits retaliation against any Employee for taking time off under this policy.

#### **Proposed:**

~~Employees serving in the uniformed services of any branch of the United States Armed Forces and the National Guard on active duty, active duty for training, inactive duty for training, National Guard duty, and time taken off for an examination to determine fitness to do any of the above shall be granted unpaid military leave in accordance with applicable state and federal law. Employees are not required to use any/all accrued time off in order to receive unpaid military leave but may as set forth below.~~

#### ~~*6-110.1 Reserve Duty*~~

~~Employees who are members of the reserve components of any branch of the United States military service or National Guard will be granted unpaid military leave for the purpose of participating in required weekend and annual training.~~

~~Employees may opt to use vacation leave to fulfill military duty.~~

~~Employees involved in the reserves shall give notice of weekend and annual training as far in advance as possible.~~

#### ~~*6-110.2 Active Duty*~~

~~Employees who are called to active duty (full-time, long-term active military service that doesn't allow work at other occupations) will be granted military leave in accordance with applicable state and federal law.~~

~~Employees may elect to take military leave for active duty without pay. If an Employee elects to take military leave for active duty without pay, the City will pay the Employee's and the City's portion of health insurance for a period of six (6) months. After six (6) months, Employees may elect to continue health insurance coverage at their own expense. Employees will not receive holiday pay while on military leave for active duty without pay.~~

## Personnel Policies Proposed Changes in Detail

~~Employees may elect to use their accrued vacation leave while on active duty. If accrued vacation leave is utilized, all benefits continue in the same manner as if the Employee is actively at work.~~

### ~~6-110.3 Reinstatement Following Leave~~

~~Employees returning from active duty will be reinstated in accordance with the provisions of the federal Uniform Services Employment and Reemployment Rights Act of 1994 or the Colorado military leave laws, depending on whether the Employee is serving in the federal or Colorado military service. To be eligible for reinstatement, the Employee must provide notice of intent to return within certain time limits as specified by law.~~

### ~~6-110.4 Retaliation Prohibited~~

~~The City prohibits retaliation against any Employee for taking time off under this policy.~~

Employees who are members of the Colorado National Guard or reserve components of the U.S. Armed Forces are entitled to military leave equivalent to three weeks of work based on their regular schedule per calendar year. This leave is provided for military training or active state service. Employees may use any available paid leave or take unpaid leave during this period. For leave extending beyond the three-week allotment, Employees are entitled to unpaid leave with reinstatement rights upon return. The Town will pay the difference between the employee's base salary and military pay received during the three-week period. Upon returning to work, employees will be restored to their same job or a position with equivalent status, pay, benefits, and other employment terms, provided they remain capable of performing the essential functions of the job. Employees must provide official orders and inform the City Manager of their intent to return to employment as soon as possible. This policy complies with both Colorado law (C.R.S. § 28-3-601 et seq.) and federal USERRA standards.

### **What Changed?**

Changed the language in this section to reflect recent changes in Colorado Law

### **Tell me more...**

This change reflects recent changes in Colorado Law regarding Military Leave.

## **6-112 PERSONAL LEAVE (Paragraph 1)**

### **Current:**

Personal Leaves of absence are not typically granted. Employees, upon written request describing the circumstances warranting such a leave, and with the approval of the City Manager, may be granted a leave of absence without pay for a period of up to 30 (thirty) days. No leave of absence without pay will be authorized until all paid leave has been exhausted

### **Proposed:**

Personal Leaves of absence are not typically granted. Employees, upon written request describing the circumstances warranting such a leave, and with the approval of the City Manager, may be granted a leave of absence without pay for a period of up to 30 (thirty) days. No leave of absence without pay will be authorized until all paid leave has been exhausted. **Under extraordinary circumstances, and following consultation with legal counsel, the City Manager may approve extending administrative leave.**

## Personnel Policies Proposed Changes in Detail

### **What Changed?**

Added language providing for the extension of Personal Leave under extraordinary circumstances.

### **Tell me more...**

This change provides a mechanism for extending personal leave in the case of extraordinary circumstances. Consultation with legal counsel has been included as a requirement as such an extension would most likely (but not always) be for reasons recommended by legal counsel.

## **6-113 ADMINISTRATIVE LEAVE (Last Paragraph)**

### **Current:**

Employees may be placed on administrative leave for a maximum of 30 (thirty) days. All normal benefits will continue during paid administrative leave.

### **Proposed:**

Employees may be placed on administrative leave for a maximum of 30 (thirty) days. All normal benefits will continue during paid administrative leave. **Under extraordinary circumstances, and following consultation with legal counsel, the City Manager may approve extending administrative leave.**

### **What Changed?**

Added language providing for the extension of Administrative Leave under extraordinary circumstances.

### **Tell me more...**

This change provides a mechanism for extending administrative leave in the case of extraordinary circumstances. Consultation with legal counsel has been included as a requirement as such an extension would most likely (but not always) be for reasons recommended by legal counsel.

## **6-114 SHARED LEAVE POOL (Paragraph 5)**

### **Current:**

Shared leave will not be granted to an employee to care for a child following birth, or in connection with the child's placement with the employee for adoption or foster care.

### **Proposed:**

Shared leave **will not may** be granted to an employee to care for a child following birth, or in connection with the child's placement with the employee for adoption or foster care.

### **What Changed?**

Changed language to allow shared leave to potentially be utilized for care of a child following birth or adoption.

### **Tell me more...**

## Personnel Policies Proposed Changes in Detail

This change provides a mechanism for utilizing the shared leave pool to care for a child following birth or adoption. This change has no financial impact to the City, as the shared leave pool is fully funded by employee donations of sick time. This change is based on employee feedback regarding the program.

# COUNCIL ACTION FORM

**MEETING DATE:** APRIL 21, 2025

**STAFF CONTACT:** AMY NASTA, CITY MANAGER

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**Agenda Item:** Consider adopting an Ordinance budgeting and appropriating additional sums of money for the Pool Park and Recreation Fund and the General Fund/Equipment Replacement Fund for the 2024 budget year

**Department:** Administration, Finance

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**Staff Recommendation:**

Adopt an Ordinance budgeting and appropriating additional sums of money for the Pool Park and Recreation Fund for the 2024 budget year for the City of Florence, Colorado

**Background/Description of Item:**

This is a housekeeping item. Under Colorado law, a budget must be submitted to and approved by the City Council on an annual basis. Once submitted, a budget amendment is required if expenditures exceed the appropriations allocated for any fund.

For the 2024 budget year, the expenditures for the Pool Park and Recreation Fund exceeded budgeted appropriations by \$30,000 as follows:

- Staff salaries;
- Replacement of the boiler at the Pool

These additional expenditures were necessary to ensure continuity of operations at the Florence Municipal Pool and to support a safe environment for both patrons and Staff. This money is available from reserves.

For the 2024 budget year, the expenditures for the General Fund/Equipment Replacement Fund exceeded budgeted appropriations by \$81,000 as follows:

- HVAC Repairs;
- Expenses related to Tyler software.
- Non-Profit Funding;
- Tree Replacement Program

These additional expenditures were all American Rescue Plan Act (ARPA) expenditures which were not originally budgeted for 2024. This money is available from the ARPA fund allocation provided to the City of Florence. As a reminder, the ARPA money was fully allocated at the Special City Council Meeting on December 30, 2024.

**Attachments:**

- Ordinance 4-2025

**Suggested Motion:**

Adopt Ordinance 4-2025, an Ordinance budgeting and appropriating additional sums of money to defray expenses in excess of the amount budgeted for the Pool Park and Recreation Fund and the General Fund/Equipment Replacement Fund of the City of Florence, Colorado, for the budget year beginning January 1, 2024, and ending December 31, 2024.

**CITY OF FLORENCE**  
**ORDINANCE 4-2025**

**AN EMERGENCY ORDINANCE APPROPRIATING ADDITIONAL SUMS OF MONEY TO DEFRAY EXPENSES IN EXCESS OF THE AMOUNT BUDGETED FOR THE POOL PARK AND RECREATION FUND, AND THE GENERAL FUND/EQUIPMENT RESERVE FUND OF THE CITY OF FLORENCE, COLORADO FOR THE BUDGET YEAR BEGINNING JANUARY 1, 2024, AND ENDING DECEMBER 31, 2024.**

WHEREAS, the City Council of the City of Florence, Colorado did budget and appropriated sums of money to the various funds and spending agencies of the City of Florence for the 2024 budget year by adopting Ordinance 10-2023; and

WHEREAS the City Council adopted Resolution 21-2023 which budgeted additional sums of money to defray expenses more than the amount budgeted for the 2024 budget year; and

WHEREAS, the City Council of the City of Florence, Colorado recognizes additional 2023 budget items as follows:

Pool Park and Recreation Fund- Operating expenses of \$30,000. \$30,000 is available from reserves.

General Fund/Equipment Replacement Fund expenses of \$81,000 and is available from ARPA State Fiscal Recovery Funds Allocations.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Florence, Colorado, pursuant to C.R.S. 29-1-101 et seq. as follows:

That the above amounts are approved, appropriated, and the sum of money needed to finance additional needs is available as stated above.

**INTRODUCED AND PASSED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF FLORENCE ON THIS 21st DAY OF APRIL, 2025.**

**ATTEST:**

**CITY OF FLORENCE, COLORADO**

\_\_\_\_\_  
Cortlyne Huppe, City Clerk

BY: \_\_\_\_\_  
Steve Wolfe, Mayor



# CITY OF FLORENCE

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Florence, Colorado 81226  
(719) 784-4848  
[cityofflorence@florencecolorado.org](mailto:cityofflorence@florencecolorado.org)  
[www.florencecolorado.org](http://www.florencecolorado.org)

## City Manager Report

April 4, 2025 – April 17, 2025

### Meetings with agencies, boards, and committees:

- ***City/City/County (Monday, April 14, 2025)***
  - Attended the quarterly City/City/County meeting between Florence, Cañon City, and Fremont County
- ***Williamsburg Staff (Monday, April 14, 2025)***
  - Met with Staff from Williamsburg to discuss cost comps for water as part of the Regional Water Agreement
- ***County Public Works (Thursday, April 17, 2025)***
  - Met with representatives from the County Public Works Department to discuss the repaving at the bulk station and associated frontage on Railroad Street
- ***Planning Commission (Thursday, April 17, 2025)***
  - Attended the monthly Planning Commission meeting for April

### Internal Meetings/Discussion/Projects

- An updated compensation schedule for employees is in the final stages of development. This proposed schedule provides a more modern approach to the City's compensation structure, while keeping all employees within their current pay range, meaning no compensation adjustments will be required should council elect to adopt the plan at a the May 5, 2025 City Council meeting.
- Staff is nearing the final stage of completing comprehensive fee updates (excluding utility rates) and expects to present them to Council early in the second quarter of 2025. These updates involve significant Code revisions as well in order to make future updates more efficient and streamlined.
- The City of Florence received a qualified response for the Request for Qualifications for the Master Plan. Staff has reviewed the proposal and presented it to the Planning Commission for their consideration at the April Planning Commission Meeting. The proposal will then be presented to the City Council at the first City Council meeting in May.
- The received three (3) qualified responses for the Request for Proposals for the design of the Pioneer Park bathrooms. Staff is reviewing the proposals and plan to bring the item forward for Council consideration at the May 5, 2025 City Council meeting.
- The previously discussed community engagement program allowing citizens the opportunity to better understand how government works has been tentatively scheduled to begin in May. We will begin providing notifications and sign-ups by the end of April
- Outside Agency Funding applications will be closing May 6, 2025



**CITY OF FLORENCE  
RETAIL SALES TAX COLLECTIONS  
2025**

	2%	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
January		33,495.87	39,868.74	40,079.81	41,134.61	40,776.17	43,370.78	46,826.53	44,553.70	47,498.23	65,635.43	86,716.06	85,329.31	99,189.58	90,822.95	95,681.18
February		36,738.94	42,743.27	38,577.30	40,818.79	41,521.14	43,424.40	46,101.38	48,725.14	49,240.18	69,337.66	74,560.41	81,456.28	108,619.64	95,903.53	99,932.40
March		52,199.45	46,768.68	43,141.22	47,396.65	51,019.78	54,338.97	54,754.33	57,344.25	66,518.73	73,194.95	100,608.69	94,491.07	123,986.88	98,773.30	-
April		42,773.19	42,881.23	39,420.75	47,418.80	49,558.10	52,578.71	50,096.32	54,639.86	57,855.64	73,648.82	95,020.17	113,046.77	144,684.69	101,339.81	-
May		38,260.27	46,693.01	48,963.56	47,825.86	46,307.79	49,679.27	54,822.11	58,320.84	65,961.13	88,045.56	92,982.80	46,103.50	119,137.16	105,204.09	-
June		44,904.83	49,634.26	47,135.72	52,126.62	52,096.55	57,248.50	57,115.88	64,047.23	66,464.35	97,658.69	99,017.27	105,628.35	102,885.38	107,104.34	-
July		40,023.02	45,683.73	56,400.16	50,329.82	49,903.29	60,909.95	52,905.87	53,145.06	72,505.96	90,971.62	96,136.58	104,660.87	108,618.44	108,236.48	-
August		43,035.90	43,755.68	40,049.30	45,531.21	46,602.99	48,628.40	57,863.38	59,004.84	65,581.48	84,676.51	89,706.90	102,099.36	110,753.22	112,196.71	-
September		44,107.30	47,391.50	40,154.62	51,173.86	53,779.34	56,114.58	52,997.46	61,114.02	68,200.46	94,055.55	97,072.31	108,851.93	102,309.41	111,395.25	-
October		34,331.78	40,959.46	41,267.51	44,141.20	44,783.91	47,803.76	50,070.74	51,533.30	68,423.76	81,855.62	89,000.71	105,225.34	107,205.55	103,279.55	-
November		39,253.73	37,528.34	36,943.14	37,367.70	42,606.62	44,996.49	50,320.11	47,341.47	65,398.15	76,287.90	85,024.26	118,944.56	100,251.74	100,506.18	-
December		40,443.71	42,376.66	48,925.24	52,379.19	53,425.63	48,384.90	51,213.06	61,346.11	74,688.66	90,752.82	108,508.64	120,956.38	99,265.30	127,460.35	-
<b>TOTAL</b>		<b>489,567.99</b>	<b>526,284.56</b>	<b>521,058.33</b>	<b>557,644.11</b>	<b>572,381.31</b>	<b>607,478.72</b>	<b>625,087.15</b>	<b>661,115.83</b>	<b>768,336.72</b>	<b>986,121.16</b>	<b>1,114,354.81</b>	<b>1,186,793.72</b>	<b>1,327,906.99</b>	<b>1,262,222.55</b>	<b>195,613.58</b>
<b>% CHG-PRIOR YEAR</b>		5.0%	7.5%	-1.0%	7.0%	2.6%	6.1%	2.9%	6%	14%	28.34	11.51	6.10	10.63	(0.86)	5%
<b>Pool 1/2%</b>							<b>Streets 1/2%</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
January		8,373.97	9,967.18	10,019.95	10,283.65	10,194.04	10,842.70	11,706.63	11,138.43	11,874.56	16,408.86	21,679.02	21,332.33	24,797.39	22,705.74	23,920.29
February		9,184.73	10,685.82	9,644.32	10,204.70	10,380.28	10,856.10	11,525.34	12,181.29	12,310.04	17,334.42	18,640.10	20,364.07	27,404.91	23,975.88	24,983.10
March		13,049.86	11,692.17	10,785.30	11,849.16	12,754.95	13,584.74	13,688.58	14,336.06	16,629.68	18,298.74	25,152.17	23,622.77	30,996.72	24,693.33	-
April		10,693.26	10,720.31	9,855.19	11,854.65	12,389.52	13,144.68	12,524.08	13,659.97	14,463.91	18,412.21	23,755.04	28,261.69	36,171.17	25,334.95	-
May		9,565.07	11,673.25	12,240.89	11,956.47	11,576.95	12,419.82	13,705.53	14,580.21	16,490.28	22,011.39	23,245.70	11,525.87	29,784.29	26,301.02	-
June		11,226.21	12,408.57	11,783.93	13,031.66	13,024.14	14,312.13	14,278.97	16,011.81	16,616.09	24,414.67	24,754.32	26,407.09	25,721.35	26,776.09	-
July		10,005.76	11,420.93	14,100.04	12,582.45	12,475.82	15,227.49	13,226.47	13,286.27	18,126.49	22,742.91	24,034.14	26,165.22	27,154.61	27,059.12	-
August		10,758.98	10,938.92	10,012.32	11,382.80	11,650.75	12,157.10	14,465.84	14,751.21	16,395.37	21,169.13	22,426.73	25,524.84	27,688.31	28,049.18	-
September		11,026.82	11,847.89	10,038.66	12,793.47	13,444.83	14,028.65	13,249.36	15,278.50	17,050.11	23,513.89	24,268.08	27,212.98	25,577.35	27,848.81	-
October		8,582.94	10,239.87	10,316.88	11,035.30	11,195.98	11,950.94	12,517.68	12,883.32	17,105.94	20,463.91	22,250.18	26,306.33	26,801.39	25,819.89	-
November		9,813.43	9,382.09	9,235.78	9,341.92	10,651.65	11,249.12	12,580.03	11,835.37	16,349.54	19,071.98	21,256.07	29,736.14	25,062.93	25,126.55	-
December		10,110.93	10,594.17	12,231.31	13,094.80	13,356.41	12,096.22	12,803.26	15,336.53	18,672.16	22,688.21	27,127.16	30,239.10	24,816.33	31,865.09	-
<b>POOL/STREETS</b>		<b>122,391.96</b>	<b>131,571.17</b>	<b>130,264.57</b>	<b>139,411.03</b>	<b>143,095.32</b>	<b>151,869.68</b>	<b>156,271.79</b>	<b>165,278.96</b>	<b>192,084.18</b>	<b>246,530.29</b>	<b>278,588.70</b>	<b>296,698.43</b>	<b>331,978.75</b>	<b>315,555.64</b>	<b>48,903.39</b>
<b>COMBINED TOTAL</b>		<b>611,959.95</b>	<b>657,855.73</b>	<b>651,322.90</b>	<b>697,055.14</b>	<b>715,476.63</b>	<b>759,348.40</b>	<b>781,358.94</b>	<b>826,394.79</b>	<b>960,420.90</b>	<b>1,232,651.45</b>	<b>1,392,943.51</b>	<b>1,483,492.15</b>	<b>1,659,883.74</b>	<b>1,577,778.19</b>	<b>244,516.97</b>

Sunsets 2025

# City Of Florence



Current Year Budget as of	03/31/2025
Current Year Budget	2025
YTD Actual	1st Quarter 25%

Account Number	Account Title		YTD Actual		YTD Budget	
01.3110.1000	REAL & PERSONAL PROPERTY TAXES	\$	303,769.36	\$	1,067,078.00	28%
01.3110.1100	PROPERTY TAXES-INTEREST	\$	18.06	\$	500.00	4%
01.3110.1200	SPECIFIC OWNERSHIP TAXES	\$	24,574.80	\$	95,000.00	26%
01.3130.1000	2% RETAIL SALES TAX	\$	323,840.21	\$	1,300,000.00	25%
01.3130.2000	USE TAX - AUTOMOBILES	\$	39,996.35	\$	184,000.00	22%
01.3130.2100	USE TAX - CONSTRUCTION	\$	14,379.07	\$	53,500.00	27%
01.3160.1000	NATURAL GAS	\$	21,943.49	\$	70,000.00	31%
01.3160.1100	TELEPHONE	\$	126.85	\$	600.00	21%
01.3160.1200	ELECTRICITY	\$	30,109.28	\$	144,720.00	21%
01.3160.1300	CABLEVISION	\$	7,821.65	\$	34,000.00	23%
01.3190.2000	DELINQUENT TAXES & INTEREST	\$	2.26	\$	1,000.00	0%
01.3210.1100	BUILDING PERMITS	\$	25,108.80	\$	77,000.00	33%
01.3210.1150	VARIANCE & SUBDIVISION FEES	\$	675.00	\$	3,500.00	19%
01.3210.1200	OTHER PERMITS	\$	20,909.43	\$	26,000.00	80%
01.3210.1300	MOTOR VEHICLE REGISTRATION	\$	3,057.51	\$	14,500.00	21%
01.3210.1400	ANIMAL LICENSES	\$	40.00	\$	400.00	10%
01.3350.1000	CIGARETTE TAX APPORTIONMENT	\$	824.94	\$	3,000.00	27%
01.3350.2000	HIGHWAY USERS TAX	\$	36,094.75	\$	137,000.00	26%
01.3350.3000	MINERAL LEASE & SEVERANCE TAX	\$	-	\$	12,000.00	0%
01.3370.1000	ROAD & BRIDGE FUND	\$	7,116.97	\$	18,000.00	40%
01.3460.1000	GRAVE OPENINGS	\$	3,165.00	\$	13,000.00	24%
01.3460.1100	SALE OF CEMETERY PLOTS	\$	1,000.00	\$	15,000.00	7%
01.3460.1200	STONE SETTING FEES	\$	60.00	\$	500.00	12%
01.3460.1300	COLUMBAIRUM	\$	2,200.00	\$	1,200.00	183%
01.3500.1000	COURT FINES-MUNICIPAL	\$	6,017.52	\$	20,000.00	30%
01.3500.1200	Court Collection Agency	\$	485.00	\$	2,000.00	24%
01.3600.1000	MISCELLANEOUS REVENUE	\$	3,673.65	\$	2,000.00	184%
01.3600.1300	PARK FEES/DEPOSITS	\$	450.00	\$	2,700.00	17%
01.3600.1350	Fourth of July Revenue	\$	-	\$	15,000.00	0%
01.3600.1360	JUDICIAL DIST-RESTITUTION	\$	635.33	\$	800.00	79%
01.3600.1600	REIMBURSEMENTS	\$	-	\$	10,000.00	0%
01.3600.1700	RENTAL INCOME-CEMETERY/Park	\$	762.12	\$	4,500.00	17%
01.3600.1800	INSURANCE PROCEEDS	\$	-	\$	10,000.00	0%
01.3600.1900	SALE OF ASSETS	\$	-	\$	2,000.00	0%

01.3600.3800	SCHOOL REIM-POLICE OFFICER	\$	23,764.97	\$	93,180.00	26%
01.3600.3850	MISC POLICE REVENUE	\$	3,808.03	\$	6,000.00	63%
01.3600.3860	TOWING REVENUE	\$	-	\$	1,000.00	0%
01.3600.3900	POLICE DONATIONS	\$	150.00	\$	-	0%
01.3600.3955	POLICE TASK FORCE OT REIMB	\$	1,800.00	\$	8,000.00	23%
01.3600.4305	Medical Records - Lease	\$	225.00	\$	300.00	75%
01.3600.4320	Building Lease	\$	-	\$	480.00	0%
01.3600.4325	Clinic Records Lease	\$	-	\$	900.00	0%
01.3600.4330	State Patrol Building Lease	\$	4,452.00	\$	16,900.00	26%
01.3600.4340	POLICE IMPOUND	\$	1,109.40	\$	10,000.00	11%
01.3600.5000	Police Surcharge	\$	560.00	\$	5,000.00	11%
01.3600.8300	NATIONAL OPIODS SETTLEMENT	\$	-	\$	8,167.40	0%
01.3600.8400	CAP IMP 2024 CD 5733	\$	-	\$	65,000.00	0%
01.3600.8600	CARRY OUT BAG FEE	\$	235.80	\$	-	0%
01.3610.1000	INTEREST INCOME	\$	58,918.70	\$	70,000.00	84%
01.3610.1100	Land Dedication Interest	\$	-	\$	500.00	0%
01.3610.1200	Interest - Bldg CD	\$	-	\$	2,000.00	0%
01.3910.4050	WF Transfer - Physical Charges	\$	16,200.00	\$	64,800.00	25%
01.3910.6000	TRANSFER-CONSERVATION TRUST	\$	11,250.00	\$	45,000.00	25%
<b>GENERAL FUND REVENUE</b>		<b>\$</b>	<b>1,001,331.30</b>	<b>\$</b>	<b>3,737,725.40</b>	<b>27%</b>

MAINT OF BULDINGS

01.4060.1100	SALARIES-JANITORIAL	\$	1,366.00	\$	-	100%
01.4060.1400	COLORADO UNEMPLOYMENT	\$	2.73	\$	-	100%
01.4060.1600	FICA TAX	\$	84.70	\$	-	100%
01.4060.1650	MEDICARE	\$	19.81	\$	-	100%
01.4060.5600	Professional Fees	\$	506.25	\$	-	10%
01.4060.8410	MUNICIPAL BLDG-NATURAL GAS	\$	-	\$	760.00	0%
01.4060.8420	MUNICIPAL BLDG-R&M	\$	2,163.79	\$	13,000.00	17%
01.4060.8440	MUNICIPAL BLDG-SEWER	\$	69.06	\$	500.00	14%
01.4060.8510	SHOP BLDG ELECTRICITY	\$	927.27	\$	4,200.00	22%
01.4060.8520	SHOP BLDG NATURAL GAS	\$	-	\$	300.00	0%
01.4060.8530	SHOP BLDG R&M	\$	-	\$	5,000.00	0%
01.4060.8540	SHOP BLDG SEWER	\$	69.06	\$	800.00	9%
01.4060.8600	CEMETERY HOUSE-ELECTRICITY	\$	75.87	\$	1,000.00	8%
01.4060.8610	CEMETERY HOUSE-PROPANE	\$	-	\$	1,000.00	0%
01.4060.8620	CEMETERY HOUSE-R&M	\$	376.50	\$	2,000.00	19%
01.4060.8632	North Plant Trans Bld Electric	\$	807.70	\$	3,770.00	21%
01.4060.8635	North Plant Trans Bldg Sewer	\$	138.12	\$	600.00	23%
01.4060.8650	PIONEER PARK-R&M & ADA	\$	-	\$	2,500.00	0%
01.4060.8750	CENTURA BLDG-Repairs & Maint	\$	1,204.46	\$	15,000.00	8%
01.4060.8751	Centura Bldg - Utilities	\$	11,827.50	\$	54,227.00	22%
01.4060.8752	Centura Annex-Repairs & Maint	\$	-	\$	150.00	0%

01.4060.8753	Centura Annex-Utilities	\$	290.20	\$	1,500.00	19%
01.4060.8754	Janitorial/Misc. Supplies	\$	357.79	\$	2,000.00	18%
01.4060.8755	Centura - Janitorial Services	\$	-	\$	16,400.00	0%
	<b><u>GENERAL GOVERNMENT</u></b>					
01.4110.1100	SALARIES-COUNCIL	\$	1,740.00	\$	6,960.00	25%
01.4110.1600	FICA TAX	\$	107.88	\$	1,100.00	10%
01.4110.1650	MEDICARE	\$	25.23	\$	300.00	8%
01.4110.1960	WORKMENS COMPENSATION	\$	27.80	\$	118.00	24%
01.4110.3500	OPERATING SUPPLIES	\$	743.18	\$	600.00	124%
01.4110.5300	CITY ATTORNEY	\$	23,630.22	\$	65,000.00	36%
01.4110.5500	EDUCATION	\$	-	\$	2,000.00	0%
01.4110.5600	PROFESSIONAL FEES-OTHER	\$	-	\$	1,200.00	0%
01.4110.5700	TRAVEL & MEALS	\$	-	\$	2,500.00	0%
01.4110.6500	MISCELLANEOUS GENERAL GOVT	\$	-	\$	2,000.00	0%
01.4110.6700	INSURANCE & BONDS	\$	43,289.38	\$	180,000.00	24%
01.4110.6800	REGULAR ELECTION	\$	-	\$	3,000.00	0%
01.4110.7300	LEGAL NOTICES & PUBLICATIONS	\$	608.08	\$	2,000.00	30%
01.4110.7310	ORDINANCE CODIFICATION	\$	-	\$	8,000.00	0%
01.4110.7315	Employee Retirement	\$	6,750.00	\$	27,000.00	25%
	<b><u>JUDICIAL</u></b>					
01.4120.1100	SALARIES-JUDICIAL	\$	4,121.19	\$	28,707.50	14%
01.4120.1150	Judge Contract	\$	5,000.00	\$	27,300.00	18%
01.4120.1200	SALARIES-OVERTIME	\$	-	\$	100.00	0%
01.4120.1400	COLORADO UNEMPLOYMENT	\$	16.67	\$	290.00	6%
01.4120.1600	FICA TAX	\$	517.29	\$	3,400.00	15%
01.4120.1650	MEDICARE	\$	120.99	\$	850.00	14%
01.4120.1800	HEALTH INSURANCE	\$	1,914.29	\$	9,000.00	21%
01.4120.1950	DEFERRED COMP CONTRIBUTION	\$	123.63	\$	1,343.00	9%
01.4120.1960	WORKMENS COMPENSATION	\$	17.69	\$	75.00	24%
01.4120.3300	ASSOCIATE JUDGE	\$	-	\$	1,000.00	0%
01.4120.3500	OPERATING SUPPLIES	\$	340.38	\$	500.00	68%
01.4120.3700	CITY PROSECUTOR	\$	113.50	\$	5,000.00	2%
01.4120.5600	COURT SOFTWARE	\$	693.45	\$	6,000.00	12%
01.4120.5700	TRAVEL & SEMINARS	\$	-	\$	1,000.00	0%
01.4120.6000	DUES & SUBSCRIPTIONS	\$	-	\$	50.00	0%
	<b><u>ADMINISTRATION</u></b>					
01.4150.1100	SALARIES-ADMINISTRATIVE	\$	34,120.21	\$	141,480.00	24%
01.4150.1400	COLORADO UNEMPLOYMENT	\$	65.70	\$	988.00	7%
01.4150.1600	FICA TAX	\$	2,040.54	\$	25,000.00	8%
01.4150.1650	MEDICARE	\$	477.23	\$	5,000.00	10%
01.4150.1800	HEALTH INSURANCE	\$	3,831.18	\$	31,000.00	12%
01.4150.1950	DEFERRED COMP CONTRIBUTION	\$	489.36	\$	12,000.00	4%
01.4150.1960	WORKMENS COMPENSATION	\$	130.15	\$	551.00	24%

01.4150.1970	Hiring Costs	\$	-	\$	300.00	0%
01.4150.2200	CPA SERVICES	\$	1,000.00	\$	3,000.00	33%
01.4150.2300	HR SERVICES	\$	444.68	\$	10,000.00	4%
01.4150.3000	SUPPLIES	\$	2,731.95	\$	10,000.00	27%
01.4150.3100	POSTAGE	\$	-	\$	3,000.00	0%
01.4150.3500	LEASE-COMPUTER	\$	1,011.00	\$	4,050.00	25%
01.4150.3700	LEASE-COPIER	\$	711.06	\$	2,000.00	36%
01.4150.4500	MAINT-EQUIPMENT	\$	-	\$	1,000.00	0%
01.4150.5000	TELEPHONE	\$	955.55	\$	8,000.00	12%
01.4150.5050	COMMUNICATIONS	\$	29.99	\$	48,500.00	0%
01.4150.5500	AUDIT	\$	-	\$	7,000.00	0%
01.4150.5600	SOFTWARE & TRAINING	\$	16,652.92	\$	40,000.00	42%
01.4150.5650	SOFTWARE TRAINING	\$	75.00	\$	10,000.00	1%
01.4150.5700	OFFICE EQUIPMENT	\$	-	\$	2,000.00	0%
01.4150.5750	TRAVEL & SEMINARS	\$	(123.51)	\$	3,000.00	-4%
01.4150.5900	DUES & MEMBERSHIPS	\$	695.00	\$	2,000.00	35%
01.4150.6500	MISCELLANEOUS GENERAL GOVT	\$	-	\$	1,000.00	0%
01.4150.6600	COMPUTER CYBERSECURITY	\$	1,956.17	\$	34,200.00	6%
	<b><u>POLICE</u></b>					
01.4210.1100	SALARIES-POLICE	\$	130,262.30	\$	623,043.00	21%
01.4210.1150	ADMINISTRATIVE WAGES	\$	23,719.79	\$	132,434.00	18%
01.4210.1200	SALARIES-OVERTIME	\$	4,298.25	\$	8,000.00	54%
01.4210.1300	SALARIES-PART TIME	\$	6,789.84	\$	35,121.00	19%
01.4210.1400	COLORADO UNEMPLOYMENT	\$	311.79	\$	2,100.00	15%
01.4210.1600	FICA TAX	\$	2,927.08	\$	12,000.00	24%
01.4210.1650	MEDICARE	\$	2,261.51	\$	12,000.00	19%
01.4210.1800	HEALTH INSURANCE	\$	30,733.10	\$	108,000.00	28%
01.4210.1900	POLICE PENSION	\$	10,388.04	\$	55,000.00	19%
01.4210.1950	DEFERRED COMP CONTRIBUTION	\$	656.82	\$	6,000.00	11%
01.4210.1960	WORKMENS COMPENSATION	\$	4,522.09	\$	19,200.00	24%
01.4210.1970	FPPA-DISABILITY	\$	3,677.19	\$	17,000.00	22%
01.4210.2000	UNIFORM ALLOWANCE	\$	1,260.84	\$	6,800.00	19%
01.4210.2500	PSYCH/PHYSICAL EXAM	\$	950.00	\$	3,000.00	32%
01.4210.3000	BLOOD ALCOHOLS/LAB/HOSPITAL	\$	-	\$	1,000.00	0%
01.4210.3100	SUPPLIES	\$	12,256.19	\$	15,000.00	82%
01.4210.3150	AMMUNITION	\$	-	\$	500.00	0%
01.4210.3510	CODE ENFORCEMENT	\$	-	\$	500.00	0%
01.4210.4000	GASOLINE & OIL	\$	6,749.90	\$	25,000.00	27%
01.4210.4500	MAINTENANCE-OFFICE EQUIP	\$	-	\$	1,000.00	0%
01.4210.4550	MAINTENANCE-COMPUTERS	\$	-	\$	1,000.00	0%
01.4210.4600	VEHICLE R&M	\$	3,283.88	\$	25,000.00	13%
01.4210.4650	MAINTENANCE-TELEPHONES	\$	-	\$	200.00	0%
01.4210.4700	RADIO EQUIP R&M	\$	-	\$	500.00	0%

01.4210.5000	TELEPHONE	\$	7,943.76	\$	55,000.00	14%
01.4210.5050	Communications-Cable	\$	10,021.07	\$	75,000.00	13%
01.4210.5700	TRAVEL & SEMINARS	\$	-	\$	500.00	0%
01.4210.6000	DUES & MEMBERSHIPS	\$	928.80	\$	6,000.00	15%
01.4210.6050	POLICE POLICIES	\$	-	\$	5,185.00	0%
01.4210.6600	POLICE CYBERSECURITY	\$	6,868.01	\$	-	0%
01.4210.7410	TRAINING	\$	509.60	\$	6,000.00	8%
01.4210.7420	TOWING EXPENSE	\$	698.57	\$	5,000.00	14%
01.4210.7500	EQUIPMENT-POLICE	\$	-	\$	7,500.00	0%
01.4210.8200	Police New Equipment	\$	2.00	\$	-	0%
01.4230.5200	CRCA Contribution Match	\$	119,940.46	\$	223,000.00	54%
<b><u>PW STREETS</u></b>						
01.4310.1100	SALARIES-STREETS	\$	82,279.96	\$	361,694.00	23%
01.4310.1200	SALARIES-OVERTIME	\$	1,953.45	\$	5,000.00	39%
01.4310.1400	COLORADO UNEMPLOYMENT	\$	156.06	\$	1,300.00	12%
01.4310.1600	FICA TAX	\$	4,842.46	\$	25,000.00	19%
01.4310.1650	MEDICARE	\$	1,132.50	\$	6,000.00	19%
01.4310.1800	HEALTH INSURANCE	\$	21,824.54	\$	92,000.00	24%
01.4310.1950	DEFERRED COMP CONTRIBUTION	\$	1,877.38	\$	8,000.00	23%
01.4310.1960	WORKMENS COMPENSATION	\$	4,637.18	\$	19,790.00	23%
01.4310.2000	UNIFORMS	\$	3,051.05	\$	10,500.00	29%
01.4310.3500	SUPPLIES	\$	5,049.28	\$	11,500.00	44%
01.4310.4000	GASOLINE & OIL	\$	7,013.71	\$	30,000.00	23%
01.4310.4500	R&M EQUIPMENT	\$	11,717.75	\$	35,200.00	33%
01.4310.4550	MAINTENANCE-COMPUTERS	\$	125.00	\$	5,664.00	2%
01.4310.5000	TELEPHONE	\$	1,530.34	\$	11,000.00	14%
01.4310.7410	TRAINING	\$	-	\$	2,750.00	0%
01.4310.7540	STREET LIGHTING	\$	8,192.87	\$	40,105.00	20%
01.4310.7550	STREET SIGNS	\$	-	\$	3,850.00	0%
01.4310.7565	OTHER STREET EXPENSE	\$	952.19	\$	4,200.00	23%
01.4310.7571	Tree Trimming - City Streets	\$	-	\$	13,200.00	0%
01.4310.7581	FLOOD MITIGATION	\$	-	\$	5,500.00	0%
01.4310.7590	NEW SWEEPER PAYMENT	\$	-	\$	37,827.47	0%
01.4310.7595	Mechanic Tool Replacement	\$	2,385.94	\$	2,000.00	119%
01.4310.7600	NEW EQUIPMENT	\$	447.17	\$	8,700.00	5%
<b><u>REFUSE</u></b>						
01.4320.4100	TRANSFER STATION FEES	\$	4,400.88	\$	20,000.00	22%
01.4320.4300	RECYCLING FEES	\$	34.00	\$	6,000.00	1%
01.4320.4600	City Clean Up Week	\$	-	\$	3,500.00	0%
<b><u>PLANNING</u></b>						
01.4400.1100	SALARIES-FULL TIME	\$	17,545.37	\$	70,818.38	25%
01.4400.1400	COLORADO UNEMPLOYMENT	\$	34.37	\$	300.00	11%
01.4400.1600	FICA TAX	\$	1,066.86	\$	5,400.00	20%

01.4400.1650	MEDICARE	\$	249.48	\$	2,100.00	12%
01.4400.1800	HEALTH INSURANCE	\$	2,090.26	\$	16,250.00	13%
01.4400.1950	DEFERRED COMP CONTRIBUTION	\$	219.72	\$	2,000.00	11%
01.4400.1960	WORKMENS COMPENSATION	\$	90.98	\$	390.00	23%
01.4400.3500	OPERATING SUPPLIES	\$	437.61	\$	2,000.00	22%
01.4400.4000	GASOLINE	\$	-	\$	500.00	0%
01.4400.4300	NEW EQUIPMENT	\$	14.38	\$	1,000.00	1%
01.4400.4500	VEHICLE R&M	\$	-	\$	400.00	0%
01.4400.4550	MAINTENANCE- ELECTRONICS	\$	1,193.28	\$	3,000.00	40%
01.4400.5000	TELEPHONE	\$	159.96	\$	1,400.00	11%
01.4400.5700	TRAVEL & SEMINARS	\$	555.00	\$	2,000.00	28%
01.4400.6000	DUES & MEMBERSHIPS	\$	59.97	\$	200.00	30%
01.4400.6500	TRAINING/EDUCATION	\$	2,076.18	\$	3,000.00	69%
01.4400.7400	PROFESSIONAL SERVICES	\$	158.20	\$	50,000.00	0%
01.4400.7500	SUBDIVISION/ZONING REGS	\$	-	\$	2,000.00	0%
01.4410.7650	PEST CONTROL	\$	-	\$	15,600.00	0%
01.4410.7660	CODE ENFORCEMENT	\$	547.00	\$	5,000.00	11%
	<b><u>CEMETERY</u></b>					
01.4420.1100	SALARIES-CEMETERY	\$	9,276.85	\$	60,000.00	15%
01.4420.1200	SALARIES-OVERTIME	\$	-	\$	1,000.00	0%
01.4420.1400	COLORADO UNEMPLOYMENT	\$	18.54	\$	230.00	8%
01.4420.1600	FICA TAX	\$	575.16	\$	2,500.00	23%
01.4420.1650	MEDICARE	\$	134.52	\$	1,500.00	9%
01.4420.1800	HEALTH INSURANCE	\$	-	\$	2,000.00	0%
01.4420.1950	DEFERRED COMP CONTRIBUTION	\$	278.28	\$	1,000.00	28%
01.4420.1960	WORKMENS COMPENSATION	\$	876.90	\$	3,750.00	23%
01.4420.2000	UNIFORMS	\$	691.96	\$	6,000.00	12%
01.4420.3500	SUPPLIES & MAINTENANCE	\$	589.13	\$	4,000.00	15%
01.4420.4000	GASOLINE & OIL	\$	532.07	\$	550.00	97%
01.4420.4500	R&M EQUIPMENT	\$	3,025.57	\$	6,050.00	50%
01.4420.5000	TELEPHONE	\$	79.98	\$	500.00	16%
01.4420.7700	ELEC-SPRINKLER SYSTEM	\$	152.56	\$	300.00	51%
01.4420.7710	GRAVEL	\$	-	\$	4,600.00	0%
01.4420.7720	FERTILIZER & SEED	\$	-	\$	3,900.00	0%
01.4420.7740	TREES	\$	-	\$	1,900.00	0%
01.4420.7750	SPRINKLING SYSTEM	\$	2,113.20	\$	2,200.00	96%
01.4420.7760	TRANSFER-PERPETUAL CARE	\$	1,043.75	\$	6,000.00	17%
01.4420.7765	TRANSFER CEMETERY CONSTRUCTION	\$	1,043.75	\$	6,000.00	17%
	<b><u>PARKS</u></b>					
01.4520.1100	SALARIES-PARKS	\$	9,943.68	\$	49,641.00	20%
01.4520.1200	SALARIES-OVERTIME	\$	691.40	\$	1,800.00	38%
01.4520.1400	COLORADO UNEMPLOYMENT	\$	20.10	\$	120.00	17%
01.4520.1600	FICA TAX	\$	623.00	\$	2,700.00	23%

01.4520.1650	MEDICARE	\$	145.70	\$	900.00	16%
01.4520.1800	HEALTH INSURANCE	\$	2,353.47	\$	8,000.00	29%
01.4520.1950	Deferred Comp	\$	-	\$	1,000.00	0%
01.4520.1960	WORKMENS COMPENSATION	\$	174.37	\$	750.00	23%
01.4520.3500	SUPPLIES	\$	490.71	\$	4,000.00	12%
01.4520.3600	Mountain Park Maintenance	\$	-	\$	1,650.00	0%
01.4520.3700	REPAIRS AND MAINTENANCE	\$	-	\$	11,000.00	0%
01.4520.3800	R & M-SPRINKLER	\$	-	\$	5,300.00	0%
01.4520.3900	GAS & OIL	\$	486.86	\$	3,100.00	16%
01.4520.4500	REPAIRS & MAINT-EQUIPMENT	\$	463.04	\$	3,100.00	15%
01.4520.4550	MAINTENANCE - SKATEBOARD PARK	\$	-	\$	300.00	0%
01.4520.4560	MAINTENANCE - RIVER PARK	\$	-	\$	1,600.00	0%
01.4520.4580	Operations - Mountain Park	\$	-	\$	550.00	0%
01.4520.4581	Operations - Pioneer Park	\$	-	\$	1,650.00	0%
01.4520.4583	Operations - Skateboard Park	\$	300.00	\$	550.00	55%
01.4520.4584	OPERATIONS - QUARTZ PARK	\$	-	\$	200.00	0%
01.4520.4585	Operations - Wilcox Park	\$	-	\$	2,400.00	0%
01.4520.5000	Operations-Lions Park	\$	165.00	\$	3,500.00	5%
01.4520.7720	FERTILIZER/WEED KILLER	\$	-	\$	3,300.00	0%
01.4520.7810	TREES	\$	-	\$	30,000.00	0%
01.4520.7830	ELECTRICITY	\$	1,013.84	\$	4,050.00	25%
01.4520.7840	GRAVEL	\$	-	\$	2,200.00	0%
01.4520.7850	NEW EQUIPMENT	\$	-	\$	2,700.00	0%
	<b><u>OTHER EXPENDITURES</u></b>					
01.4600.8020	CML DUES	\$	-	\$	2,300.00	0%
01.4600.8030	Fourth of July	\$	-	\$	17,000.00	0%
01.4600.8040	FREMONT COUNTY HUMANE SHELTER	\$	-	\$	14,099.00	0%
01.4600.8065	Gold Belt Tour	\$	-	\$	500.00	0%
01.4600.8090	TREASURER FEE	\$	6,290.96	\$	17,000.00	37%
01.4600.8100	Community Outreach	\$	-	\$	1,500.00	0%
01.4600.8114	TRANSFER-RECREATION FUND	\$	180.58	\$	-	0%
01.4600.9100	OUTSIDE AGENCY FUNDING	\$	-	\$	20,000.00	0%
	<b>GENERAL FUND EXPEDITURES</b>	<b>\$</b>	<b>803,319.98</b>	<b>\$</b>	<b>3,694,831.35</b>	<b>22%</b>
	<b><u>WATER FUND</u></b>					
02.3410.1050	METERED WATER	\$	445,133.74	\$	2,675,070.00	17%
02.3420.1050	DEBT RETIREMENT	\$	293,342.10	\$	1,361,686.38	22%
02.3430.2000	WATER TAP FEES-49%	\$	23,049.60	\$	63,685.00	36%
02.3440.1050	Meter Installation Fees	\$	13,020.00	\$	43,000.00	30%
02.3440.1060	HYDRANT METER RENTAL/DEPOSITS	\$	-	\$	300.00	0%
02.3440.1100	WATER TURN ON FEES	\$	70.00	\$	500.00	14%
02.3440.1110	DECLARATION OF NONUSE FEE	\$	-	\$	100.00	0%
02.3440.1200	BULK WATER SALES	\$	40,940.03	\$	120,000.00	34%



02.3440.1275	RAW BULK WATER	\$	-	\$	250.00	0%
02.3440.1300	MISCELLANEOUS REVENUES	\$	38,812.63	\$	25,000.00	155%
02.3440.1500	DELINQUENT PAY ASSESSMENTS	\$	21,946.29	\$	80,000.00	27%
02.3440.1600	GOLF COURSE-UNTRTD IRRG WTR	\$	-	\$	14,000.00	0%
02.3440.1800	MTN CABIN UTILITIES	\$	300.00	\$	1,200.00	25%
02.3450.1000	INTEREST INCOME	\$	96,476.02	\$	2,500.00	3859%
02.3560.1000	Regional Interest Income	\$	1,180.62	\$	100,000.00	1%
02.3560.1050	TAPS - FLORENCE 51%	\$	23,990.40	\$	100,000.00	24%
02.3560.2000	TAPS-COAL CREEK 51%	\$	-	\$	3,427.00	0%
02.3560.3000	TAPS-WILLIAMSBURG 51%	\$	3,427.20	\$	17,135.00	20%
02.3560.3500	TAPS-ROCKVALE 51%	\$	-	\$	17,135.00	0%
02.3560.3610	INTEREST-REGIONAL INV	\$	-	\$	44,303.00	0%
02.3560.6350	Debt Collections - 2003B	\$	24,999.99	\$	439,492.98	6%
02.3560.6400	Debt Collections-2009	\$	219,746.49	\$	10,000.00	2197%
02.3560.6426	Debt Collection 2021AB	\$	55,813.65	\$	768,254.50	7%
02.3660.1000	Interest Recd - Dist Reserve	\$	-	\$	50,000.00	0%
02.3660.6100	TRANSFER - UNRESTRICTED	\$	-	\$	1,873,747.00	0%
	<b>WATER FUND REVENUE</b>	<b>\$</b>	<b>1,302,248.76</b>	<b>\$</b>	<b>7,810,785.86</b>	<b>17%</b>
	ADMINISTRATION					
02.4150.1100	GF Physical Charge - Centura	\$	16,200.00	\$	64,800.00	25%
02.4150.3000	OFFICE SUPPLIES	\$	178.38	\$	1,200.00	15%
02.4150.3100	POSTAGE	\$	2,369.69	\$	16,000.00	15%
02.4150.3700	LEASE-COPIER	\$	-	\$	325.00	0%
02.4150.4500	MAINTENANCE-OFFICE EQUIP	\$	-	\$	500.00	0%
02.4150.4600	MAINTENANCE-TELEPHONE	\$	-	\$	1,000.00	0%
02.4150.5000	TELEPHONE	\$	5,083.37	\$	20,000.00	25%
02.4150.5500	AUDIT	\$	-	\$	9,000.00	0%
02.4150.5550	BANK FEES	\$	2,914.80	\$	10,000.00	29%
02.4150.5600	SOFTWARE & TRAINING	\$	18,389.91	\$	60,000.00	31%
02.4150.5650	TRAVEL & SEMINARS - CITY MANAG	\$	-	\$	1,000.00	0%
02.4150.6000	DUES & MEMBERSHIPS	\$	475.00	\$	2,500.00	19%
02.4150.6600	COMPUTER CYBERSECURITY	\$	7,630.98	\$	21,000.00	36%
02.4150.7300	LEGAL NOTICES-PUBLICATIONS	\$	-	\$	4,000.00	0%
	DISTRIBUTION					
02.4330.1000	Water Distributions	\$	28,914.94	\$	157,405.00	18%
02.4330.1100	SALARIES	\$	191,462.07	\$	934,310.15	20%
02.4330.1200	SALARIES-OVERTIME	\$	5,305.49	\$	15,000.00	35%
02.4330.1400	COLORADO UNEMPLOYMENT	\$	417.00	\$	1,500.00	28%
02.4330.1600	FICA TAX	\$	13,096.10	\$	93,431.00	14%
02.4330.1650	MEDICARE	\$	3,062.80	\$	71,475.00	4%
02.4330.1800	HEALTH INSURANCE	\$	48,079.04	\$	200,570.00	24%
02.4330.1950	DEFERRED COMP CONTRIBUTION	\$	4,343.95	\$	15,000.00	29%
02.4330.1960	WORKMENS COMPENSATION	\$	1,753.80	\$	7,470.00	23%

02.4330.2000	UNIFORMS	\$	694.89	\$	2,400.00	29%
02.4330.2050	Office Equipment	\$	-	\$	500.00	0%
02.4340.7520	COPPER SULFATE-NORTH	\$	-	\$	1,000.00	0%
	CHEMICALS					
02.4345.8510	CHLORINE-SOUTH	\$	7,099.43	\$	70,000.00	10%
02.4345.8540	Poly Alum Chloride	\$	37,917.60	\$	120,000.00	32%
	ELECTRICITY SOUTH PLANT					
02.4350.7600	ELECTRICITY-MINNEQUA	\$	12,079.39	\$	74,700.00	16%
02.4350.7620	ELECTRICITY-WEST PUMP STATION	\$	1,306.53	\$	4,260.00	31%
02.4350.7640	Electricity - Raw Wtr Pump Stn	\$	26,856.41	\$	145,100.00	19%
02.4350.7650	ELECTRICITY - RIVER PUMP	\$	4,685.47	\$	18,700.00	25%
02.4350.7660	ELECTRICITY - AIRPORT PUMP	\$	3,653.92	\$	14,355.00	25%
02.4355.7650	Electricity - S 2MG Tank	\$	67.97	\$	235.00	29%
02.4355.7660	ELECTRICITY-SO RESERVOIR PUMP	\$	53.50	\$	200.00	27%
02.4355.7670	ELECTRICITY-SOUTH PLANT	\$	863.83	\$	4,065.00	21%
02.4355.7675	Electricity - New South Plant	\$	24,104.85	\$	142,000.00	17%
02.4355.7680	ELECTRICITY-COAL CREEK TANK	\$	53.56	\$	161.00	33%
02.4355.7690	ELECTRICITY-NEWLIN CABIN	\$	559.67	\$	2,110.00	27%
02.4355.7693	BULK WATER STATION	\$	1,199.79	\$	4,300.00	28%
02.4355.7694	Electricity - Raw Water Bulk	\$	-	\$	500.00	0%
	PLANT R&M NORTH PLANT					
02.4360.7710	NATURAL GAS-NORTH	\$	3,168.27	\$	9,000.00	35%
02.4360.7731	Pump Station R&M	\$	1,337.96	\$	30,000.00	4%
02.4360.7999	Unscheduled Maintenance	\$	-	\$	10,000.00	0%
02.4360.8000	Tanks R&M	\$	-	\$	10,000.00	0%
	PLANT R&M SOUTH PLANT					
02.4365.8700	Natural Gas	\$	-	\$	750.00	0%
02.4365.8720	CHEMICAL FEEDS-SOUTH	\$	-	\$	6,000.00	0%
02.4365.8740	ELECTRICAL R&M-SOUTH	\$	-	\$	5,000.00	0%
02.4365.8760	PROCESS EQUIP-SOUTH	\$	-	\$	45,000.00	0%
02.4365.8780	BUILDING MAINT-SOUTH	\$	65.17	\$	500.00	13%
02.4365.8781	Building and Electrical R&M	\$	4,592.96	\$	15,000.00	31%
02.4365.8790	PROPANE-SOUTH	\$	7,521.72	\$	20,000.00	38%
02.4365.8840	R&M-NEWLIN CREEK CABIN	\$	37.98	\$	2,000.00	2%
02.4365.8850	PROPANE-NEWLIN CABIN	\$	-	\$	400.00	0%
02.4365.9999	Unscheduled Maintenance	\$	-	\$	15,000.00	0%
	OTHER COSTS					
02.4370.6700	INSURANCE	\$	27,845.98	\$	150,000.00	19%
02.4370.7700	PLANT SOFTWARE	\$	783.75	\$	18,000.00	4%
02.4370.7711	Plant Software and Computers	\$	91.71	\$	15,000.00	1%
02.4370.7800	SEMINARS & TRAINING	\$	2,199.46	\$	8,000.00	27%
02.4370.7805	RETIREMENT CONTRIBUTION	\$	1,200.00	\$	5,000.00	24%
02.4370.7810	LAB TESTING STATE	\$	1,994.75	\$	10,000.00	20%

02.4370.7835	LAB SUPPLIES-PLANTS	\$	1,236.65	\$	15,000.00	8%
02.4370.7845	MISC SUPPLIES-SOUTH	\$	299.98	\$	5,000.00	6%
02.4370.7850	VEHICLE GAS & OIL	\$	2,062.39	\$	25,000.00	8%
02.4370.7851	Generator Fuel & Maintenance	\$	-	\$	10,000.00	0%
02.4370.7855	SAFETY EQUIPMENT	\$	196.94	\$	6,000.00	3%
02.4370.7861	Vehicle & Equipment R&M	\$	5,607.55	\$	20,000.00	28%
02.4370.7875	SCADA - R&M	\$	4,440.00	\$	25,000.00	18%
02.4370.7879	GIS AUTHORITY MEMBERSHIP	\$	6,277.78	\$	7,500.00	84%
02.4370.7888	Equipment Rental - Lift	\$	-	\$	1,500.00	0%
02.4370.7890	PROFESSIONAL SERVICES	\$	31,531.06	\$	95,000.00	33%
	WATER DISTRIBUTIONS					
02.4370.7900	RIPRAP & CRUSHER FINES	\$	-	\$	6,000.00	0%
02.4380.7900	MAIN LINE REPAIRS	\$	-	\$	27,500.00	0%
02.4380.7910	BACK FLOW PREVENTION	\$	-	\$	5,000.00	0%
02.4380.7920	FIRE HYDRANTS	\$	3,885.31	\$	13,200.00	29%
02.4380.7930	COPPER & FITTINGS	\$	626.21	\$	19,800.00	3%
02.4380.7940	METERS & PITS	\$	10,171.63	\$	90,000.00	11%
02.4380.7950	DISTRIBUTION SUPPLIES	\$	4,326.59	\$	27,500.00	16%
02.4380.7970	RENTAL EQUIPMENT	\$	-	\$	4,200.00	0%
02.4380.7980	AIRPORT LINE-MAINT	\$	-	\$	8,800.00	0%
02.4380.7990	WATER SHARES ASSESSMENTS	\$	13,849.93	\$	16,000.00	87%
02.4380.8080	Satellite System Expense	\$	-	\$	16,000.00	0%
02.4380.8090	OTHER WATER DIST EXPENSE	\$	4,804.64	\$	20,000.00	24%
02.4580.3500	TRANSFER - DEBT COLLECTIONS	\$	300,560.13	\$	1,307,747.48	23%
	CAPITAL OUTLAY					
02.4950.9015	Finished & Raw Bulk Water Stns	\$	-	\$	10,000.00	0%
02.4950.9019	TOOLS & EQUIP-N & S	\$	510.81	\$	8,000.00	6%
02.4950.9020	TOOLS & EQUIPMENT-WTR DIST	\$	-	\$	6,000.00	0%
02.4950.9028	New Building or Additions	\$	-	\$	65,000.00	0%
02.4950.9030	MXUs	\$	-	\$	15,600.00	0%
02.4950.9043	67 N. Main Line Replacement	\$	75,243.96	\$	1,200,000.00	6%
02.4950.9045	Pump STN MTR/Pump/VFD/VALV	\$	-	\$	20,000.00	0%
02.4950.9046	CANAL PUMP STN-MTR/PUMP/VFD/V	\$	-	\$	20,000.00	0%
02.4950.9054	Filter Media Project 2024	\$	-	\$	400,000.00	0%
02.4950.9060	SCADA SYSTEM	\$	-	\$	35,000.00	0%
02.4950.9062	WTR CONS DIST-ENLARGE COST	\$	506.44	\$	2,500.00	20%
02.4950.9063	Wtr Cons Dist - Other	\$	790.39	\$	15,000.00	5%
02.4950.9070	WATER SHARES PURCHASED	\$	-	\$	10,000.00	0%
02.4950.9071	NEW EQUIPMENT	\$	-	\$	33,000.00	0%
02.4950.9999	Unscheduled project	\$	-	\$	50,000.00	0%
	REGIONAL DEBT SERVICE					
02.6700.8588	Refunding Bond Series 2021A	\$	-	\$	521,510.50	0%
02.6700.8589	REFUNDING BOND SERIES 2021B	\$	-	\$	246,744.00	0%

02.6700.8590	Debt Payments - Direct Loan	\$	-	\$	100,000.00	0%
02.6700.8595	CWRPDA SERIES 2003B	\$	-	\$	439,492.98	0%
02.7700.8595	CRWPDA Loan Payments	\$	-	\$	53,940.00	0%
	<b>WATER FUND EXPENDITURES</b>	<b>\$</b>	<b>988,642.23</b>	<b>\$</b>	<b>7,710,257.11</b>	<b>13%</b>

**POOL**

04.3415.1000	ADULTS	\$	-	\$	11,000.00	0%
04.3415.1100	STUDENTS	\$	-	\$	23,000.00	0%
04.3415.1200	SENIOR CITIZENS	\$	-	\$	1,000.00	0%
04.3415.1300	DISCOUNT TICKETS	\$	-	\$	5,000.00	0%
04.3415.1500	SPECIAL GROUPS	\$	-	\$	2,800.00	0%
04.3415.1800	PARTIES	\$	-	\$	7,000.00	0%
04.3415.1900	LESSONS	\$	-	\$	7,000.00	0%
04.3415.2000	CHILDREN	\$	-	\$	2,100.00	0%
04.3415.2200	CONCESSIONS	\$	-	\$	9,000.00	0%
04.3415.2300	MISCELLANEOUS	\$	-	\$	500.00	0%
04.3415.2400	AEROBICS	\$	-	\$	1,000.00	0%
04.3910.5200	Transfer - Pool, Park, & Rec	\$	1,217.57	\$	80,000.00	2%

	<b>POOL REVENUE</b>	<b>\$</b>	<b>1,217.57</b>	<b>\$</b>	<b>149,400.00</b>	<b>1%</b>
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04.4415.1100	SALARIES	\$	-	\$	87,900.00	0%
04.4415.1200	SALARIES-OVERTIME	\$	-	\$	2,000.00	0%
04.4415.1400	COLORADO UNEMPLOYMENT	\$	-	\$	175.00	0%
04.4415.1600	FICA TAX	\$	-	\$	4,200.00	0%
04.4415.1650	MEDICARE	\$	-	\$	1,200.00	0%
04.4415.1700	CHEMICALS	\$	-	\$	5,000.00	0%
04.4415.1800	ELECTRICITY	\$	78.53	\$	4,900.00	2%
04.4415.1900	NATURAL GAS	\$	271.54	\$	2,500.00	11%
04.4415.1960	WORKMENS COMPENSATION	\$	434.66	\$	2,000.00	22%
04.4415.1970	Hiring costs	\$	-	\$	1,100.00	0%
04.4415.2000	TELEPHONE	\$	589.92	\$	2,000.00	29%
04.4415.2100	SEWER	\$	69.06	\$	1,400.00	5%
04.4415.2200	REPAIRS & MAINTENANCE	\$	128.58	\$	25,000.00	1%
04.4415.2300	SUPPLIES	\$	810.00	\$	6,000.00	14%
04.4415.2400	CONCESSION PURCHASES	\$	-	\$	4,000.00	0%

	<b>POOL EXPENDITURES</b>	<b>\$</b>	<b>2,382.29</b>	<b>\$</b>	<b>149,375.00</b>	<b>2%</b>
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05.3610.1000	INTEREST INCOME	\$	-	\$	200.00	0%
06.3610.1000	INTEREST INCOME	\$	146.23	\$	2,500.00	6%
06.3660.1100	COLORADO LOTTERY PROCEEDS	\$	11,608.19	\$	50,000.00	23%
06.4900.8101	TRANSFER-GENERAL FUND	\$	11,250.00	\$	45,000.00	25%

**ARPA/ EQUIPMENT**

07.3610.1000	INTEREST INCOME	\$	-	\$	2,500.00	0%
07.3610.1025	TRANSFER-INTEREST ON LOANS	\$	-	\$	3,372.90	0%
07.3610.1030	ARPA COLOTRUST INV TRANSFER	\$	-	\$	588,000.00	0%
	<b>ARPA/EQUIPMENT REVENUE</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>593,872.90</b>	<b>0%</b>

07.5770.2025	ARPA 2025 Expenditures	\$	276,165.48	\$	-	0%
07.5770.3000	ARPA TREES-DANGEROUS	\$	12,300.00	\$	73,000.00	17%
07.5770.8000	ARPA Pioneer Park Bathroom	\$	-	\$	515,000.00	0%
	<b>ARPA EXPENDITURES</b>	<b>\$</b>	<b>288,465.48</b>	<b>\$</b>	<b>588,000.00</b>	<b>49%</b>

#### **OTHER FUNDS**

08.3610.1000	INTEREST INCOME	\$	1,436.08	\$	200.00	718%
09.3610.1100	INTEREST INC	\$	-	\$	4,000.00	0%
09.3610.1500	TRANF GF-PERPETUAL CARE	\$	1,043.75	\$	6,000.00	17%
12.3610.1110	Interest Income - Cap Constr	\$	-	\$	900.00	0%
12.3610.1400	Capital Construction Transfer	\$	1,043.75	\$	6,000.00	17%
13.3610.1100	Interest Earned	\$	3,953.01	\$	5,000.00	79%
13.4380.1100	Swimming Pool Transfers	\$	1,217.57	\$	80,000.00	2%
14.4660.2600	ELEC-WILCOX PARK	\$	1.20	\$	-	0%

#### **STREETS**

17.3010.1000	Interest -Street Improvement	\$	7,120.99	\$	8,000.00	89%
17.3010.2000	Transfer- Inv Cash Street Imp	\$	-	\$	650,000.00	0%
17.3710.1100	Sales Tax Received	\$	80,911.93	\$	316,000.00	26%
17.3710.2000	Use Tax - Automotive	\$	9,999.07	\$	46,000.00	22%
17.3710.2100	Use Tax - Construction	\$	3,594.76	\$	16,000.00	22%

<b>STREETS REVENUE</b>	<b>\$</b>	<b>101,626.75</b>	<b>\$</b>	<b>1,036,000.00</b>	<b>10%</b>
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17.4310.7510	Culverts	\$	1,264.32	\$	39,600.00	3%
17.4310.7520	Asphalt Patching	\$	1,325.46	\$	13,200.00	10%
17.4310.7530	Gravel	\$	10,636.06	\$	22,000.00	48%
17.4310.7545	Street Striping	\$	-	\$	10,000.00	0%
17.4310.7565	Other Street Expense	\$	4,830.18	\$	33,000.00	15%
17.4310.7570	ADA Sidewalk Improvements	\$	84,015.00	\$	75,300.00	112%
17.4310.7572	Sidewalk Improvements	\$	-	\$	41,800.00	0%
17.4310.7573	Major Street Improvements	\$	-	\$	750,000.00	0%
17.4310.7600	New Equipment	\$	-	\$	38,500.00	0%

<b>STREETS EXPENDITURES</b>	<b>\$</b>	<b>102,071.02</b>	<b>\$</b>	<b>1,023,400.00</b>	<b>10%</b>
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