NORWOOD SANITATION DISTRICT

Meeting on: Thursday, July10 , 2025
Regular Session starting at: 6:30 p.m.
Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option

Call Regular Meeting To Order

The regular meeting was called to order by Bernice White at 6:29 pm.

Board Attendance:

Board Chair – Bernice White - Preset
Member – Kerry Welch – Present
Member – Tom Kyle- Present
Member – Ray Cossey – Present
Member – Talle Meehan – Absent

Staff Attendance:

Administrative Director – Sara Owens – Present
Public Works Director – Randy Harris- Present
Town Clerk – Cidney Ross - Present

Other Attendance:

Sheriff Dan Covault
Mayor Candy Meehan

Special District and Stakeholder Reports or Announcements

San Miguel Sheriff's Office

Review Agenda

Consent Agenda

MOTION: Ray Cossey motioned to approve the consent agenda. Kerry Welch seconded the motion. All voted, motion carried.

a. June Financials
b. July Financials
c. July 10, 2025, Minutes

Board Business Agenda

a. Approval of Application Robert McKeever – Parcel ID 429527100007, East of Market St and South of Pearl St

MOTION: Kerry Welch motioned to table this agenda item for the September Norwood Sanitation District Regular Meeting. Ray Cossey seconded the motion. All voted, motion carried.

b. Removing Resolution No 0423 Series: 2024 A RESOLUTION OF NO CONFIDENCE IN THE LEADERSHIP OF MAYOR CANDY MEEHAN

Kerry Welch requested the board to table this agenda item until the entirety of the board can discuss it with the Norwood Sanitation District's legal team. Kerry Welch also requested that the letter from Mayor Meehan become part of the public record. Mayor Meehan requested that the board immediately remove the Resolution before the September Norwood Sanitation District Regular Meeting.

NORWOOD SANITATION DISTRICT

Meeting on: Thursday, July10 , 2025
Regular Session starting at: 6:30 p.m.
Meeting at: 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option

MOTION: Ray Cossey motioned to remove Resolution No 0423 Series 2024 until the September Norwood Sanitation District Regular Meeting. Kerry Welch seconded the motion. Kerry Welch and Tom Kyle voted no. Ray Cossey and Bernice White voted yes. Due to a tie, the motion did not carry.

c. Discussion of Rescinding Resolution No 0423 Series 2024 A RESOLUTION OF NO CONFIDENCE IN THE LEADERSHIP OF MAYOR CANDY MEEHAN

Kerry Welch asked to table this agenda item until a meeting with the legal team can be scheduled.
Discussion was had by Tom Kyle about a Town of Norwood board Trustee seeking legal advice on the possibility of dissolving the Norwood Sanitation District in 2024. Tom Kyle stated that this event is part of the public record. Ray Cossey requested the documentation on this event.

MOTION: Ray Cossey made a motion to direct staff to reach out to the attorney for a work session. Kerry Welch seconded the motion. All voted, motion carried.

d. Admin Services MOU

MOTION: Ray Cossey motioned to approve the Administrative Services MOU as presented. Kerry Welch seconded the motion. All voted, motion carried.

e. Personnel Policy – Final

Sara Owens advised the board to table this agenda item, as legal is still in the process of reviewing the document.

f. Code of Conduct – Final

The board discussed a few changes they would still like to see in the Code of Conduct.
MOTION: Ray Cossey motioned to approve the Code of Conduct upon corrections. Tom Kyle seconded the motion. All voted, motion carried.

Board Member Reports and Announcements

Ray Cossey and Bernice White discussed with the other board members the need for a Norwood Sanitation District Master Plan. They would like staff to schedule a work session for this reason.

Staff Reports and Announcements

- Public Works Director, Randy Harris - Written report in supporting documents on the Town of Norwood website and in the complete packet.
- Administrative Director, Sara Owens – Written report in supporting documents on the Town of Norwood website and in the complete packet.

		NSD Portion	NWC Portion	TON Portion
AT&T	Monthly Service - July and August	$ 46.69		
CEBT	Employee Health Insurance	$ 241.00		
Codeworx	IT Support	$ 263.54	$ 330.63	$ 201.25
Collins, Cole, Winn, Ulmer, PLLC	General Legal	$ 2,420.00		
Grand Junction Laboratories	Lab Tests	$ 244.65	$ -	$ -
Grand Junction Laboratories	Lab Tests	$ 687.05	$ -	$ -
Latitude	Fidelity & Forgery Insurance	$ 100.00	$ -	$ -
San Miguel County	NSD Oath of Office Filing	$ 129.00		
Timberline Ace Hardware	Hardware Supplies / Vehicle Expenses	$277.78	0	0
Town of Telluride	Wastewater Samples	$44.10		
Town of Norwood - Reimbursement	Payroll - Earl	$ 1,135.00		$ -
Town of Norwood - Reimbursement	Payroll - Austin	$ 1,011.72		$ -
Town of Norwood - Reimbursement	Payroll - Christopher	$ 395.00		$ -
Town of Norwood - Reimbursement	Payroll - Cory	$ 1,983.03		$ -
Town of Norwood - Reimbursement	Payroll - Randy	$ 2,380.06		$ -
Town of Norwood	FICA Reimbursement	$376.52	815.27	
United Life Insurance	Employee Life Insurance	$5.19	6.05	101.18
USA Blue Book	Textured Latex Gloves	$182.90	0	0
Xpress Bill Pay	Monthly Service and Support	$90.00		
	TOTAL	$ 12,013.23	$ 1,151.95	$ 302.43

Norwood Sanitation District
Resolution No 0423 Series: 2024

A RESOLUTION OF NO CONFIDENCE IN THE LEADERSHIP OF MAYOR CANDY MEEHAN

WHEREAS, The Norwood Sanitation District ("NSD"), is a taxing entity duly organized and operating as a Special District under laws of the State of Colorado; and

WHEREAS, the Norwood Sanitation District, Town of Norwood, and Norwood Water Commission has spent decades jointly and openly working together in a positive and influential manner for the users and taxpayers within their district and Town of Norwood; and

WHEREAS, the Norwood Sanitation District recommends that the Town of Norwood Board of Trustees, the Town of Norwood, and Sanitation District Administrator reestablish a mutually beneficial, cooperative, and professional working relationship for the benefit of the community and users; and

WHEREAS, the Norwood Sanitation District believes with factual basis that Mayor Candy Meehan has contributed and created strife and mistrust between the Norwood Sanitation District and Town Board of Trustees; and

WHEREAS. Mayor Meehan has used thousands of taxpayer dollars without knowledge of the Norwood Board of Trustees and the Norwood Sanitation District to seek knowledge of how to dissolve the Norwood Sanitation District; and

WHEREAS, Mayor Meehan openly admitted her use of taxpayer dollars to ask the questions to the Town Attorney on how to dissolve the Sanitation District at the regular board meeting on April 10, 2024; and

WHEREAS, Mayor Meehan demonstrates a lack of respect for tax payers and board members of the Norwood Sanitation District by not treating them as experts in the field, but rather treats them as uneducated board members whose expertise and opinions are irrelevant to the future of the district and its operations and financial capacity; and

WHEREAS, Mayor Meehan has created a stressful and hostile work environment for Town Manager/Administrator Deana Sheriff and staff; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD MEMBERS OF THE NORWOOD SANITATION DISTRICT, AS FOLLOWS:

THERFORE, be it known that the Norwood Sanitation District Board has NO CONFIDENCE in Mayor Candy Meehan's Leadership and that the membership at large approves a formal resolution to demonstrate and express a vote of NO CONFIDENCE in Mayor Candy Meehan as related to Norwood Sanitation District manners.

ADOPTED at the special meeting of the Board of the Norwood Sanitation District held April 24, 2024.

NORWOOD SANITATION DISTRICT:

Bernice White

Chair

Distinguished Members of the NSD Board,

I submit this letter to formally place on record the conflict of interest of NSD Board Member Kerry Welch in relation to any discussion, deliberation, or vote before the Norwood Sanitation District ("NSD") concerning Resolution No. 0423, Series 2024 – A Resolution of No Confidence in the Leadership of Mayor Candy Meehan.

This matter appears on the agenda for the Board's August 28, 2025 meeting under Board Business, Items (b) and (c), which include consideration of removing and rescinding the Resolution.

Board Member Welch's continued participation in these proceedings represents a clear and irreconcilable conflict of interest under Colorado law (C.R.S. §§ 24-18-109, 24-18-110, and 31-4-404(2)), the Town's Personnel Policy, and the Code of Conduct for Elected Officials.

Governing Standards

- C.R.S. § 24-18-109(3)(a): Prohibits local officials from performing an official act where personal interest "would impair independence of judgment."
- C.R.S. § 24-18-110(1): Requires disclosure of conflicts and abstention from voting.
- C.R.S. § 31-4-404(2): Forbids municipal officers from voting or attempting to influence matters where they have a personal or private interest.
- Town of Norwood Code of Conduct for Elected Officials (2018):
  - Rule #43: Never allow conflicts between public duty and private interest.
  - Prohibits hostility, rumor-spreading, and divisiveness.
- Town/NSD/NWC Personnel Policy (2020): Requires disclosure of conflicts of interest and bars influencing decisions where personal interests exist.

Conflict of Interest Basis

- Originator of Resolution: Welch personally requested the April 23, 2024 special meeting that led to adoption of Resolution No. 0423. She was its instigator and advocate.
- Recall Petition Representative: Welch was an official representative of the recall petition against me, legally responsible for its allegations. She further ran as a candidate to replace me if recalled—an effort rejected by voters.
- Serial Complaints: Welch has filed multiple complaints against me, including Code of Conduct and CORA-based actions, as well as appearing as a witness against me in the recall protest hearing.
- Criminal Allegations Disproven: Her accusations escalated into CBI Case 2024-0398. The 7th Judicial District Attorney formally declined charges, finding no probable cause of wrongdoing.
- Violations of Code of Conduct & Personnel Policy: By failing to recuse from matters directly tied to her own allegations, Welch violates Rule #43 of the Code of Conduct and the conflict provisions of the joint Personnel Policy binding NSD.

Application to Current Agenda Items

Items (b) and (c) on the August 28, 2025 agenda specifically address the removal or rescission of Resolution No. 0423. Because Welch herself:

1. Requested the special meeting that created Resolution No. 0423, and
2. Has been its primary proponent and beneficiary in her efforts against me,

she cannot now participate impartially in its review, amendment, removal, or rescission. Her involvement would taint the legality and credibility of any Board action taken.

Conclusion and Request

Board Member Welch has acted as:

- Accuser – recall sponsor, complainant, recall witness, instigator of NSD resolution, and criminal accuser.
- Advocate – advancing disproven allegations in public and legal forums.
- Adjudicator – now voting on NSD matters arising from her own actions.

This conflict is irreconcilable.

I respectfully request that the Board require Board Member Welch to:

1. Publicly disclose her conflicts regarding myself and the Town of Norwood;
2. Recuse herself from all NSD deliberations and votes involving myself or the Town; and
3. Abstain from influencing other board members in such matters.

Failure to enforce this recusal undermines the legality, fairness, and credibility of NSD actions, and exposes the District to future legal and procedural challenge under C.R.S. §§ 24-18-109, 24-18-110, and 31-4-404(2).

Respectfully,

Candy A Meehan, Mayor

MAY 8, 2024

NORWOOD BOARD OF TRSUTEES

After last month's Town Board meeting, I gave the Mayor the benefit of doubt and did some more research on the attorney bills thru the March billing.

I take no joy in pointing out these facts.

Fact #1

Mayor began conversations with attorney in October of 2023. Mayor did not receive permission from the Trustees to speak with attorney until the November meeting.

"Mayor Meehan asked board for consent to engage attorney, David Reed about ***updating the intergovernmental agreement with the Norwood Water Commission and the Norwood Sanitation District that was put in place in 1999."***

November minutes do not show that she had board consent.

Attorney billed $405.00 before Mayor even had verbal consent.

Fact #2

$4,460.00 was spent with attorney before any mention of the IGA, which did not occur until 12/14/23.

Fact #3

A total of $7,077.00 was spent on researching Dissolution of the Sanitation District.

Fact #4

At last month's meeting, Mayor said "***she had the discussions in hopes of gaining knowledge on what would need to be done if NSD had a large failure or other financial needs.***

Yet, the first mention of Norwood Sanitation District, with the attorney, 03/06/24, was not ***"what needs to be done"***, **but potential to absorbing the Norwood Sanitation District. And is the NSD even legally constituted.**

Fact #5

At last month's meeting, concerning the Memo from the attorney about dissolving the Sanitation District, she said she had not seen the document. All the boards received the document 03/22/24.

Mayor had spent parts of two days with the attorney, 03/18/24 and 03/20/24 reviewing and finalizing the document with the attorney.

FACT #6

Only $3,772.50 was spent on the IGA.

Attorney billed thru the month of March, $13,996.50

The mayor allowed these bills to be presented to the Board of Trustees under the line item of "Lawfirm for the IGA"

This is very unethical as the Trustees were kept in the dark as to what was actually being discussed with the attorney.

I would encourage the Board of Trustees to look very hard at all the attorney bills as I was unable to analyze $5,705.00 because there is no subject as what was discussed.

Again, I take no joy in this, but this looks very bad for the Board of Trustees and I believe that we have witnessed a breach of faith and trust and an impeachable offence.

Colorado Revised Statutes Title 18. Criminal Code § 18-8-407. Embezzlement of public property

1) Every public servant who lawfully or unlawfully comes into possession of any public moneys or public property of whatever description, being the property of the state or of any political subdivision of the state, and who knowingly converts any of such public moneys or property to his own use or to any use other than the public use authorized by law is guilty of embezzlement of public property.

2) Embezzlement of public property is a class 5 felony.

Town of Norwood
Sanitation District

I, Robert McKeever, would like to request a new sewer service at parcel ID 429527100007, east of Market St and south of Pearl St. The requested new sewer service will be in accordance with the "Rules and Regulations-Norwood Sanitation District (rev 12.17.2023)". The proposed new sewer tap will not exceed 1.0 EQR (as of 6.10.25 as defined) to include but not exceed 3 bedrooms, 3 bathrooms.

Thank you for your time and consideration.

6/10/25

Robert McKeever

NORWOOD SANITATION DISTRICT

PO Box 528; 1670 Naturita St, Norwood, CO 81423
Phone: 970-327-4288 www.norwoodtown.com

APPLICATION FOR NEW SEWER SERVICE

PROCEDURE:

1. Submit a completed *Application for New Sewer Service*, along with a non-refundable $50 application fee, payable to the Norwood Sanitation District.

2. The Public Works Director will review each new sewer service request. If the Director identifies technical concerns regarding the feasibility of sewer service, the applicant will be required to submit an engineering feasibility study **and** a $500 deposit to cover the cost of the District's engineering review.

3. If the Director determines that the service is feasible, the application will go to the Sanitation Board for final approval.

4. Once approved, the applicant must submit a *Sewer Service Contract*—in a form provided by the Sanitation District—and pay the applicable *Plant Investment Fee* within 30 days of approval.

Note: The Plant Investment Fee does not include the cost of materials or the installation of the sewer tap(s) and service line(s).

SEWER SERVICE ADDRESS: PARCEL ID #429527100007

- **Attach vicinity locator map 8x5X11 of project location**

PROPERTY OWNER:

NAME: ROBERT McKEEVER

PROPERTY OWNER MAILING ADDRESS: PO BOX 841

CITY: NORWOOD STATE: CO ZIP: 81423

PHONE: 970-234-8637 EMAIL: RANCHRANCH1@YAHOO.COM

DESCRIBE THE TYPE OF SERVICE REQUESTED, INCLUDE: NUMBER OF BUILDINGS; SIZE OF EACH BUILDING, USE OF EACH BUILDING; IF A MOTEL OR HOTEL, NUMBER OF ROOMS; NUMBER OF BATHROOMS AND THEIR FIXTURES; TYPE OF AND NUMBER OF LAUNDRY FACILITIES; AND TYPE OF AND NUMBER OF OTHER WATER FIXTURES.

NUMBER OF BUILDINGS TO BE SERVED? UNKNOWN **USE OF BUILDINGS?** UNKNOWN

SIZE OF EACH BUILDING TO BE SERVED? UNKNOWN

ADDITIONAL ROOM TO DESCRIBE THE TYPE OF SERVICE REQUESTED: SEWER SERVICE TO INCLUDE BUT NOT EXCEED 1.0 EQR AS OF 6.10.25

PROPERTY LIEN: In the event any user of the District's sewer service fails to pay the rates, fees, and/or other charges fixed by the District for the connection to the facilities of the District, such rates, fees and/or charges may be certified by the Sanitation District to the County to become a lien upon the real property served, and may be collected as if they were part of the taxes upon said real property.

RULES & REGULATIONS OF THE NORWOOD WATER COMMISSION: All Applicants for sewer service are deemed to have read the District's Rules & Regulations of the Norwood Sanitation District **PRIOR** to applying for service. By signing the application, the new customer agrees to all the Rules and Regulations of the Sanitation District as the same are amended from time to time. The Rules are incorporated by reference in this Application.

The facts stated in this Application are accurate to the best of my knowledge.

By: _____ Date: 6/10/25
Property Owner Signature

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____ ☐ APPLICATION FEE PAID PD WITH: _____

DIRECTOR DETERMINATION: ☒ Feasible ☐ Feasible – Engineer Review ☐ Not Feasible

Notes: Will need board decision on mainline ext. or service line

BOARD APPROVAL: _____ DATE APPROVED: _____

PIF PAID ON: _____ PD WITH: _____

☐ CONTRACT SIGNED AND COMPLETE

RECORDS UPDATED ON: _____ BY: _____


PEARL ST
242.6 PEARL ST
S MARKET ST
SEWER PLAN
*IN ACCORDANCE WITH "RULES AND REGULATIONS-NORWOOD SANITATION DISTRICT-REVISED 12.17.2023"
TIE INTO EXISTING
END ON PROPERTY

Town of Norwood

Norwood Sanitation District 6.19.25

I, Robert McKeever, had previously requested a new sewer service at parcel ID 429527100007, east of Market St and south of Pearl St on 6.10.25. Since the submission of the request on 6.10.25, the Town of Norwood informed me that this is not a sewer service but rather a sewer extension. I, Robert McKeever, request a variance from "Rules and Regulations Norwood Sanitation District, Article XI, Sewer Mains and Collection Line Extensions". In other words, the above-mentioned request would be a "regular" sewer service and not a sewer line extension.

Please consider the following justifications for an extended sewer service rather than a sewer main extension. There is already a manhole at the junction location; this allows the service to be installed without compromising or affecting the existing pipe and/or system. There will be no additional sewer taps in this section since the area is fully developed, negating the need for a new main. The above-mentioned service is to include but not exceed 1.0 EQR (as of 6.19.25, as defined to include but not exceed 3 bedrooms, 3 bathrooms). This also nullifies the need for a main extension since this is in fact an extended service only. The above-mentioned service is to include but not exceed 1.0 EQR therefor an "engineer design review" would not be necessary.

The following are statements for the record if the above-mentioned variance is accepted. The requested new sewer service will be in accordance with the "Rules and Regulations-Norwood Sanitation District (rev 12.17.2023)". The above-mentioned service is to facilitate up to 1.0 EQR only, it is not a main and cannot be utilized as such.

Thank you for your time and consideration.

Robert McKeever 6/19/25

Personnel Manual
Adopted December 1992
Updated January 2020
Updated Sept 2025

Town of Norwood, Norwood Water Commission, and Norwood Sanitation District

Personnel Policy Manual

Personnel Manual
Adopted December 1992
Updated January 2020
Updated Sept 2025

TABLE OF CONTENTS

Important Notice 5

Equal Employment Opportunity… 6

Americans with Disabilities ACT and Religious Accommodation… 6

Equal Employment Opportunity Harassment Policy… 6

Complaint Procedure.....7

Pregnancy Accommodation….....8

Nursing Mother Accommodation….....8

Sexual Harassment… 9

Personal Relationships in the Workplace..... 10

Ethics and Conduct on the Job… 11

Conflicts of Interest..... 11

Outside Employment.....12

Workweek… 13

Employment Categories… 14

Probationary Period….....15

Emergency Closures….....16

Community Service Participation….....17

Timekeeping….....17

Paydays… 17

Payroll Deductions… 18

Attendance and Punctuality…..... 18

Rest Periods…..... 18

Meal Periods…..... 19

Personal Appearance… 19

Employee Conduct… 19

Leave Provisions… 20

Unapproved Absence 20

Drug and Alcohol Use…..... 21

Criminal Convictions Post Hire 21

Workplace Violence 22

Pet Policy… 23

Job Posting… 24

Access to Personnel Files..... 24

Personnel Data Changes…..... 25

Pay Rates..... 25

Employee Orientation and Evaluation… 25

Employee Insurance Benefits..... 26

Paid Time Off (PTO)..... 27

Retirement Contribution..... 28

Medical Insurance 29

Life Insurance..... 29

Holiday Leave 29

Bereavement Leave..... 30

Jury or Court Leave....30

Time Off to Vote....30

Employee Political Activities....31

Campaign Related Activities....31

Military Leave....32

Parental Leave....32

Employee Development....32

Business Travel Expenses....32

Cell Phone Per Diem....33

Safety….33

Reporting of Accidents and Injuries....34

Entity-Owned Vehicles....35

Private Vehicles....35

Vehicle Accidents....36

Equipment....36

Disciplinary Action….36

Grievance and Appeals Procedures....37

Dismissal/Termination....38

Separation of Employment....38

Resignation….38

Return of Property….38

Purchasing Policy….38

Inventories....39

Acknowledgement of Receipt....40

Town of Norwood, Norwood Water Commission, and Norwood Sanitation District Personnel Policy Manual

Entities: Town of Norwood, Norwood Sanitation District, and Norwood Water Commission.

Personnel Committee: Two representatives from each of the above-mentioned Entities.

These provisions supersede all previous policies and practices and may not be amended or added to without the express written approval of the Entities.

Important Notice

This personnel policy manual is provided to the employee as an overview of the employment policies and benefits of the Entities. This personnel policy manual is a summary of the important organizational information but is not intended to be all-inclusive. This personnel policy manual supersedes and replaces all previous editions.

The policies and procedures contained in this manual are not a contract for employment, either expressed or implied, and should not be considered a promise of employment. The contents of this manual are a summary of the guidelines for employees.

The Entities reserve the right to modify, revoke, rescind, suspend, terminate, interpret, or change any or all the policies listed, at any time, with or without notice.

No policy manual can anticipate every circumstance or question. The need may arise for the Entities to change the policies described in the personnel policy manual. The Entities reserve the right to interpret or change them without prior notice. After reading the personnel policy manual, if an employee has questions, the employee should speak with their supervisor or the Administrative Director. The Entities review their policies and procedures on an as-needed basis.

Employment with the Entities is at-will. Any employee may be terminated with or without cause, by written notice from the Administrator

or Public Works Director. Any employee may resign at any time for any reason.

Each employee shall be given a copy of the Personnel Policy Manual and must acknowledge in writing on a form provided by the Administrator that he or she has received a copy of the Personnel Policy Manual, has read the Personnel Policy Manual, and agrees to abide by it.

Equal Employment Opportunity (EEO) Policy

The Entities are dedicated to the principles of equal employment opportunity. Unlawful discrimination against applicants or employees based on age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status genetic information, or any other applicable status protected by federal, state or local law is expressly prohibited.

Americans with Disabilities ACT (ADA) and Religious Accommodation

The Entities will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Entities or a direct threat. An undue hardship is a significant difficulty or expense, considering the nature and cost of the accommodation in relation to the size, resources, and structure of the Entities. A direct threat is a substantial risk of harm that cannot be eliminated or reduced through reasonable accommodation. Employees needing such accommodation are instructed to contact their supervisor or the Administrator immediately. The Administrator will engage in an interactive process with the employee to explore reasonable accommodations that meet both the employee's needs and business operations. All requests for accommodation will be handled confidentially to the extent possible while ensuring an effective resolution.

EEO Harassment Policy

The Entities strive to maintain a work environment free of unlawful harassment. In doing so, the Entities prohibit unlawful harassment because of age 40 and over, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by federal, state or local law.

Unlawful harassment includes verbal, physical conduct, and quid pro quo harassment that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age, race, sex, gender, color, religion, national origin, disability, genetic information, or any other applicable status protected by federal, state or local law will not be tolerated. Any employee who engages in such conduct will be subject to disciplinary action, up to and including termination. Prohibited behavior may include but is not limited to the following:

- Written forms such as cartoons, e-mail, posters, drawings, or photographs.
- Visual or electronic harassment, including offensive gestures, memes, or social media posts related to a protected characteristic.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.
- Unwelcome advances or requests for sexual favors.
- Retaliation against an individual for reporting harassment or participating in an investigation.

This policy applies to all employees including supervisors, co-workers, and non-employees. Employees experiencing or witnessing harassment should report it immediately to their supervisor or the Administrative Director. All complaints will be promptly investigated, and retaliation for reporting will not be tolerated.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Entities encourage employees to report concerns promptly to allow for a thorough investigation and appropriate corrective action.

Report the incident to the Supervisor, or the Administrator who will investigate the matter and ensure appropriate corrective action is taken. Your complaint will be kept as confidential as practicable. The Entities prohibit retaliation against an employee for filing a complaint under this policy, for exercising rights given to you under federal, state or local laws, or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If an investigation determines that an employee has violated this policy, appropriate disciplinary action will be taken, up to and including termination of employment.

Pregnancy Accommodation

In accordance with C.R.S. 24-34-402.3 employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or physical recovery from childbirth. The Entities strictly prohibit retaliation against any employee who requests pregnancy-related accommodation, files a complaint, or participates in an investigation regarding this policy.

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, health condition related to pregnancy, or physical recovery from childbirth. If an employee requests accommodation, the Administrator will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Entities' business operations.

In limited cases where the need for accommodation is not obvious, the Administrator may request documentation from a healthcare provider verifying the need for accommodation and its expected duration. All medical information and accommodation requests will be kept confidential, except as necessary to implement the accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Administrator.

The Entities will not deny employment opportunities or retaliate against an employee because an employee requested reasonable accommodation related to pregnancy, health conditions related to pregnancy, or physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Nursing Mother Accommodation

The Entities support the rights of nursing mothers in the workplace. In accordance with C.R.S 8-13.5-104 employees who are nursing mothers are entitled to reasonable break time to express breast milk for up to two (2) years after childbirth. These breaks may be unpaid unless the employee uses a paid break or meal period.

A private, secure, and sanitary space (other than a restroom) will be provided for employees to

express milk. This space will:

- Be free from intrusion and shielded from view.
- Be available as needed by nursing mothers.
- Include access to a chair, table, and electrical outlet.

Employees requesting lactation accommodations should notify their supervisor or Administrator. The Entities will make reasonable efforts to provide appropriate accommodation unless it causes undue hardship to the business. The Entities prohibit any form of discrimination or retaliation against employees for requesting or using lactation accommodations.

Sexual Harassment Policy

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

In accordance with C.R.S 24-34-401 et seq the Entities strictly prohibit sexual harassment and inappropriate sexual conduct in the workplace. Violations of this policy will result in disciplinary action, up to and including termination. This policy applies to all employees, supervisors, contractors, vendors, and anyone interacting with employees in the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- 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.

All employees are expected to always conduct themselves in a professional and businesslike manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome

touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

If you feel you or other employees have been subjected to harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If you are uncomfortable in addressing the matter directly with the harasser, or if you do so and the behavior does not stop, then discuss the matter immediately with the Administrator or your Supervisor. Supervisors who receive a harassment complaint are to contact the Administrator. All reports will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible, and corrective action will be taken where necessary.

Employees of the Entities are expected to act responsibly to maintain a safe working environment, free of all discrimination and all harassment, allowing each employee to perform to his or her maximum potential. The Entities encourage any employee to bring questions he or she may have regarding this policy to the Administrator, Supervisor, or Personnel Committee.

Personal Relationships in the Workplace

The Entities are committed to maintaining a professional and fair work environment. Personal relationships in the workplace can lead to conflicts of interest, perceptions of favoritism, and disruptions to operations. This policy ensures workplace decisions remain objective and, in the Entities' best interests.

For this policy, relative is defined as any person who is related to you by blood or marriage, including an employee's spouse, domestic partner, partner to a civil union, children, mother, father, mother-in-law, father-in-law, grandparents, brothers, sisters, in-laws, aunts, uncles, nieces, nephews or step-relatives. A dating relationship is defined as a relationship that might reasonably be expected to lead to a consensual romantic or intimate relationship. This policy applies to all employees regardless of their gender or sexual orientation.

The policy is that an employee may not directly work for a relative or supervise a relative. The policy also prohibits a person in a dating relationship to work for the other person in that relationship or to supervise the other person. The Administrator or Public Works Director may waive this policy, with approval from the appropriate Entity, if the relative or person in a dating relationship is shown to be the most qualified individual for the position. To avoid any possible conflict of interest, a person must not participate or vote on decisions related to the retention, promotion, demotion, compensation, or benefits of a family member or a person in a dating relationship. The foregoing restrictions do not preclude the referral of related persons

or a person in a dating relationship.

If two employees become relatives or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to immediately disclose the relationship to the Administrator or Public Works Director. At the discretion of the Administrator or Public Works Director, the two employees may be asked to decide which one of them is to be transferred to another available position or make other accommodation. If they do not make that decision within 30 calendar days, the Administrator or Public Works Director may decide that one will be transferred or, if necessary, terminated from employment.

Ethics and Conduct on the Job

The Entities expect all employees to uphold the highest ethical standards while conducting business. Employees are required to comply with all applicable laws and regulations and to demonstrate integrity and professionalism in all aspects of their work.

The Entities continued success depends on maintaining the public's trust. Employees have a duty to act in ways that reinforce this trust and ensure the confidence of the communities we serve. Business activities must be conducted in accordance with both the letter and the spirit of all relevant laws, and employees must avoid any actions that are illegal, dishonest, or unethical.

If you are uncertain whether a particular action is legal, ethical, or appropriate, you should consult your supervisor. If further guidance is needed, you may also contact the Administrator for advice and clarification.

All employees are responsible for adhering to this policy and maintaining ethical conduct in the workplace.

Conflicts of Interest

To maintain integrity and public trust, the Entities have established guidelines to prevent actual or potential conflicts of interest. As an employee, you are responsible for understanding and adhering to these guidelines. If you have any questions or need clarification, contact the Administrator.

What is a Conflict of Interest?

A conflict of interest arises when your position enables you to influence a decision or conduct business on behalf of the Entities in a way that could result in personal gain for yourself or a relative. A relative includes anyone related to you by blood or marriage, as well as individuals with whom you have a close personal relationship that is comparable to a familial relationship.

Disclosure and Restrictions

- If you have any direct or indirect financial interest in a business or entity involved in contracts, purchases, payments, or financial transactions with the Entities, you must not participate in decisions or attempt to influence others regarding that business or entity.
- Employees must disclose any actual or potential conflicts of interest to the Administrator or Supervisor as soon as possible. Transparency allows implementation of safeguards to protect all parties involved.
- Failure to disclose a conflict of interest may result in immediate dismissal and potential legal action in accordance with Colorado statutes.

Prohibited Personal Gains

Conflicts of interest extend beyond financial ownership in an organization. Personal gain can also include:

- Receiving kickbacks, bribes, favors, substantial gifts, or special considerations because of a business transaction involving the Entities.
- Accepting gifts exceeding $50 in value from a single entity or individual within one calendar year if the gift could be perceived as influencing your duties.

Employees must ensure that personal interests or relationships do not interfere with their responsibilities or the best interests of the Entities.

Outside Employment

Employees of the Entities may engage in occasional or part-time employment, provided that:

1. It does not conflict with their assigned working hours.
2. It does not affect their ability to perform their regular duties.
3. It does not create a conflict of interest.

All employees are held to the same performance standards and scheduling expectations, regardless of outside employment. Employees are prohibited from conducting outside business activities during their regular working hours with the Entities.

Employees must notify their immediate supervisor upon accepting outside employment and disclose its nature. If the supervisor determines that the outside employment violates any of the above conditions, it will be considered a conflict of interest and addressed accordingly.

Workweek

The standard workweek consists of a 40-hour schedule, beginning at 12:00 A.M. on Sunday and ending at 11:59 P.M. on Saturday.

Non-Exempt Employees

- Hours worked more than 40 hours per workweek constitute overtime.
- Overtime will be paid by the entity requiring the employee to work.
- Overtime is strictly prohibited without prior approval from a supervisor.
- Any approval exceeding 8 hours of overtime in a workweek must be documented in writing by the Supervisor.
- Supervisors have the flexibility to adjust work schedules as needed to accommodate department or employee needs.
- Any work performed on a Saturday or Sunday is subject to overtime pay at a rate of 1.5 times the employee's regular hourly rate, regardless of the total hours worked in a week. Subject to supervisor's approval.

1. **Administration** - The normal work week, Monday through Thursday, for full-time employees shall be forty (40) hours per week. Part-time employees will work no more than twenty-four (24) hours per week. Town Hall office hours are to be open from 7:30 AM until 5:30 PM Monday through Thursday.

2. **Public Works & Maintenance-** The normal workweek for full-time employees shall be a 40-hour rotating work schedule. Part-time employees should work no more than twenty-four (24) hours per week.

3. **Water & Wastewater Treatment Operators & Distribution-** The normal workweek for full-time employees/Continuous shared position shall be scheduled seven (7) days per week, eight-nine (8-9) hours a day rotating days (40 hours per assigned work schedule) and part-time employees no more than twenty-four (24) hours per week.

Operator on Call: The employee that is responsible for reporting to the water treatment plant, monitoring distribution system, and responding to all emergency calls related to the Entities. The operator on call is responsible for seven (7) consecutive days (Friday through the following Thursday). Monday through Friday the operator on call will receive $10 per day over and above regular wages. On Saturday, Sunday, and paid holidays the operator on call will receive $20 per day over and above regular wages. The operator on call that is scheduled to report to the water plant on a paid holiday will receive normally scheduled hours of holiday pay plus $20 for operator on call pay and overtime for the time required to check the plant at least twice a day or in the event of an emergency, as documented by the time clock. Stand- by operator will be available to assist with emergencies Saturday and Sunday or any other scheduled day and will receive $20 per day.

Hours accumulated over 40 hours per work week will be paid as overtime, as approved by the Supervisor. In the event the operator on call fails to respond to an after-hour emergency call or is absent during the scheduled work week, they will not be eligible for operator on call pay on the day which the event took place.

4. **Marshal's Department-**The normal workweek for full-time employees shall be scheduled rotating hours to give the Marshal eighty (80) hours per pay period, Deputy eighty (80) hours per pay period, and part-time employees not more twenty-four (24) hours per assigned work schedule designed for seven (7) day a week coverage. The Marshal's Department will also, operate under the Board approved "Norwood Marshal's Office" policy manual.

Employment Categories

Understanding employment classifications is important, as they determine your employment status and eligibility for benefits. If you have any questions about your classification, contact your supervisor or the Administrator.

These classifications do not guarantee employment for any specific period. Depending on your job, you are classified as either **NON-EXEMPT** or **EXEMPT** under federal and state wage and hourly laws:

- **Non-Exempt Employees** – Entitled to overtime pay under federal and state laws.
- **Exempt Employees** – Not entitled to overtime pay under federal and state wage and hour laws.

In addition to exempt or non-exempt status, employees fall into one of the following categories:

Full-Time (Exempt) Employees

- Expected to work their assigned schedule or until the job is completed, whichever is greater.
- Must work at least the established hours for their position and be available as needed beyond those hours.
- Not eligible for overtime or compensatory time.
- Eligible for benefits based on their work schedule, typically including all available benefits.

Full-Time (Non-Exempt) Employees

- Expected to work their assigned schedule each week.
- Eligible for overtime pay in accordance with applicable laws.
- Generally eligible for all Entity benefits, subject to the terms of each program.

Part-Time (Non-Exempt) Employees

- Typically work no more than twenty-four (24) hours per week.
- Work schedules must be defined and agreed upon before employment begins.
- Not eligible for Entity benefit programs.

Temporary Employees

- Hired for short-term assignments to supplement the workforce or complete specific projects.
- Employment duration is limited and may vary based on the assignment.
- Can be classified as either exempt or non-exempt based on job duties and compensation.
- Not eligible for Entity benefits, except as required by applicable law.

Probationary Period

All regular employees must satisfactorily complete a probationary period. This requirement applies not only to new recruits but also to employees who are promoted or transferred to a new position.

The probationary period is an essential part of the selection process and serves the following purposes:

- **Performance Evaluation** – Allows close observation of the employee's work.
- **Adjustment Support** – Helps ensure a smooth transition for new, promoted, or transferred employees.
- **Screening Process** – Identifies employees whose performance or conduct does not meet expectations.

Duration and Extensions

- The standard probationary period is six (6) months for all regular employees.
- If the Supervisor determines that the initial period was insufficient to fully assess the employee's capabilities, the probationary period may be extended for up to an additional ninety (90) calendar days.

Emergency Closures

There may be times when emergencies, such as weather, fires, or power failures disrupt normal business operations of the Entities. Closure of a work facility may even be required. If in the judgment of the Administrator or in the absence of the Administrator, the Supervisor, it is impossible for an employee to perform his or her duties on a particular day due to an emergency or other acts of God, the employee(s) shall be relieved of their duties for the remainder of the day.

If the Norwood School District is closed for hazardous weather conditions, the Town Hall offices will also be closed. In the event of a two-hour delayed opening, employees are required to be at work by 9:30am, rather than their normal opening time.

In situations mandating closure due to emergency conditions, you may be paid for any full closure days. Pay for hours worked on a partial closure day will be in accordance with the Fair Labor Standards Act.

There may also be times when employees in essential operations are asked to work on a day when operations are officially closed due to an emergency. If you are asked to work on an official closure day, you will be paid your regular pay. All emergency closures must be approved by the Administrator. Employees will be notified as close to 6am on the day of the event as possible by phone call or text message.

Community Service Participation

Employees of the Entities who choose to serve the community as EMTs, firefighters, or members of civic groups and boards will not be penalized for taking time during working hours to perform such services.

Compensation and Time Allowance

- Employees will receive compensation for up to eight (8) hours per quarter while performing these services during working hours.
- Additional hours may be approved in writing by the Supervisor in cases of extraordinary circumstances.

Notification Requirement

- Employees must notify their supervisor two (2) weeks in advance before taking time away from work for community service duties.

Timekeeping

Non-exempt employees are responsible for accurately recording their time worked and any Paid Time Off (PTO) used. Before you work any overtime, you must always get advance approval from your supervisor. Non-exempt employees are required to clock in and out using the entities designated timekeeping system.

Exempt employees are responsible for accurately recording PTO used.

Supervisors must review and approve all timecards prior to payroll being submitted. Payroll submissions must be completed by Monday prior to the scheduled Friday payday.

Paydays

Employees are paid on a biweekly basis for a 14-day pay period with a payday every other Friday. If a payday falls on a holiday, you will be paid on the last workday before that scheduled holiday.

The Entities have a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account, subject to banking provisions and with your prior authorization. On paydays, instead of a check, you will receive an email with your pay stub explaining how much you were paid including a detailed breakdown.

Payroll Deductions

Only authorized and/or mandatory payroll deductions will be made from each employee's payroll check. The following deductions are mandatory:

- Federal & State Withholding Taxes
- Social Security and Medicare Taxes
- For insurance of any kind
- Any monies owed to the Entities
- Any other deduction mandated by the Entities or Courts.

In some cases, the Entities may be required to deduct money from your paycheck to cover a debt owed to the Entities or another entity. This is known as a "pay setoff."

If you have questions about how your pay is calculated, please speak with your supervisor or contact the Administrator.

Attendance and Punctuality

To maintain a safe and productive work environment, employees are expected to be reliable and punctual for their scheduled work. Absenteeism and tardiness can create challenges for both colleagues and the Entity.

If an employee is unable to report to work on time or needs to be absent, they should notify their supervisor or the Administrator as soon as possible before the expected tardiness or absence.

If an employee is absent for three (3) consecutive days due to illness, they must provide proof of a doctor’s appointment upon returning to work.

Consistently poor attendance or excessive tardiness is disruptive and may result in disciplinary action, up to and including termination of employment.

Rest Periods

Employees are entitled to a 10-minute paid rest break for every four-hour work period.

Rest breaks cannot be taken at the beginning or end of the workday to adjust arrival or departure times.

Employees who choose to work through their rest breaks will not receive additional compensation.

Meal Periods

Employees who work eight or more hours a day are entitled to a 30-minute unpaid meal break. This break does not count toward the hours worked.

During the meal break, employees must be completely relieved of all work duties. If a non-exempt employee is required to perform any work tasks during their meal break, they must be compensated for that time, and it will be included in their total hours worked.

Personal Appearance

Dress, grooming, and personal cleanliness play a key role in maintaining employee morale and shaping the business image that the Entities present to customers and visitors.

During business hours or when representing the Entities, employees are expected to maintain a clean, neat, and professional appearance. Attire and grooming should align with the requirements of the position and general social standards, especially for roles that involve direct interaction with customers or visitors.

The Administrator and Supervisor are responsible for determining what constitutes appropriate dress for each role. If you have any questions regarding dress code expectations, consult your supervisor.

When necessary, reasonable accommodation may be provided for employees with disabilities or for religious purposes.

Employee Conduct

To maintain an orderly and productive work environment, employees are expected to follow workplace rules that protect the interests and safety of both employees and the organization.

> While it is impossible to list every type of misconduct, the following are examples of behaviors that may result in disciplinary action, up to and including termination of employment:

- Theft or unauthorized possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Negligence or misconduct leading to damage of employer or customer property
- Insubordination or other disrespectful conduct
- Violation of safety or health regulations
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or unreported absences
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory job performance or behavior
- Creating or contributing to a negative or hostile work environment

Employment with the Entities is based on mutual consent. Both the employee and the employer have the right to terminate the employment relationship at any time, with or without cause, and with or without prior notice.

Leave Provisions

Employees must report any time off from their assigned work schedule to the Administrative Director or Supervisor.

- Leave requests must be submitted in writing two (2) weeks in advance of the requested dates.
- Sick leave and injury leave requests should be made as soon as reasonably possible.

All scheduled time off is subject to approval based on the continued need for public service, as determined by the Administrator or Supervisor.

Unapproved Absence

Employees must obtain approval from their supervisor before being absent from their assigned duties. Unapproved absences will not be tolerated.

Drug and Alcohol Use

The Entities are committed to maintaining a drug-free, healthful, and safe workplace, in compliance with the Drug-Free Workplace Act of 1988. Employees are required to report to work in a mental and physical condition that enables them to perform their duties effectively.

Employees are prohibited from:

- Receiving, using, possessing, manufacturing, distributing, dispensing, selling, or transporting alcohol, illegal drugs, or cannabis while on the Entities' premises or while engaged in any business-related activities outside of the Entities' premises.

Employees may use legally prescribed medication on the job only if it does not impair their ability to perform essential job functions safely and effectively without risking harm to themselves or others.

As a condition of continued employment, all employees agree to:

- Abide by the terms of this policy.
- Notify the Entities, in writing (through their immediate supervisor), of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days of the conviction.

Criminal Convictions Post Hire

Employee Disclosure Requirement: Employees who are convicted of a crime after being hired must:

- Notify the Administrator within 3 days of the conviction.
- Cooperate with a review process to assess the impact of the conviction on their employment

Failure to disclose convictions may result in disciplinary action, including termination of employment.

Employer Assessment Process: When evaluating an employee’s post-hire conviction, the employer will consider:

- The severity and nature of the offense.
- Whether the conviction relates to the employee’s job duties.

- Whether it poses a risk to workplace safety, clients, or company assets.
- Evidence of rehabilitation or mitigating circumstances.
- Employees have the right to provide context regarding their conviction before any employment action is taken.

After completing the Employer Assessment Process, the employer may:

- Issue a warning or job reassignment if necessary.
- Terminate employment if Employer, following the Employer Assessment Process reasonably determines that the conviction has a "rational relationship" to the job.

Workplace Violence

The Entities are committed to preventing workplace violence and ensuring that the Entities remain a safe place to work. This policy outlines the guidelines for addressing intimidation, harassment, violent acts, or threats of violence that may occur during business hours or on our premises at any time.

Employees are expected to treat their co-workers, including supervisors and temporary employees, with **courtesy and respect** always. Fighting, playing tricks, or engaging in any behavior that could harm others is not acceptable. Firearms, weapons, and other dangerous or hazardous devices or substances are **strictly prohibited** on Entities' premises.

Employees must not engage in:

- Intimidation, threats, or hostile behavior.
- Physical or verbal abuse.
- Vandalism, arson, or sabotage.
- Bullying or coercion of co-workers, customers, or the public.
- Any other conduct deemed inappropriate by the Administrator.

The Entities do not tolerate any form of **harassment**, including harassment based on:

- Age (40 and over)
- Race, sex, gender, color, religion, national origin, disability, genetic information, or any other protected status under federal, state, or local law.

If you witness or experience any threat or act of violence, you should immediately report it to your **supervisor** or **Administrator**. Provide as many details as possible when reporting a threat of violence. If you observe any suspicious people or activities, report them right away. Do not

place yourself in danger. If you hear or see a disturbance near your work area, avoid engaging in the situation or trying to resolve it yourself.

All reports of violent acts, threats, and suspicious activities will be investigated. The identity of anyone making a report will be protected, if possible. If employees are found to have engaged in inappropriate behavior, management will take appropriate action based on the situation.

If you are experiencing a dispute with another employee, you are encouraged to discuss the issue with your **supervisor** or the **Administrator**. The Entities are committed to helping resolve conflicts before they escalate into more serious or potentially violent situations.

Pet Policy

The Entities are committed to ensuring the health and safety of all employees and the public who use any of the Entities' facilities.

Employees may bring their dog to work only if their job allows and by following these guidelines:

- The dog must be **vaccinated for Rabies**, and it is recommended to also have a Bordetella vaccination.
- The dog must not be disruptive to other staff members. Repeated violations of this rule may result in suspension or termination of the privilege to bring the dog to work.
- Employees are financially responsible for any damages or cleaning costs related to their dog, including damage from accidents, excessive pet hair, or odor removal in Town facilities.
- The Entities assume no responsibility or liability for the behavior of the dog, or for any injury to the dog or others.
- Employees must have prior permission from their supervisor to bring their dog to work.
- Dogs must be kept on a fixed-length, hand-held leash no longer than 6 feet, or be confined to the employee's work area.
- The owner must immediately clean, deodorize, and sanitize any accidents their dog causes in any of the Entities' facilities.

The privilege of bringing dogs into the workplace under these conditions may be revoked at any time, for any reason. Concerns regarding dogs in the workplace should be reported to the Administrator.

Job Posting

When a job vacancy occurs, it will be filled with the most qualified applicant available as determined by the Supervisor, Administrator and/or Personnel Committee. To the extent permitted by law, preference may be given to current employees, or a veteran of the U.S. Armed Forces. The Entities will notify current employees about promotional opportunities before making a promotion decision.

Job announcements will be posted on all official bulletin boards and website for a minimum of five business days. A current employee may apply for the position during this period. Additionally, job announcements shall be placed in newspapers or advertising media. The announcement will include the title, duties, and minimum qualifications of the class, the time, place and application instructions, and benefits.

Application forms of an applicant who is hired will be placed in the employees' personnel file. All applications shall be held for a period of twelve (12) months. Applications for employment over one (I) year old may be destroyed to the extent permitted by law.

Access to Personnel Files

The Entities maintain personnel files for all employees. Some items in an employee's personnel file are confidential and may not be released to the public or board members without prior written consent from the employee. These confidential items may include, but are not limited to:

- Home addresses and telephone numbers
- Letters of reference
- Financial information
- Scholastic achievement data
- Medical records

Employees have the right to review and obtain a copy of their personnel file at least once annually, upon request, in accordance with C.R.S. § 8-2-129. Employees may only review their file in the presence of a representative of the Entities.

Items that may be placed in an employee's personnel file and released to the public include:

- Applications for employment (excluding Social Security number)
- Employment agreements

- Performance ratings
- Compensation information (including expense allowances and benefits)

Personnel Data Changes

The Entities maintain a personnel file to record your employment details. It is important that this record remains up-to-date and complete to ensure that you can be contacted in an emergency, forward your mail, and manage your insurance and other benefits correctly. Keeping your information current also helps track payroll deductions and other aspects of your employment.

Please notify the Administrator or Town Clerk immediately if there are any changes in the following areas:

- Name
- Residence address
- Telephone number
- Personal email address
- Marital status
- Insurance changes
- Tax exemptions
- Emergency contact person
- Any other relevant information

Pay Rates

Pay rates are at the employer's discretion. A cost-of-living increase may be considered annually. The Administrator/Supervisor shall be responsible for recommending to the Entities wage and salary rates as part of the budget request for the following fiscal year. An approved budget which includes a provision for a pay increase is not a guarantee that a pay increase will be implemented. The Entities will strive to maintain internal equity in the pay and benefits for all positions. The effective date for any salary increase shall be the first day of the pay period following approval of the increase. Merit raises or pay increases are discretionary.

Employee Orientation and Evaluation

Orientation

Supervisors are responsible for providing orientation to new employees. The orientation will cover the following topics:

- Pay plans
- Personnel rules
- Fringe benefits
- Safety procedures and programs
- Office or work area policies
- Grievance procedures
- Required employment forms
- Any other policies or programs relevant to the employee's role

Orientation will be provided on an ongoing basis as policies and procedures are created or updated.

Evaluation

All full-time employees and continuous shared positions will receive written performance evaluations prepared by their supervisor or Administrator on an annual basis, prior to the budget submission, to determine potential pay increases.

Evaluations will be based on the job duties and responsibilities of the employee's position, as identified by the Supervisor or Administrator. The employee must sign the evaluation form to confirm that the evaluation was discussed. Signed evaluations will be placed in the employee's personnel file.

Employee Insurance Benefits

The Entities participate in the following insurance programs as required by law:

- Social Security Insurance
- Unemployment Compensation Insurance
- Worker's Compensation Insurance – Employees who are injured while performing their duties or who develop an occupational disease are entitled to benefits under the Colorado Worker's Compensation Act. Worker's compensation insurance is designed to cover doctor's expenses and other costs related to work-related injuries or diseases.

Worker's Compensation Insurance

To receive benefits, injured employees must report all injuries within twenty-four (24) hours to their immediate Supervisor (or designee), who will forward the information to the Administrator and the worker's compensation insurance carrier. Prompt reporting ensures that the employee can qualify for coverage as quickly as possible.

All claims and related circumstances will be reviewed by the Entities' worker's compensation insurance carrier. The carrier's decision will be final and binding, subject to appeal by the employee to the Colorado Department of Labor & Employment, Division of Worker's Compensation.

The Entities provide a comprehensive worker's compensation insurance program. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

Paid Time Off (PTO)

Paid Time Off Table (for illustrative purposes only)

Months of Service	Years of Service	Annual PTO	Monthly PTO
1-120	1-10	168 hours (21 days*)	14 hours
121 +	10+	208 hours (26 days*)	17.34 hours

* Assumes an 8 hour work day and a 40 hour work week

(1) Eligible employees are entitled to accrue paid time off (PTO) from work for use as vacation leave, sick leave, and/or for other personal reasons. PTO is paid leave.

(2) Regular full-time employees will accrue PTO according to the following schedule:

Regular full-time employees will begin accruing PTO from their hire date, and it will be available for use after completing three (3) months of employment. Beginning on the first day of employment and continuing through the 120th' month (10 years) of continuous employment, employees accrue paid time off at the rate of 14 hours per month for a maximum of 168 hours of PTO each year.

Beginning on the first day of the 121st month and continuing thereafter (IO+ years) of continuous employment employees accrue paid time off at the rate of 17.34 hours per month for a maximum of 208 hours of PTO each year.

Regular part-time employees accrue PTO on a pro-rated basis according to the

number of hours that they are regularly scheduled to work.

(3) For purposes of PTO, a "year" is the 12-month period following the employee's anniversary date of hire.

(4) Employees continue to accrue PTO during a **paid** leave of absence. Employees do not accrue PTO during an **unpaid** leave of absence unless otherwise required by law.

(5) An employee's use of PTO may run concurrently with any unpaid leave that the employee is entitled to under Company policy or applicable law.

(6) Notice of PTO use; if the need to use PTO is foreseeable employees must provide at least ten (10) business days written notice to the Administrator or Supervisor. If the employee's need to use leave is unforeseeable, the employee must provide notice as soon as practicable. Notice for unforeseeable leave must be in writing unless it is not practicable for the employee to provide such notice. Employees' use of PTO requires the approval of the employee's supervisor.

(7) Employees may carry over any unused PTO into the next year. The Entities will pay an employee for their accrued but unused PTO at the time of separation from employment, up to the maximum accruals of 168/208 described above, respectively. The Entities will make such payment at the employee's pay rate in effect at the time the employee accrued the leave time.

(8) If an Entity-observed holiday falls during your use of PTO, you will receive holiday pay for the day and the day will not be charged to your accrued PTO.

(9) PTO is not considered hours worked for purposes of calculating an employee's entitlement to overtime pay.

(10) PTO may be assigned in writing to another employee when that employee has used all their available PTO.

Retirement Contribution

The Entities recognize the importance of long-term financial security for employees and support retirement planning. As part of this commitment, the Entities will contribute $3,000 to an

IRA/Retirement Fund on behalf of any full-time employee who has completed 12 consecutive months of employment.

This contribution is made annually and is subject to any applicable regulations governing retirement contributions. Employees are encouraged to consult with a financial advisor to ensure they maximize the benefits of this program.

Medical Insurance

The Entities currently participate in a group insurance plan, which is reviewed annually. The entities will contribute up to $900 for each full-time employee/continuous shared position toward the designated group insurance plan. Any amount over the $900 will be deducted from the employee's paycheck. Each full-time employee is eligible to enroll in the group plan after three (3) months of employment. The entities will contribute only to the designated group insurance plan. If an employee chooses not to participate in the designated group plan, they will not be compensated for outside insurance policies. The $900 contribution does not include dependent coverage; employees are responsible for any additional costs associated with insuring dependents.

Life Insurance

The Entities provide a basic term life insurance policy for each full-time employee working over 36 hours per week. Eligible employees will receive coverage starting on the first day of the month following three (3) full months of employment.

Holiday Leave

The following are the official paid holidays for all full-time employees/continuous shared positions except as otherwise provided herein:

- New Year's Day
- MLK Jr Day
- President's Day Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving & Friday following Thanksgiving

- Christmas Eve & Christmas Day

Should a holiday fall on a Saturday or Sunday, the prior or following workday shall be recognized as the holiday. If specific job requirements deny the designated day, another day may be taken, or overtime compensation could be paid with prior written supervisor approval allowable per the Personnel Policy and State Law.

If Christmas Day or New Years Day falls on a Monday, the following Tuesday will also be considered a paid holiday and Town Hall will be closed.

If a holiday falls on a scheduled day off on Monday through Friday, then **no** additional compensation shall be paid.

Bereavement Leave

Leave for a death in an employee's immediate family will be given with pay for a period not to exceed three (3) days. Employees may use PTO or unpaid leave if additional time off is needed, with approval from the supervisor or Administrator.

Jury and Court Leave

Employees shall be compensated for time served on jury duty as outlined in CRS 13.71.126. The Entities recognize jury duty as a civic responsibility of everyone. 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.

Employers are required to pay up to $50 per day for the first three (3) days of jury duty if the employee is scheduled to work and a juror service certificate is submitted. Employers may pay more by mutual agreement.

Time Off to Vote

The Entities want employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, you will be granted up to 2 hours paid time off to vote during the beginning or end of your work shift, unless there are three or more nonworking hours between the opening and closing of the polls. If you need time off to vote, see your supervisor for the time off at least two days before Election Day.

Employee Political Activities

An employee who becomes a candidate and who is elected to a municipal office in the Town of Norwood or seated as a Board member of the Town of Norwood, Norwood Sanitation District or Norwood Water Commission shall resign his/her employment from the Entity. The same applies to a candidate for office becoming an Entity employee.

Campaign Related Activities

The Entities encourage Entities' employees to participate in matters of responsible citizenship and do not intend to interfere with the conduct of Entity employees engaged in political activity, so long as the activities are confined to hours when the employee is not on duty and further provided that the activities do not impair the employee's efficiency at their job with the Entities. Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment as is outlined in the Hatch Act:

1. Covered employees may not use their official authority or influence for the purpose of interfering with or affecting the results of elections or nominations for office.
2. In addition, they may not directly or indirectly coerce, attempt to coerce, command, or advise other covered employees to pay, lend or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Any employee may be a candidate for a partisan political office unless the employee's salary is fully funded by federal dollars and provided the involvement does not interfere or present a conflict of interest with his or her job. If involvement is necessary during normal working hours, the individual must take authorized leave. Employees are also prohibited from using town facilities for partisan campaign activities during or after town hall office hours.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and/or political activities.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and C.R.S. § 28-3-601 et seq.

Parental Leave

A full-time or part-time employee who becomes pregnant, whose partner becomes pregnant, or who adopts a child will be granted 6 weeks of paid leave. The employee must be employed for at least one year to be eligible. Pay will be provided at the employee's current rate of base pay at the time of leave and will not include overtime or commissions. Part-time employees receive a pro-rate amount based on the weekly schedule.

For non-birthing parents, parental leave is to be taken immediately following the birth or adoption of the child and run concurrently with the Family and Medical Leave Act (FMLA) if eligible. For birthing parents that are eligible for this leave it will run concurrently with FMLA.

Contact the Administrator to request leave.

Employee Development

Employees will be given the opportunity to develop their work capacity so that they can improve and extend their contribution to the Employer.

The Administrator must approve in advance any employee training to determine the value to employee and Entities. Each Entity will be responsible for the cost of training that only benefits them (i.e. Sanitation District, Water Commission or Police Department.) The employee must remain in the employment of the Entity for one (1) year after said training was paid for or the employee shall reimburse the Entity for the full amount of training.

Business Travel Expenses

The Entities recognize the following as eligible for travel and related expense reimbursement within the guidelines set forth in this policy: Full and part time employees: (mileage, meals, lodging and incidental expenses)

The Entities, in conformance with Internal Revenue Policies, reimburses travel expenses on an "actual expense" basis and do not use the "per diem allowance" basis for reimbursement. All eligible expenses submitted for payment must have receipts supporting the claim. Entities will reimburse, when approved, the actual costs of travel, meals, lodging, and other expenses directly

related to accomplishing business travel objectives. Employees are expected to limit expenses to reasonable amounts.

Cell Phone Per Diem

This policy establishes guidelines for providing a per diem allowance to employees who use their personal cell phones for business-related purposes. The goal is to ensure fair compensation for work-related mobile usage while maintaining cost efficiency.

This policy applies to employees who are required to use their personal cell phones for work-related communication, including but not limited to:

- Business calls, emails, or text messages
- Accessing company systems or applications
- Work-related travel communication

Employees approved for a cell phone per diem will receive a $25.00 monthly set reimbursement to cover a portion of their personal phone expenses. The per diem is considered a taxable stipend and will be included in the employee's paycheck. It is not subject to expense reimbursement submissions.

- Employees must obtain administration approval before receiving the per diem.
- Eligibility is based on job responsibilities that require consistent mobile phone usage.
- The Entity does not require employees to submit monthly phone bills but may conduct periodic reviews to ensure continued eligibility.

Employees receiving the per diem must:

- Maintain an active phone plan capable of supporting work-related needs.
- Ensure their phone is in good working condition for business use.
- Follow company policies regarding data security and confidentiality when using personal devices for work.

This policy does not cover personal cell phone expenses beyond the approved per diem amount. Employees who prefer to use a company-provided phone are not eligible for the per diem. The company reserves the right to adjust or terminate the per diem at any time based on role changes or budgetary constraints. Employees must notify the administrator if their phone number or plan changes. Non-compliance with this policy may result in the loss of the per diem benefit.

Safety

It is the responsibility of each employee to always learn and observe safety practices and procedures. All employees must use the safety equipment provided by the Entities. The Entities

will provide opportunities to all employees for safety training through off-site seminars and training videos. Any employee who has a question concerning a safety practice should inquire of his/her supervisor or the designated Safety Coordinator/Public Works Director. Violation of the adopted safety practices, rules and regulations shall result in disciplinary action.

Safety Equipment and Requirements
Employees are encouraged to work safely and adhere to the following guidelines:

- Protective eye equipment must be worn while operating jackhammers, grinding machines, or when working with tools and equipment that may cause eye injury.
- Protective headgear must be worn in construction areas.
- Safety shoes must be worn in construction areas or any area where there is a reasonable possibility of toe injury.
- A reflective ANSI vest must be worn at all times while working.
- Warning devices must be properly placed to protect employees working in vehicular traffic.
- Safety belts, if provided, must be worn while operating any Town/Entity vehicle or equipment.
- Hearing protection must be worn in areas where noise levels may cause hearing damage.

Any requirements specified herein are in addition to applicable Federal or State laws. This policy does not override or excuse compliance with Federal or State law.

All protective or safety equipment as required by law or regulations shall be provided by the Entities.

Reporting Accidents and Injuries

If an employee sustains an on-the-job injury or causes damage to Entity-owned equipment or to public or private property while on duty, the employee shall report the facts of the incident to his or her Supervisor immediately. The employee must also provide all relevant information and copies of any reports to the Administrator.

Timely reporting is critical to ensure proper documentation, investigation, and compliance with workplace safety regulations.

Entity-Owned Vehicles

Entity-owned utility vehicles shall be used for official business only. An employee authorized to drive an Entity-owned utility vehicle, or any equipment must have a valid Colorado operator's license with the proper endorsements. An employee operating an Entity-owned vehicle shall observe all traffic laws and use common sense and good judgment and drive courteously at all times. **Employees must use seatbelts at all times.**

At the beginning of his/her employment any employee operating an Entity-owned/utility vehicle shall authorize the Administrator to request a copy of their driver's report from the state. The Administrator or Town Clerk may request the employee's driver's report on a yearly basis.

Some employees may be authorized to take Entity-owned/utility vehicles to their homes during off duty hours. Such privileges shall be specifically authorized in writing by the Entity and may be granted if in the Entity Board's judgment there is a need for that employee to respond to emergency situations. When such a privilege is granted, the vehicle shall be used only for transportation to and from work and for official business. If an employee is using a vehicle for official business, then he may use the vehicle to transport personal items providing there is no extra mileage put on the vehicle. The Entity reserves the right to revoke this privilege. No employee shall use prescription or non-prescription drugs which contain any warning concerning the operation of the vehicle or equipment while operating Entity-owned equipment or vehicles.

Vehicles essential in fulfilling your job duties are expensive and may be difficult to replace. When using Entity property, you should be careful and follow all operating instructions, safety standards and guidelines. Notify your supervisor in writing if any vehicle appears to be damaged, defective, or in need of repair and/or maintenance. When you promptly report damages, defects and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or other people. The improper, careless, negligent, destructive or unsafe use or operation of any Entity vehicle will not be tolerated. Employees using a vehicle owned or leased by an Entity may not use the vehicle for personal purposes, other than for approved commuting or de minimis personal use.

Private Vehicles

If there is not an Entity-owned vehicle available, an employee may be allowed by his/her supervisor to use a personal vehicle in the performance of official business. Permission to use a personal vehicle must be obtained in writing in advance of the use. The employee shall be reimbursed by the Entity for the mileage driven at the published Internal Revenue rate per mile.

The employee shall be solely responsible for maintaining adequate insurance on this vehicle. The employee agrees as a term of this permission to indemnify and hold harmless the Entity of any liability caused by the use of the personal vehicle. The employee should be aware that most personal insurance policies will not cover business use unless specifically designated. The employee should contact his insurance carrier about coverage prior to using his/her vehicle for official business.

Vehicle Accidents

In the event of an accident involving an Entity-owned or personal vehicle used for official business, the employee must immediately notify their supervisor, comply with all state reporting requirements, and provide necessary documentation to the Administrator.

Equipment

Employees must exercise care and follow all safety guidelines when using Entity-owned equipment, as it is often expensive and difficult to replace. Required maintenance should be performed as necessary. Any damaged or defective equipment must be reported promptly to the Supervisor/Administrator to prevent further deterioration or injury. The Supervisor/Administrator can provide guidance on maintenance responsibilities. Improper, negligent, or unsafe use of equipment may result in disciplinary action, up to and including termination.

All communication systems are the property of the Entities and intended for business use. Therefore, the Entities maintain the ability to access any computer files, use of software, Internet usage, e- mail, text messages and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. Other than management or IT employees acting on behalf of the Entities, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, texts or voice mail without proper permission. See your supervisor for additional policy information.

Entities reserve the right to take appropriate action to protect or recover property as necessary.

Disciplinary Action

Disciplinary actions may take the form of verbal reprimand, written reprimand or suspension. The employees' Supervisor or Administrator may assume the responsibility for administering disciplinary measures as appropriate These actions may be applied in any order based on the circumstances and severity of the issue.

Types of Discipline

- **Verbal Reprimand -** The Supervisor may verbally instruct the employee on proper performance or address any issues.
- **Written Reprimand -** A formal written reprimand may be issued by the Administrator or Supervisor. This document is provided to the employee, added to their permanent personnel file, and must be reviewed and signed by the employee.
- **Suspension –** Administrator or Public Works Director may suspend an employee with or without pay for any period, depending on the seriousness of the problem. Before imposing a suspension, an investigation will be conducted. The circumstances resulting in suspension shall be explained in a written communication to the employee and a copy of the written communication shall be placed in the employee's personnel file.

Grievance and Appeal Procedures

The Entities/Personnel Committee encourages informal resolution of grievances, with supervisors and employees expected to address issues as they arise. However, formal grievance procedures are available when necessary.

Initial Grievance Submission - Employees have three (3) working days after the incident or occurrence upon which a grievance is based to present a grievance to the Administrator and or Supervisor, who shall make inquiry into the facts and circumstances of the grievance. The Administrator and or Supervisor shall attempt to resolve the problem promptly and fairly and notify the employee of the grievance decision in writing within three (3) working days.

Appeal Process - If the employee is dissatisfied with the Administrator and or Supervisor's decision, the employee shall submit a written request for review of the decision to the Town Board/Entities/Personnel Committee within five (5) working days of receiving the initial decision. The Town Board/Entities/Personnel Committee shall make such an investigation as deemed necessary and shall, within twenty-five (25) working days after the receipt of the employee's request for review, inform the employee in writing of the decision. The written decision of the Town Board/Entities/Personnel Committee shall be deemed final as of the date of the decision.

Time Extensions - The foregoing time limits may be extended by mutual written consent of the employee, the Administrator, Supervisor, and Town Board/Entities/Personnel Committee.

Dismissal/Termination

An employee may be dismissed, with or without cause, by written notice from the Administrator or Public Works Director. Upon termination, a forwarding address shall be given for the purpose of obtaining W-2 information.

Separation from Employment

We request that Employees who wish to resign their positions shall notify their Supervisor or the Administrator of their anticipated departure date and attend an exit interview to discuss various separation matters such as the conversion of insurance, return of property, delivery of final paycheck, etc...

Former Employees may be considered for future re-employment provided they qualify for the position of interest and while they were employed with the Entities maintained satisfactory performance and attendance.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Entities. Although advance notice is not required, the Entities request two (2) weeks' written resignation notice from all employees. The requested notice period shall not include any vacation, sick leave or other time off.

Return of Property

Employees are responsible for returning all Entity-issued property, including but not limited to credit cards, phone cards, equipment, keys, manuals, computer passwords, and written materials. All items must be returned to the Supervisor on or before the employee's last working day.

Where permitted by law, the Entity may deduct the cost of unreturned items from the employee's final paycheck.

Purchasing Policy

Purchases Over $5,000.00 – Require prior approval from the Administrator, Public Works Director, Mayor or Board Chair, unless an immediate expenditure is deemed necessary by the Administrator or Public Works Director to protect public health, safety, welfare, or property.

Inventories

Supervisors must maintain an inventory of all equipment and parts stock maintained within that individual's department. Inventories shall be submitted to the Town Clerk for permanent record keeping within thirty (30) days after adoption of this policy. Updates should be submitted to the Town Clerk quarterly for permanent record keeping.

Acknowledgement of Receipt

The undersigned Employee acknowledges that I have received a copy of the Personnel Policy Manual dated September 2025. I understand that I am to become familiar with its contents. Further, I understand:

- My employment with the Entities is at-will. I have the right to end my work relationship with the Entities, with or without advance notice for any reason. The Entities have the same right.
- The language used in this manual, and any verbal statements of management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration.
- The manual is not intended to be and is not all inclusive but is intended to provide the employee with a summary of some of the Entities' guidelines.
- This edition replaces all previously issued Personnel Policy Manuals. The need may arise to change the guidelines described in the manual, except for the at-will nature of employment. The Entities therefore reserves the right to interpret them or to change them without prior notice.

Employee's Name (printed) _____

Employee's Signature _____

Date _____