



Employee Handbook

Updated April 2017

Adopted by the NWCCOG Council on 3/23/2017

TABLE OF CONTENTS

Important: This Handbook supersedes previous editions 5

NWCCOG Mission..... 6

Employee relationship to Policies and Procedures 6

 Problem Solving:..... 6

NWCCOG Diversity Policy 7

ADA, Religious, and Pregnancy Accommodation Policy 7

NWCCOG Prohibited Harassment Policy 8

 Definitions: 9

Sexual Harassment Policy 10

Complaint and Investigation Procedure for ADA, Diversity, and Harassment Complaints 10

EMPLOYEE STATUS 12

 A Full-Time Employee..... 12

 A Part-Time Employee..... 12

 A Contract Employee..... 12

 A Temporary Employee 12

 An Exempt Employee 13

 A Nonexempt Employee 13

 Promotions or Changes to Compensation..... 13

 Time Records..... 13

 Discipline and Discharge Policy 14

 Discipline Procedures 14

 Separation of Employment..... 15

 Annual Performance Evaluation 15

 Nepotism, Employment of Relatives, and Personal Relationships 16

EMPLOYEE BENEFITS - Wages, Holidays, and Payroll 16

 Employment Eligibility..... 16

 Paydays..... 16

 Improper Deductions..... 16

 Holidays..... 17

 Overtime for Nonexempt Employees 18

 Compensatory Time (also known as "Flex Time") 18

EMPLOYEE BENEFITS - Health and Life 19

 County Health Pool..... 19

 Life and Disability Insurance 19

Best Flex 20

EMPLOYEE BENEFITS -Retirement and Other 20

Retirement Benefits 20

Deferred Compensation..... 20

Unemployment Insurance 21

Silverthorne Recreation Center 21

EMPLOYEE BENEFITS -Accumulated Leave 21

Annual Leave 21

Attendance and Punctuality..... 22

EMPLOYEE BENEFITS -Other Leave 23

Bereavement Leave 23

Shared Leave 23

Paid and Unpaid Administrative Leave..... 23

Domestic Abuse Leave..... 24

Parental involvement in K -12 Education..... 24

Jury Duty 24

Military Leave 24

Voting..... 24

Family and Medical Leave Act (FMLA) 25

Personal Unpaid Leave of Absence..... 25

EMPLOYEE BENEFITS -Medical Leave 25

Workers’ Compensation 25

Medical Unpaid Leave Of Absence..... 25

NWCCOG WORKPLACE POLICIES 26

Whistleblower Protection Policy 26

Anti-Violence, Threats, and Bullying Policy 27

Nursing Mothers’ Policy..... 27

Drug Use, Sale, and Possession 27

Drug Free Workplace Policy 28

Marijuana..... 28

Drug and Alcohol Testing 29

Inspection Policy..... 29

Weapons Policy..... 29

WORKPLACE POLICIES -Ethics, use of Assets 30

Confidentiality Policy 30

Conflict of Interest Policy 30

Information Systems and E-Mail 31

Social Media 31

Voicemail 32

NWCCOG Issued Credit Cards 32

Business Expense Reimbursements, Per Diem 32

Hours of Work and Place of Business 33

Inclement Weather Policy 33

Smoking 33

Appearance and Courtesy Policy 34

Political Activity Policy 34

References Policy 34

WORKPLACE POLICIES - Safety and Driving 34

 Safety 34

 Driving 35

 NWCCOG Vehicles 35

 NWCCOG Vehicle Accident Reporting 36

NWCCOG Organization Chart 37

Related Documents: 38

ACKNOWLEDGEMENT OF RECEIPT 40

Important: This Handbook supersedes previous editions

NWCCOG is an organization with an important role in its member communities and in citizens' lives across a broad region. Our diversely qualified employees enjoy an organizational culture of safety and mutual respect with organizational values in keeping with our high quality of life in Colorado. Our programs navigate some very complex federal and state funding guidelines to deliver services.

This handbook is designed to acquaint and guide employees and program managers at Northwest Colorado Council of Governments (NWCCOG) with the personnel framework for the organization while providing critical information about employment. While the handbook is a thorough overview of personnel matters derived primarily from federal law and state statute, as well as current NWCCOG practices, it cannot address every possible situation.

As a courtesy for smooth transitions from complex roles in our professional setting, it is preferred that two week notice be provided by employees, and a month or more for directors; however, employment with NWCCOG is "At-Will." Employees have the right to end their work relationship with the organization, with or without advance notice for any reason. The organization reserves the same right.

The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. Not every circumstance can be anticipated and written, therefore NWCCOG reserves the right to interpret and update these guidelines without notice. Certain programs are managed by contractors who perform work on behalf of the organization on a contractual basis. Their relationship to NWCCOG is defined by those contracts.

After reading the handbook, if you have questions please discuss with your immediate supervisor or the Executive Director.

A handwritten signature in black ink, appearing to read "Jon Stavney". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Jon Stavney
Executive Director

NWCCOG Mission

The purpose of the NWCCOG is to be responsive to our members' needs and interests by providing guidance and assistance in problem solving, information sharing and partnership building, advocating members interests and needs with local, state and federal entities, and providing quality services to our membership that are relevant, effective and efficient.

Employee relationship to Policies and Procedures

Employee Handbooks are meant to be updated regularly to be consistent with law, best practices, and organizational culture. Some policies and procedures may be specific to federal or state frameworks under which a program operates. It is expected that Program Directors have discretion to manage operations of their programs. Ideally, management is an ongoing collaborative effort between Program Directors, employees, and the Executive Director with policy oversight from the NWCCOG Council. The Handbook and related policies & procedures are intended to provide clear expectations and a "level playing field" for employees across the organization.

Problem Solving:

NWCCOG encourages an employee who disagrees or is dissatisfied with, or desires clarification of a NWCCOG practice or policy outlined in this Handbook or other policies & practices, to proactively address the matter. Please use the following system for communicating concerns:

1. Discuss the situation with your supervisor within 3-5 business days.
2. If a resolution is not reached with your supervisor or if it is inappropriate to go to your supervisor, discuss the situation with your Program Director. If the situation is not resolved, communicate the problem directly to the Executive Director.

NWCCOG Diversity Policy

NWCCOG cultivates an inclusive environment and provides Equal Employment Opportunities (EEO) to all employees and applicants for employment as described in “Equal Employment Opportunity (EEO), Title VI Nondiscrimination and Harassment” Act of the Civil Rights Act of 1964 and related statutes. It is the policy of NWCCOG that no person shall be discriminated against on the basis of race, color, religion, national origin, education, marital status, age, body size, political affiliation/philosophy, socio-economic status, disability, military status, veteran status, genetic information, sex, gender or sexual orientation, HIV status, amnesty or any other status protected by applicable federal state or local law, or be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of NWCCOG as provided in Title VI of the Civil Right Act of 1964 and related statutes. This policy applies to all terms, conditions, and benefits of employment. NWCCOG is dedicated to ensuring that all employment decisions are in accordance with this policy and the principles of Equal Employment Opportunity including:

1. Recruiting, hiring, training, and promoting for all jobs without discrimination on any of the basis outlined above;
2. Making placement decisions solely on an individual’s qualifications for the position being filled; or if
3. Administering other personnel actions, such as pay, training, layoffs, and other actions without discrimination on any of the bases outlined above.

An employee acting in any manner or capacity found to be in violation of the letter or spirit of this policy shall be subject to disciplinary action as outlined in the disciplinary section of this Handbook.

ADA, Religious, and Pregnancy Accommodation Policy

The Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Amendments Act (ADAAA) of 2008 are federal laws that prohibits discrimination of applicants and individuals with disabilities in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and Department of Justice. For Title I employment issues, NWCCOG will make reasonable accommodation

for qualified individuals with known disabilities, employees whose work requirements interfere with a religious belief, and for conditions related to pregnancy, physical recovery from childbirth, or a related condition, unless doing so would result in an undue hardship to the organization or cause a direct threat to health and safety of others that cannot be eliminated with a reasonable accommodation. Requests for reasonable accommodations under the ADA must originate with the employee or potential employee. In determining what is reasonable, the NWCCOG Executive Director and Program Director will work together until the requesting employee in an informal interactive process to determine what may be reasonable.

NWCCOG Prohibited Harassment Policy

NWCCOG strives to maintain a work environment where individuals are treated with respect and dignity, free from unlawful harassment. All employees of NWCCOG are expected to consider, respect, and observe this policy in their daily work and duties. Prohibited harassment includes verbal, electronic, or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. If approached with a question or complaint related to these matters, or if an employee believes they are being harassed, please immediately share these concerns with the Executive Director or Program Director. NWCCOG expects individuals to make a timely complaint preferably within 24 hours to enable NWCCOG to investigate and respond to any behavior which may be in violation of this policy.

It is the policy of NWCCOG that all employees are entitled to work in an environment free of prohibited harassment. Prohibited harassment will not be tolerated, and complaints of prohibited harassment will be investigated promptly. Effective and appropriate corrective action will be taken when determined to be warranted based on that investigation. Egregious acts can result actions upto and including dismissal. This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, NWCCOG Council, etc.

If an employee has concerns about the potential for a domestic violence situation to affect the workplace, it is that employee's responsibility to inform their supervisor at NWCCOG in order for that concern to be addressed for the safety of the employee and others.

Definitions:

- ◆ "Prohibited Harassment" includes all of the other forms of harassment listed below and means unwelcome conduct in verbal, written, or physical form which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; results in a tangible employment action; or is sufficiently severe or pervasive as to alter the conditions of employment.
- ◆ "Age Harassment" means harassment because an individual is 40 years of age or older.
- ◆ "Disability Harassment" means harassment because of an individual's physical or mental impairment that substantially limits an individual's major life activities.
**Note that "disability" does not include current illegal use of drugs or impairment on the job by alcohol.*
- ◆ "Gender Harassment" means harassment because of an individual's gender.
- ◆ "Marital or family status harassment" means harassment because an individual is a parent or non-parent, married, single, divorced, separated, or widowed.
- ◆ "National Origin Harassment" means harassment because of an individual's ancestors' place of origin or having the characteristics of a national origin group.
- ◆ "Sexual Harassment" is defined separately below.
- ◆ "Race/Color Harassment" means harassment because of an individual's race or skin color.
- ◆ "Religious Harassment" means harassment because of an individual's religious or moral views which are sincerely held with the strength of traditional religious views.
- ◆ "Sexual Orientation Harassment" means harassment because of an individual's sexual orientation.

Sexual Harassment Policy

Because sexual harassment raises issues that are to some extent unique in comparison to other prohibited harassment types, NWCCOG believes it warrants separate emphasis.

NWCCOG strongly opposes sexual harassment and inappropriate sexual conduct.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited Sexual Harassment Conduct may include but is not limited to the following: written or electronic form such as cartoons, e-mails, posters, calendars, notes, drawings, letters, or photographs; verbal conduct such as epithets, derogatory comments, slurs or jokes; and/or physical conduct such as assault or blocking an individual's movement.

This applies to all employees, including contract employees, managers, supervisors, co-workers, and non-employees such as NWCCOG Council, customers, clients, vendors, and consultants.

Complaint and Investigation Procedure for ADA, Diversity, and Harassment Complaints

If an individual believes there has been a violation of the EEO policy or encounters prohibited harassment, as outlined above, including sexual harassment, that individual should use the following complaint procedure:

1. First, it is *preferred* that an individual who believes they are being subjected to prohibited harassment should confront and inform the person responsible for the conduct, clearly state that such conduct is unwelcome, and plainly request that such conduct stop immediately. If that individual feels threatened by an immediate response they are not expected to escalate the encounter or put themselves in danger.

2. Second, the individual shall inform their immediate supervisor or the Executive Director in a form they choose. If the conduct is determined to trigger a complaint, such complaints shall be written and a prompt investigation shall follow.
3. To the extent possible, complaints and investigations will be handled as confidentially as possible by the Program Director or the Executive Director. The investigation may be conducted in-house, or by a third-party investigator to be chosen at NWCCOG's discretion. **Note that NWCCOG reserves the right to choose a qualified third party investigator to conduct the investigation. That investigator has discretion to re-format the process or add steps as they see fit.*
4. The subject employee may be placed on a leave during the investigation.
5. If the investigation by a Program Director or the Executive Director (or other as noted in #3) determines that an employee's conduct is in violation of this policy, appropriate disciplinary action will be taken against the employee and documented on an **Employee Discipline Action Form**. Possible responses range from verbal and written reprimand, to suspension, up to and including the possibility of immediate termination of employment as determined appropriate based on the findings of the investigation.
6. The individual who submitted the complaint will be apprised of the results of the investigation
7. Intentional false reporting of harassment is prohibited and may also be subject to investigation.
8. In the case that the complaint involves the Executive Director, such complaint may be made to a Program Director or immediate supervisor who will bring the matter to the NWCCOG Council Chair to inform the Executive Committee, which will follow this procedure to investigate the matter or may choose to employ a third party investigator before taking appropriate corrective action.
9. NWCCOG prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If retaliation for making a complaint or for participation in the investigation is perceived, the complaint procedure outlined above may be followed.

EMPLOYEE STATUS

A Full-Time Employee

Is an employee who is normally scheduled to work at least 40 hours per week and is currently eligible for organization benefits as outlined in this handbook including pro-rated holiday, personal and medical leave, and flex time.

A Part-Time Employee

Is an employee who is normally scheduled to work less than 30 hours per week and is currently eligible for a level of benefits proportional to their degree of employment as follows (unless required under the Affordable Care Act (ACA)) or similar federal or state legislation. Those proportions are as follows:

- ◆ 1-23.9 hours a week: Retirement program participation and disability insurance.
- ◆ 24+ hours a week: Retirement, health, life, dental, vision, Flexible Spending Account (FSA), and disability insurance.
- ◆ Participation in retirement program is mandatory.

A Contract Employee

Is an individual performing a scope of work within a NWCCOG program whose relationship to the organization is defined by that contract rather than the Employee Handbook and is not eligible for participation in NWCCOG benefits. NWCCOG complies with the Colorado Department of Labor, Colorado Employer Security Act, and HB 1310. Contractors are independent of control and direction, paid in lump payments (not hourly) outside of payroll, and as independent contractors are not eligible for unemployment insurance.

A Temporary Employee

Is an employee who is hired by an NWCCOG program for a temporary period, an assignment, or a group of assignments, and is **not** eligible for participation in NWCCOG benefits other than Colorado County Officials, Employees Retirement Association (CCOERA), and those required by law.

An Exempt Employee

Is an employee that is not eligible for overtime compensation as defined by the United States Department of Labor and the Fair Labor Standards Act (FLSA) and the Colorado Department of Labor and Employment.

A Nonexempt Employee

Is an employee that is eligible for overtime compensation. Nonexempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek with the only exception being use of time in excess of 40 hours as agreed upon by a supervisor and an employee through the **Agreement To Compensatory Time Form** to be banked and utilized as compensatory time.

**Note that some grants and programs do not allow use of compensatory time.*

Promotions or Changes to Compensation

Promotion or changes to compensation must be approved by the Executive Director, and with possible exceptions, such as an increase of duties, promotion, or reclassification, will only occur on an annual cycle.

Time Records

Employees must accurately record time worked on a daily basis. Time cards are used for calculating pay and benefits. Include the total hours worked excluding meals or break periods. If participating in the Compensatory Time program, that time is also recorded on the timecard. Also, indicate paid days off, such as annual leave. Employees must submit time cards for review to their Program Director that signs off on the timecard, and places timecards in the Timecard box for the Executive Director to sign off prior to its submittal to the Fiscal Office for timely processing. Remotely located employees are responsible for e-mailing completed timecards. Reminder of due date for time card submittal will be distributed, including final due date and time for that pay period. Timecards submitted later than that date and time will not be processed until the next pay period with the exception of preauthorized requests.

Discipline and Discharge Policy

NWCCOG prides itself on being a collegial and supportive place to work, and as a learning organization which encourages professional development and embraces training opportunities. Employees and Program Directors receive annual performance evaluations and are expected to provide each other constructive feedback in the course of the regular work week and throughout the year, as well as work cohesively to advance work and forward the goals of their program/departments and the NWCCOG organization. NWCCOG expects that employees will strive to master their work and seek additional challenge in order to grow in their work. Occasionally, performance or conduct falls short of NWCCOG standards and/or expectations. When policy, performance, or professional conduct has been compromised, management will take appropriate action from a spectrum of options as outlined in the **Disciplinary Action Form** addendum to this document. Disciplinary actions can range from a formal discussion with an employee about the matter (which should be documented in writing, signed by the employee, and placed in the employee's personnel file) to development of a work plan or other constructive solution up to immediate discharge. NWCCOG is an "at-will" employer.

Discipline Procedures

NWCCOG recognizes that management of employees and promoting a healthy working environment requires a great deal of feedback and communication. Feedback should not wait for an annual evaluation, and should be ongoing. Just as it is important to provide formal feedback and constructive criticism and keep a record of that through an Employee Evaluation on an annual basis, it is also important to record feedback which may have an effect on an employee's current or future status with NWCCOG. Note that coaching or training may be utilized as part of a disciplinary process and shall be documented. If that feedback is related to a violation of this handbook or other policies and procedures, it is important that what may begin as verbal feedback or discussion of an incident also be formally recorded through use of an **Employee Discipline Action Form** to be filled out by a Program Director including a recommended action signed by the employee and forwarded to the Executive Director who will review with the Program Director before placing the form in the employee's personnel file. If a situation

is deemed to require a more formal process including a possible investigation, the Executive Director may utilize the Complaint Process outlined in the prohibited harassment section of this handbook.

Separation of Employment

Employees who wish to resign should notify their supervisor of their anticipated departure date with two weeks' notice. Program Directors should notify NWCCOG of their intention to resign and provide as much lead time as possible. Once an employee has provided notice, they will be scheduled for "check out" procedures (conversion of insurance, return of property, delivery of final paycheck, etc.) with a NWCCOG representative which may be a supervisor, the Office Manager or the Executive Director. Program Directors are required to be sure that an **Employee Separation Checklist Form** is completed to insure that all NWCCOG property is returned, and an orderly separation ensues with an employee understanding how the separation affects their benefits.

Employees wishing to retire should notify their supervisor in writing at least one month prior to the retirement date. Health insurance terminates the last day of the month of employment. Employees will be required to pay premiums through that month. NWCCOG will provide the employee information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage.

Annual Performance Evaluation

The Annual Performance Evaluation is a management tool that measures an employee's work performance, and assists the employee in being more productive in contributing to the overall goals of the program and organization. Supervisors may conduct mid-year evaluations if the need for a mid-year follow up was noted at the time of the annual evaluation. Annual merit increases, subject to appropriation by the NWCCOG Council, require positive evaluations and are at the discretion of Program Directors in consultation with the Executive Director. The standard **Employee Evaluation Form** is attached to this Handbook. The Executive Director shall establish the annual schedule for evaluations with a memo to Program Directors outlining the expectations for the

evaluation process. Training or certificates completed or earned shall be recorded in personnel files at annual evaluation if not before.

Nepotism, Employment of Relatives, and Personal Relationships

An employee may not supervise or be in the line of supervision for a relative by blood or marriage. Immediate family members may not work in the same program together unless such arrangements have been approved by the Executive Director. An employee may not make decisions to hire, retain, promote, or determine the salary of relatives.

EMPLOYEE BENEFITS – Wages, Holidays, and Payroll

Employment Eligibility

If an employee is in a position that requires a license or certification and that license or certification is not maintained or is in jeopardy, the employee shall report that information immediately in writing to their supervisor. In some programs where it is necessary to maintain certification as a condition of employment for that job, NWCCOG may, at its discretion, work with an employee to provide time to become recertified after written notice is provided to a Program Director.

Paydays

Paydays are on the 5th and 20th of each month. If the regular payday occurs on a holiday or weekend, employees are paid on the last working day prior to the regular payday. On each payday, employees receive a statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary plans, and individual savings plans may be arranged through the Fiscal Office. Payroll is made through electronic transfer (direct deposit) of funds into the employee's designated, qualified account.

Improper Deductions

If an employee believes NWCCOG has made an improper deduction for payment of state or federal taxes, the employee should immediately report this information to the Fiscal Office which will promptly investigate reports of improper deductions. If it is determined that an improper deduction has occurred, that employee will promptly be reimbursed.

Holidays

NWCCOG observes 13 holidays as days off with pay. The 13 holidays are as follows:

New Year's Day	January 1
Martin Luther King's	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Colorado Day	First Monday in August
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Friday after Thanksgiving
Christmas Day	December 25
Floating Holiday	Any day, at the discretion of the employee, (with written approval)

Employees do not need to fill out an **Employee Leave Request Form** for Holidays.

Holiday time off is counted as hours worked in the computation of overtime. Full-time employees not scheduled to work on the holiday will receive 8 hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours.

**Note that some grant programs only allow pay for federal holidays, so any holidays (floating, Thanksgiving Friday) must be budgeted in the program to be paid.*

When a holiday falls on a Saturday, it is observed on the proceeding Friday. When the holiday falls on a Sunday, the following Monday is the paid day off. Nonexempt employees shall not work on NWCCOG observed holidays without prior approval from their supervisor. Work on holiday time, unless the holiday worked was requested through an approved **Request for Leave Form** to be exchanged for another day off, is

compensated at one and one-half times for nonexempt employees. Part-time employees receive holiday hours pro-rated based on the part-time hours worked.

Overtime for Nonexempt Employees

From time to time, a supervisor may require a nonexempt employee to work overtime. In these instances, the supervisor should be given as much advance notice as possible. Employees must receive approval from their supervisor before working overtime. Nonexempt employees are eligible to be paid at the rate of one and one-half (1-1/2) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. midnight on Saturday. For purposes of calculating overtime payments, hours paid for holidays are counted as hours worked. Paid time off for jury duty, funeral leave, and annual leave are not considered as hours worked.

Compensatory Time (also known as “Flex Time”)

Compensatory Time may be available in lieu of overtime at the discretion of the Program Director and with the agreement of the employee. “Comp Time” allows an employee to balance personal time and work outside of the regular hours that the NWCCOG office is open for business, and allow an employee to work a 40 hour work week “averaged” over multiple weeks or pay periods on a schedule that works for the employee’s personal life, their Program Director, and the organization. Compensatory Time will be dispensed as outlined below.

Compensatory Time is available for nonexempt employees in lieu of paid overtime pursuant to filling out a **Nonexempt Employee Agreement to Compensatory Time Form**, and must be approved in advance by the employee’s supervisor. Compensatory Time will accrue at one and one-half (1-1/2) hours for every one (1) hour over 40 hours worked in a work week for **nonexempt employees who may accrue up to 16 hours of Compensatory Time off**. Upon separation, NWCCOG will pay for accrued compensatory time for nonexempt employees up to 16 hrs. Compensatory time can be carried from one calendar year to the next.

Compensatory Time is available for exempt employees pursuant to filling out an **Exempt Employee Agreement to Compensatory Time Form**. Compensatory time for an exempt employee is earned on a one-to-one (1-1) ratio for every one (1) hour worked in excess of a normal workweek. **Exempt employees may accrue up to 40 hours of compensatory time**. Upon separation from employment, all Compensatory Time for exempt employees is forfeited. Comp Time is earned from one calendar year to the next. Exempt employees are paid a salary and will receive a predetermined amount of compensation each pay period on a weekly basis.

EMPLOYEE BENEFITS – Health and Life

County Health Pool

After the first full calendar month of employment, full-time and part-time (24 hours/week minimum) employees are eligible to participate in group medical, dental, vision, life, and disability insurance coverage programs beginning on the first day of the following month. Enrollment in County Health Pool (CHP) must be confirmed or waived at that time and on an annual basis during Open Enrollment by filling the CHP Enrollment Application. All employees receiving insurance benefits through NWCCOG will contribute a designated percentage toward the payment of their premium. NWCCOG pays 85% of the CHP premium for the employee, spouse, and children of full-time employees. The percentage paid for part-time employees is pro-rated based on the number of hours worked per week. Employees must work at least 24 hours per week to qualify. NWCCOG does not pay any amount towards the insurance of an employee's spouse if their spouse is covered by insurance at their place of employment. Many major life events affect eligibility for insurance coverage. These events must be reported within 30 days of the event to ensure continuous coverage. Births, adoptions, marriages, divorces, college graduation, child turning 27, and loss of insurance through a spouse are common examples of events that effect coverage eligibility and need to be reported.

Life and Disability Insurance

NWCCOG provides Life and Disability through CHP at two times an employee's annual salary up to \$100,000. NWCCOG pays 100% of the premium. Disability

Insurance for employees injured (non-workers' compensation injuries) off the clock and unable to work receive 2/3 of their normal wage following a 30 day waiting period. For further information and plan details describing insurance coverage, please contact the Office Manager or Executive Director.

Best Flex

NWCCOG offers an optional flexible health account plan through Employee Benefits Corporation in which employees may elect deductions tax-free from their pay to be placed in either a Standard Health Care FSA, which can be used to reimburse all eligible medical expenses, or a Dependent Care FSA, which can be used to reimburse eligible child or elder care expenses (i.e. daycare).

EMPLOYEE BENEFITS -Retirement and Other

Retirement Benefits

NWCCOG is a member of Colorado County Officials and Employee Retirement Association (CCOERA) and *participates in the program instead of contributing to Social Security*; therefore, *all employees are required to participate* in this program. Employees must contribute a minimum of 3.75% of wages or salary to the retirement program and may elect to contribute from 3.75% up to 10% of wages or salary on a pre-tax basis. NWCCOG will only match up to 6% of the employee's personal contribution. Employees own 100% of contributions, including the NWCCOG match (there is no vesting period). **Once an employee selects a percentage at the beginning of employment, the employee may not make changes to the percentage for the duration of their employment.** Changes to specific investment choices within the plan may be changed.

Deferred Compensation

CCOERA offers a 457(b) deferred compensation plan in addition to the retirement plan. This allows employees to make voluntary contributions to a pre-tax salary. This contribution is not matched by NWCCOG.

Unemployment Insurance

NWCCOG pays unemployment insurance for all eligible employees as required by law. This is not shown on timecards.

Silverthorne Recreation Center

NWCCOG pays an annual Business Membership Fee in order for NWCCOG employees to be eligible for corporate employee pass pricing. Please visit the Recreation Center website for current pricing for monthly, six month, or annual individual or family pass rates. Employees are responsible for paying their own entry or membership fees.

EMPLOYEE BENEFITS -Accumulated Leave

Annual Leave

Full-time employees accrue annual leave based on the following schedule:

Annual Leave Earned Per Year	Length of Service
128 hours @ 5.34 hours per pay period (or 16 days)	Commencing on the date of employment, continuing to the fifth anniversary of the date of employment
168 hours @ 7 hours per pay period (or 21 days)	Commencing on the fifth anniversary of the date of employment, continuing to the tenth anniversary of the date of employment
208 hours @ 8.67 hours per pay period (or 26 days)	Commencing on the tenth anniversary of the date of employment, continuing to the fifteenth anniversary of the date of employment
240 hours @ 10 hours per pay period (or 30 days)	Commencing on the fifteenth anniversary of the date of employment, continuing through the remainder of employment

Employees must schedule use of accrued annual leave in order to minimize interruptions to organizational operations and must be authorized by their supervisor through a signed **Request for Leave Form**. Annual leave time will not be advanced under any circumstances. Employees must give their supervisor as much advance

notice as possible when annual leave will be used due to illness of the employee or a person for whom the employee has caretaking responsibility.

- ◆ Employees are required to call in or speak directly with their supervisor when reporting an absence due to illness. If their supervisor is not available, employees may contact the Office Manager or another Program Director in an attempt to speak to a person directly.

An employee is not eligible to accumulate more than 240 hours of accrued annual leave at any one time. Once an employee reaches this maximum, the employee ceases accruing additional annual leave. Accumulated leave is a benefit intended to provide an employee the opportunity to self-manage their work-life balance and recharge themselves, so they stay healthy and engaged. A Program Director or Executive Director may require an employee to take annual leave if it is believed that employee is reaching the 240 hour limit and not managing use of annual leave. If the employee later uses enough annual leave to fall below the maximum, the employee resumes accruing annual leave from that date forward until again reaching the maximum. Upon termination, employees receive pay for accrued, unused annual leave.

Attendance and Punctuality

Regardless of what position an employee holds, punctuality and regular attendance are essential for efficient operation of programs. If an employee knows in advance they are going to be unavoidably late or absent, that employee must notify their Program Director's cell phone, so other arrangements can be made. If an employee is absent without prior notice, the employee should advise the supervisor or Program Director by calling their cell phone and/or their office phone as soon as possible. If a supervisor is not available, employees should contact the front office staff during business hours at 970-468-0295 or another Program Director. Employees are expected to make every effort to speak directly with a person and should leave a message only when other alternatives have been exhausted. If an employee fails to report to work for three consecutive days without notification to their supervisor or without reasonable, extenuating circumstances, their employment will be terminated.

EMPLOYEE BENEFITS –Other Leave

Bereavement Leave

If there is a death in an employee's immediate family, that **employee is granted upon request, up to five absent paid workdays**. Immediate family includes an employee's spouse, partner, parents, children, sisters, brothers, grandparents, grandchildren, and mother or father-in-law. In the event of a death of another relative, colleague, or friend, employees are allowed one paid workday. "Close friend" is defined at the discretion of NWCCOG. If more time off is desired than provided, employees may apply for use of annual leave.

Shared Leave

An employee may put in a written request to the Executive Director to give not more than two of their own accumulated leave days to a fellow employee who has utilized all of their own accumulated leave time and whose circumstances warrant additional time. Approval of shared leave is at the discretion of the Executive Director.

Paid and Unpaid Administrative Leave

- ◆ The Executive Director (or the NWCCOG Council when required for the Executive Director) may place an employee on paid administrative leave, if it is deemed appropriate for the good of the organization for that employee to be away from the workplace for a specified period of time.
- ◆ The Executive Director (or the NWCCOG Council when it is for the Executive Director) may provide paid administrative leave when an exempt employee has been required to work a significant amount of extra time for an extended period of time. Where exempt employees have worked a SIGNIFICANT amount of extra time occasional and judiciously limited paid administrative leave may be granted by the Executive Director (or in the case of the Executive Director, by the Council Chair) at their discretion.
- ◆ A Program Director in consultation with the Executive Director may place an employee on unpaid administrative leave as a part of an escalated employee disciplinary process.

Domestic Abuse Leave

Employees subject to domestic abuse may be entitled to a leave of absence as outlined in CRS 24-34-402.7. Employees may approach a supervisor or Program Director or have a professional advocate approach NWCCOG with whom they feel comfortable with such a request. Granting of such leave is at the discretion of the Executive Director.

Parental involvement in K -12 Education

An employee who works full time may take 18 hours of leave in an academic year for the purpose of attending an academic activity for his or her child so long as leave is taken in accordance with criteria defined in CRS 8-13.3-101. Employees taking K-12 parental leave are required to use paid time or compensatory time.

Jury Duty

NWCCOG recognizes jury duty as a civic responsibility. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly. Employees receive regular pay for the first three days of jury duty if they were scheduled to work and the employee submits a juror service certificate. Beginning the fourth day and thereafter employees as jurors will be paid \$50.00 per day by the State of Colorado for state or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without pay from NWCCOG.

Military Leave

Employees granted military leave of absence are reinstated in their employment and paid in accordance with the laws governing veterans' re-employment rights without loss of pay, benefits, or seniority.

Voting

If it is necessary for employees to arrive late or leave early from work to vote, employees may make arrangements the day before with their immediate supervisor.

Family and Medical Leave Act (FMLA)

As an association of local governments, NWCCOG posts an FMLA notice to employees. However, to be covered by FMLA under federal law, an employee must work at a work site with at least 50 employees within 75 miles. *Because NWCCOG does not employ at least 50 employees within 75 miles, NWCCOG employees are not eligible to claim FMLA leave.* NWCCOG does, however provide leave to employees as is described elsewhere in this handbook.

Personal Unpaid Leave of Absence

At the sole discretion of the Executive Director in consultation with the NWCCOG Council Chair, an employee may be granted an unpaid leave of absence for a non-medical reason for not more than 30 days. Employees taking an approved unpaid leave of absence are responsible for making arrangements to pay for their insurance coverage during the absence.

EMPLOYEE BENEFITS –Medical Leave

Workers' Compensation

Employees who incur an injury on the job should seek medical attention immediately, and must report work related injuries to their supervisor immediately. A list of workers' compensation approved medical clinics around the region is posted in the common area of NWCCOG offices. NWCCOG will pay the employee their regular rate for the time spent on an initial doctor visit for the work related injury. Employees will be required to use their annual leave for all other doctor visits and therapy sessions.

Medical Unpaid Leave Of Absence

A Program Director and the Executive Director may grant an unpaid leave of absence for medical reasons to full-time and part-time employees who work at least 24 hours per week providing the request is accompanied by a recommendation from a medical provider. Program Directors may not grant leave to themselves. The recommendation must include the start date and anticipated return date. It is the employee's responsibility to obtain approval for a medical leave from his or her Program Director and the Executive Director.

- ◆ The employee on an unpaid medical leave of absence must first take all accrued annual leave time. Accrual of leave time is suspended until the employee returns from leave. Holidays, bereavement, or jury duty pay will not be granted during the leave. Employees returning from medical leave are expected to provide their Program Director with a medical provider's statement attesting to the employee's fitness for work. At its option, NWCCOG may require and cover the cost of an examination by a NWCCOG-appointed medical provider.
- ◆ Medical leave of absence cannot exceed the length of time equal to an employee's service with NWCCOG, or six weeks, whichever is less. Employees who do not return from leave of absence at the expiration of their authorized leave normally will be determined to have abandoned their employment. If the employee's inability to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided upon request (see ADA section). Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and NWCCOG.
- ◆ Employees who are on approved medical leave, currently retain their eligibility to continue participation in NWCCOG insurance and retirement programs as long as the employee continues to pay the employee's portion of the monthly premium. Employees who return from approved medical leave may be reinstated to their previous position or a position of like status and pay if such position is available and they are qualified. However, NWCCOG is not required to guarantee a position for the returning employee.

NWCCOG WORKPLACE POLICIES

Whistleblower Protection Policy

NWCCOG does not initiate or administer disciplinary action against an employee's disclosure of information. Disclosure of information is defined as the written provision of evidence to any person regarding any action, including waste of public funds, abuse

of authority, or mismanagement. The law does not protect employees who disclose information they know to be false or who disclose information without regard for truth or falsity. It does not protect those who disclose information that is confidential under any other provision of the law (“confidential” being defined in statute as “or disclosed information on records closed to public inspection or discloses information which is confidential under any other law”).

Anti-Violence, Threats, and Bullying Policy

Employees who engage in intimidation, threats, hostile behaviors, physical/verbal/or written abuse, vandalism, arson, sabotage (including electronic/cyber), or any other similar act which is inappropriate to the workplace and creates a hostile work environment for other employees will be subject to disciplinary action in the process outlined in the Discipline Procedures section of this handbook. Any employee who is the victim of offensive comments or social media posts should report these comments as harassment.

Nursing Mothers’ Policy

NWCCOG will comply with the Workplace Accommodations for Nursing Mothers’ Act by providing reasonable time and location for nursing mothers to express milk, make reasonable efforts to provide suitable and private space for this purpose, and not discriminate against women for expressing milk in the workplace.

Drug Use, Sale, and Possession

Whenever employees are working, operating a NWCCOG vehicle, present on NWCCOG premises, conducting NWCCOG related work, or are wearing any uniform identifying them as a NWCCOG employee, they are prohibited from:

1. Using, possessing, buying or selling, manufacturing, or dispensing a Schedule 1 drug, controlled substance, or related paraphernalia;
2. Being under the influence, possessing, or consuming of alcohol, a Schedule 1 drug, or controlled substance; or
3. Taking prescribed drugs that adversely affect an employee’s ability to safely and effectively perform job duties.

**Note that employees taking prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce the container if asked.*

NWCCOG may confiscate and turn over to law enforcement any illegal drugs or drug paraphernalia.

Drug Free Workplace Policy

In accordance with the Drug-Free Workplace Act of 1988, NWCCOG prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during organizational time, on organizational premises, or at other work sites. Rational behavior is required for the safe and adequate performance of job duties. Therefore, employees are prohibited from reporting to work or being at work unfit to perform their job duties, because of the apparent use of illegal drugs, controlled substances, or alcohol.

Marijuana

To prevent confusion about the use of marijuana in the State of Colorado and how it relates to employment, NWCCOG has issued this informational guideline. Colorado law permits properly registered patients to use marijuana for medicinal purposes without fear of criminal prosecution, so long as they abide by the State's medical marijuana laws. Colorado also permits adults to possess and use recreational marijuana. Nevertheless, marijuana remains a Schedule I controlled substance under the Controlled Substances Act of 1970. As such, any use of marijuana – medical or otherwise – is against federal law and a violation of the NWCCOG drug policy.

- ◆ Under this NWCCOG drug policy, virtually any conduct involving illegal drugs or controlled substances, as defined by federal law, can result in disciplinary measures up to and including termination. Accordingly, an employee who tests positive for marijuana is in violation of NWCCOG's drug policy, even if the employee is exempt from criminal prosecution under Colorado law. Colorado's marijuana laws – medical and otherwise – provide employers with the right to have and enforce their drug policies with respect to marijuana.
- ◆ Be advised that a positive drug test for marijuana constitutes a violation of NWCCOG Drug and Alcohol Policy and will lead to disciplinary action as defined in the Discipline Procedures up to and including termination.

Drug and Alcohol Testing

Policy related to Drug and Alcohol Testing following an accident in a NWCCOG vehicle is covered in the driving section of this document, and in alignment with guidelines and instructions for NWCCOG's insurer, CIRSA.

Inspection Policy

NWCCOG employees have no expectation of privacy with NWCCOG property or equipment. NWCCOG may conduct searches if there is reason to believe that employee is misusing or abusing resources or is in violation of these policies. This may include, but is not limited to, lunch bags, boxes, purses, personal computers that belong to NWCCOG, packages, or vehicles. NWCCOG may conduct searches of the above items without employee consent upon a reasonable suspicion that illegal activity is taking place. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by NWCCOG and/or copies of those keys are kept by NWCCOG. A Company-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule.

Weapons Policy

NWCCOG prohibits the possession or use of concealed weapons and the open carry of guns on NWCCOG property, regardless of whether or not the person is licensed to carry the weapon. This prohibition applies to all NWCCOG employees, contract and temporary employees, and visitors (exception: municipal, county, state or federal law enforcement officials) regardless of whether or not the person is licensed to carry a weapon.

- ◆ **“NWCCOG property”** covered by this policy includes all NWCCOG-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under NWCCOG's ownership or control. This policy also applies to all NWCCOG-owned or leased vehicles and all vehicles that come onto NWCCOG property.

- ◆ **“Dangerous weapons”** include, but are not limited to explosives, knives, and similar weapons. If employees have a question regarding whether an item is covered by this policy, they should contact the Executive Director. Employees have the responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited by this policy.

WORKPLACE POLICIES –Ethics, use of Assets

Confidentiality Policy

NWCCOG retains confidential information and records related to personnel. Additionally, many NWCCOG programs retain confidential information and records of clients (for instance, information protected by HIPPA (Health Insurance Portability and Accountability Act of 1996)) and confidential client financial information (for instance, in the Northwest Loan Fund). This information, as well as records relating to positive drug tests, drug and alcohol dependencies, and payroll garnishments, shall be kept confidential to the extent required by law and maintained in secure files separate from personnel files. Confidential records and information may be disclosed on a need to know basis where relevant to charge, claim, or other legal proceeding initiated by or on behalf of an employee, client, or applicant. It is the responsibility of Program Directors and those with access to confidential information to handle and store that information in as secure a manner as possible. It is the responsibility of NWCCOG to stay current with best practices for cyber security of that information. Negligent mishandling of confidential information is subject to disciplinary action.

Conflict of Interest Policy

Unless approved by the Executive Committee, no employee shall engage in any activity or enterprise that is incompatible with the duties and responsibilities of the NWCCOG employment. The following are examples of activities that are a conflict of interest with NWCCOG employment:

- ◆ Any employment, activity, or enterprise which involves the use of NWCCOG time, facilities, equipment, work products, supplies, prestige, or influence for private gain.

- ◆ Receipt or acceptance by an employee of any money or other consideration from anyone other than NWCCOG for performance of an act or function which the employee is required or expected to render as a regular course of employment.
- ◆ If employees have any questions about this policy or possible conflicts of interest, discuss the situation with the Executive Director.

Information Systems and E-Mail

Information systems and internet access on NWCCOG devices are the property of NWCCOG and are intended for business use. Therefore, NWCCOG maintains the ability to access files, software, e-mail, and voicemail. Because NWCCOG provides the e-mail system to employees to help them with the performance of their job, it should be used for official NWCCOG business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. Also, employees cannot control where their messages will ultimately go. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, e-mails that were deleted are stored elsewhere on the system.

- ◆ Public sector employers in Colorado are subject to the Colorado Open Records Act. Employees' correspondence on e-mail may be a public record under the public records law and may be subject to public inspection. (C.R.S. 24-72-204.5)
- ◆ Users are responsible for safeguarding passwords as well as the transactions made under the context of their login identification.

Social Media

Employees should use good judgement when using social media. Employees shall not use social media as a part of any complaint process or to disclose sensitive information about other employees or NWCCOG. Posting on behalf of NWCCOG must be exercised with professionalism and should avoid reflecting an employee's personal opinion. Employees should contact their Program Director or Executive Director for program specific policies for posting on social media.

Voicemail

NWCCOG utilizes systems where employees receive and send messages through voicemail. The communication systems are intended solely for business use. Although employees are able to use personal access codes, the employer maintains the ability to access any messages left on or transmitted over the systems. Employees should not assume that messages are confidential or that access by the employer or its designated representative will not occur.

NWCCOG Issued Credit Cards

NWCCOG issued credit cards are for job related use only. Use for personal purchases will be subject to disciplinary action. Under no circumstances will the purchase of alcoholic beverages be allowed on NWCCOG issued credit cards. Employees are responsible for saving receipts to be attached to the monthly credit card statement, and are responsible for notifying vendors of NWCCOG's exemption from Sales Taxes, particularly on purchases over \$50.

Business Expense Reimbursements, Per Diem

In order to be reimbursed for actual, reasonable business expenses, employees must turn in a detailed receipt (not just the total charge). **NWCCOG does not provide a per diem reimbursement for business expenses** (please note exception below). As a guideline, total meal charges including tips should not exceed \$70 per day for an individual. Lodging expenses will be reimbursed for mid-range accommodations in a specific location. Except in the case of emergency (for instance, an inclement weather related overnight stay), reimbursements should be cleared with a supervisor or the Executive Director unless ongoing arrangements have been made. Questions for what is acceptable for reimbursement should be discussed with your supervisor prior to incurring the cost.

Note the exception to the above per diem policy is for regularly scheduled overnight work in the Weatherization Program, which has developed a travel reimbursement policy with a standardized **Travel Per-Diem Reimbursement Voucher Form outlining standardized per-diem.*

Hours of Work and Place of Business

NWCCOG's business hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m. The starting and ending times of a shift may vary according to the needs of a program and may change from time to time according to the needs of the organization. Employees may be required to work overtime. The place of business is 249 Warren Avenue, Silverthorne, Colorado (or the New Castle office for weatherization). Program Directors or the Executive Director may allow employees to work remotely from home or various locations across the region for a variety of reasons including employee safety due to weather or other hazards, scheduled meetings nearby, or more efficient or effective use of employee time or resources. For those working from these locations, those locations are considered temporary places of business.

Inclement Weather Policy

NWCCOG employees travel across a vast and remote region in Western Colorado in all times of year. It is expected that employees understand, respect, and anticipate the changing, natural conditions of the mountain region. NWCCOG recognizes that employee safety is of the utmost importance. Therefore, NWCCOG employees have discretion if because of late work hours, anticipation of hazardous conditions, or inclement weather to choose to stay in the town closer to where they are for the night as a travel expense. If a NWCCOG Program Director, for instance Weatherization or Elevator Program, decides that weather or other conditions are too hazardous to travel safely to a client's home or business for a scheduled appointment that Director has discretion to "close the office" for the day and reschedule. Employees may also call in at their discretion for the same reason by notifying the Field Supervisor (Weatherization) or Elevator Program Director (Elevator) or their supervisor before the start of the shift. In emergency situations, NWCCOG will address continuance of operations planning in a separate document.

Smoking

NWCCOG facilities are smoke free environments. Smoking is prohibited in all areas of the NWCCOG offices, within NWCCOG vehicles, on NWCCOG owned or leased

property, and at NWCCOG work sites. This policy applies to all employees and visitors at all times, including non-business hours.

Appearance and Courtesy Policy

At NWCCOG, personal appearance, attire, and courtesy are very important. A professional image must be maintained to elicit confidence and reflect favorably on NWCCOG. Employees are allowed freedom in selecting their work attire and may dress in NWCCOG identifying gear for certain departments. When tasks require safety clothing or personal protective equipment, employees must use it. It is very important that employees choose appropriate attire for their jobs. Dress should be consistent with good hygiene, safety, and public relations.

Political Activity Policy

An employee should not be asked about political beliefs or requested to participate or contribute to political parties or groups as a requirement of employment. Employees may not engage in political activities during work hours, but may engage in such activities outside of work. NWCCOG property cannot be utilized for campaigning, and such activities shall not interfere with an employees work.

References Policy

NWCCOG does not furnish open letters of recommendation addressed "To Whom It May Concern." If employees receive a call inquiring about a former employee, please refer it to the Executive Director.

WORKPLACE POLICIES – Safety and Driving

Safety

NWCCOG is committed to a safe work environment for employees, and is responsible for providing a safe workplace, continued training, and annually reviewing and updating our safety program. Employee responsibilities include reporting any unsafe practices or conditions to their supervisor, reporting injuries, and wearing personal protective equipment. If employees are injured on the job, no matter how minor, they must immediately report this fact to their supervisor. If medical treatment for an on-the-job injury is needed, it must be obtained from one of physicians designated by

NWCCOG. Employees are responsible for following the Pinnacle Assurance reporting guidelines. If not, the employee may be responsible for the cost of medical treatment. NWCCOG pays for liability coverage through CIRSA, and employees will be requested to participate in individual and group trainings from time to time as a part of our organizational compliance.

Driving

In order to drive a NWCCOG vehicle, employees must submit their Motor Vehicle Records (MVR) on an annual basis or when requested. This information will be placed in an employee's personnel file. Changes to drivers' records may affect eligibility to operate a NWCCOG vehicle and may affect an employee's ability to remain employed. Drivers are responsible for adhering to all safe-driving-related federal, state, and local laws and ordinances. Radar detectors are prohibited in all NWCCOG vehicles. Seatbelts are required for driver and passenger(s) at all times. Drivers shall submit copies of all roadside inspections and citations for moving violations that occur in a NWCCOG vehicle to management within 24 hours. Drivers exceeding the speed limit in NWCCOG vehicles will be subject to discipline, even if a federal or state citation is not issued on the road. Drivers should note that use of cell phones except for through hands-free or blue-tooth systems while driving is illegal in Colorado. Drivers not complying with safe-driving-related regulations and policies shall be subjected to disciplinary action in accordance with NWCCOG policies and this NWCCOG Employee Handbook.

NWCCOG Vehicles

NWCCOG vehicles (leased or owned by) may be assigned or checked out per day for use on NWCCOG business. They are not to be used for personal use other than reasonably to stop for a meal or appointment in the course of their workday when it is along the route of scheduled business duties or appointments. Motor Pool vehicles are reserved via a shared Google Calendar. Mileage is recorded per a log in the vehicle. Employees are required to utilize the **Mileage & Safety Log** to mark their seatbelt use for each drive. The Weatherization Program has specific vehicle checkout and recordkeeping requirements for vehicle use. In all cases, employees are expected to

inspect the vehicle prior to each use to ensure that it is in good working condition, and return it as such at the end of use. A NWCCOG credit card is in each vehicle to be used only for gas. Receipts are to be filed beside the employee boxes at the office. NWCCOG reserves the right to utilize tracking devices in NWCCOG vehicles.

It is preferred that employees use a NWCCOG vehicle for work use if possible. When a NWCCOG employee is using their personal vehicle for NWCCOG purposes, that employee is responsible for obtaining current insurance on the vehicle. Miles for NWCCOG use of a personal vehicle (not including commuter miles to work) when properly recorded and submitted, will be reimbursed at the IRS annual mileage rate for that year and charged to the program.

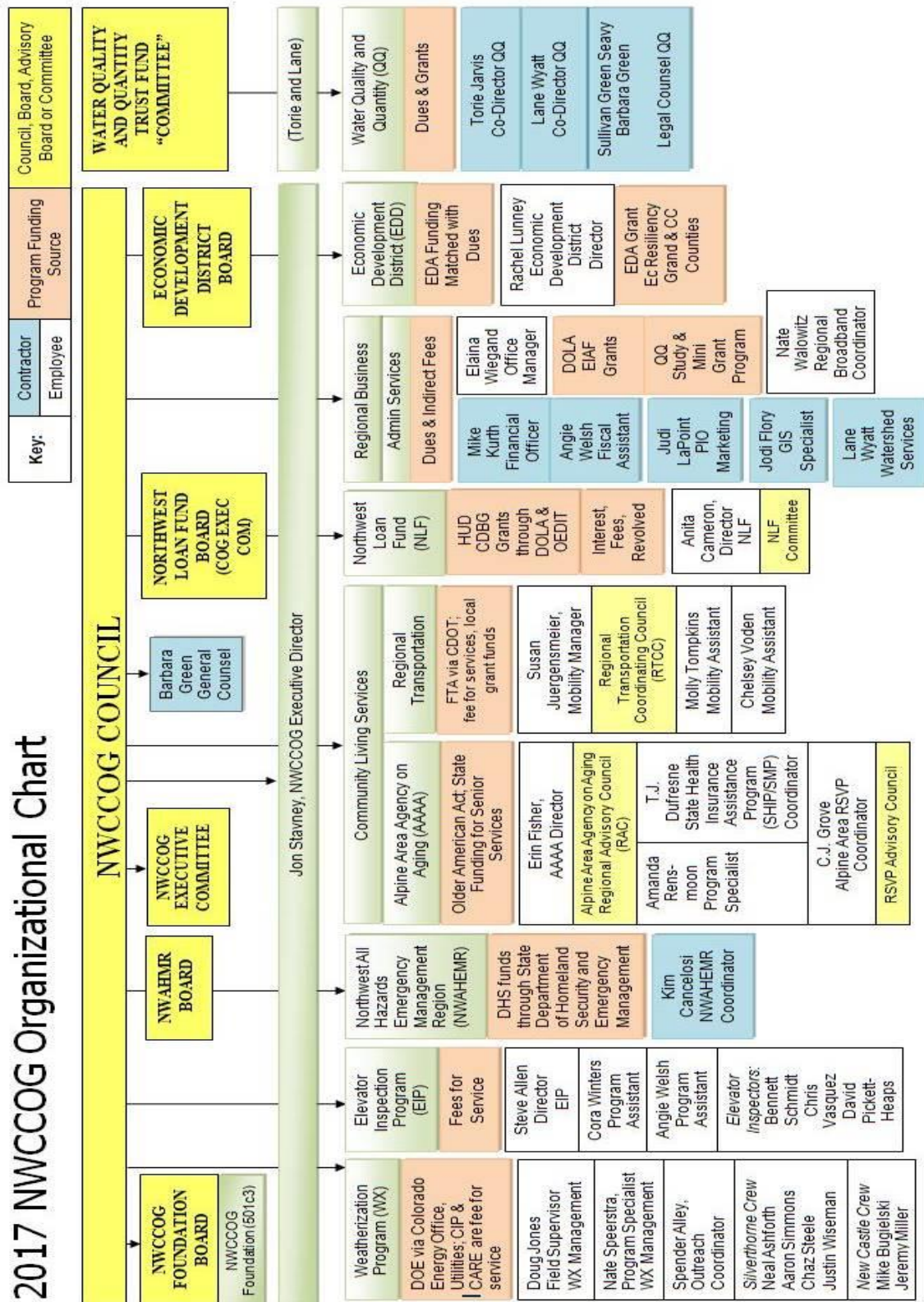
In emergency situations, such as returning to NWCCOG offices after hours and an employee's personal vehicle will not start or has been plowed in, an employee may take the NWCCOG vehicle to their personal residence. Also, in early morning departures and/or late night returns from NWCCOG business, employees may take the NWCCOG vehicle to their personal residence to make departures or returns more convenient. In either case, employees are responsible to be aware of the following days' reserved use. It is the employee's responsibility to park the NWCCOG vehicle in a safe place at their residence in such cases.

NWCCOG Vehicle Accident Reporting

All claims are filed through the Colorado Intergovernmental Risk Sharing Agency (CIRSA), our insurance provider. The claim must be filed within 24 hours.

If in an accident, an employee is required to completely fill out the **Proof of Insurance/Driver's Report Card** located in the glovebox of each NWCCOG vehicle and contact a supervisor immediately. The supervisor will then complete the **Supervisor's Accident/Incident Investigation Report** and submit it to the Office Manager. The Office Manager will use the information provided to file the claim. Remember: claims must be submitted within 24 business hours.

NWCCOG Organization Chart



Related Documents:

Request for Leave Form

Employee Action Form

Employee Discipline Action Form

Exempt Employee Agreement to Compensatory Time Form

Nonexempt Employee Agreement to Compensatory Time Form

Reporting Workers' Compensation Claim

Reporting a Vehicle Accident

Supervisor's Accident/Incident Investigation Report

Mileage & Safety Log

Travel Per Diem Reimbursement Voucher Form

Supervisor Hire Checklist for New Employee

Employee New Hire Checklist

Employee Separation Checklist

Contractor New Hire Checklist

Contractor Separation Checklist

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED APRIL 2017. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND:

- ◆ EMPLOYMENT WITH NWCCOG IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- ◆ THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- ◆ THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION’S GUIDELINES.
- ◆ THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF NWCCOG, OTHER THAN THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR.

Employee Signature

Date

Employee Printed Name

