

CLEAR CREEK COUNTY PERSONNEL HANDBOOK

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Clear Creek Board of County Commissioners
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IMPORTANT NOTICE

AT CLEAR CREEK COUNTY (INCLUDING OFFICES OPERATED BY ELECTED OFFICIALS), NEITHER THE EMPLOYEE NOR THE COUNTY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH CLEAR CREEK COUNTY IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF CLEAR CREEK COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS (BOCC) TOGETHER WITH THE ELECTED OFFICIAL IN ELECTED OFFICIALS' OFFICES, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF OR RELATING TO THE TERMS OF EMPLOYMENT AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOCC AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COUNTY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF CLEAR CREEK COUNTY. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

Elected Officials offices and certain departments may have additional guidelines – if they have been reviewed and approved by the County Attorney – due to unique statutory or operating requirements. When so identified herein, those policies may be an exception to this Personnel Handbook; such a policy also will be identified on its face as being an exception to the Personnel Handbook.

INTRODUCTION

WELCOME TO CLEAR CREEK COUNTY

We are glad to have you join our very capable and progressive County employee workforce.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

Clear Creek County is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, ancestry, color, creed, disability, genetic information, national origin, race, religion, sex, sexual orientation, gender identity, veteran status, or any other status protected by applicable federal, state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

SEXUAL HARASSMENT

Clear Creek County strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- 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 conduct themselves in a professional and businesslike manner at all times. Conduct which 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-mails.
- 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.

EQUAL EMPLOYMENT OPPORTUNITY/HARASSMENT COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO/ Non-Harassment Policy based on the protected classes listed above, including sexual harassment, please use the following complaint procedure. The County expects employees to make a timely complaint to enable the County to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Human Resources Manager, the County Manager, or applicable Elected Official, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

The County prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been retaliation based on our EEO/Non-Harassment policy, please follow the complaint procedure outlined here.

If the County determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

ADA AND RELIGIOUS ACCOMMODATION

Clear Creek County 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 County or cause a direct threat to health or safety. Requests for accommodation must be made to the Human Resources Department.

PREGNANT WORKERS ACCOMMODATION

Workers of Clear Creek County who are experiencing a health condition related to pregnancy or the physical recovery from child birth, may need reasonable accommodations.

Clear Creek County requires an employee to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a work accommodation. Once Human Resources receives the necessary information for the accommodation, Human Resources and the Supervisor will meet with the employee and engage in a timely, good-faith, and interactive process to determine effective, reasonable accommodations for the employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition. Contact Human Resources for an accommodation request.

PROBLEM SOLVING

An employee who disagrees or is dissatisfied with work related matters should promptly discuss the matter with his/her immediate supervisor. Discussions held in a timely manner will enhance our ability to resolve concerns while the issue is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, an employee is encouraged to take the complaint to his/her supervisor's supervisor for review. Should the employee not feel comfortable taking his/her complaint to the supervisor's supervisor, the employee can take the complaint to Human Resources. The reviewing party may conduct a paper review of the complaint or schedule a meeting with the employee and the supervisor involved.

Your personal or anyone else's blog, wiki, or social networking site is not the appropriate place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues at work. The County cannot address a complaint it does not know about, so such complaints should be made in the manner provided in this Handbook.

PERSONNEL RECORDS (PAPER)

Human Resources has a personnel file as a record of your employment. This file contains documents which are not available on the Employee Self-Service website. Elected Officials may also maintain personnel files for employees in their office.

All requests to view an employee's personnel record must be in writing addressed to the Human Resources Manager or Elected Official and giving reasonable advance notice. (For more detailed information, see the Personnel

Records and Personally Identifiable Information Policy). For any questions or concerns about your electronic personnel file on the Employee Self-Service Website, please contact the Human Resources Department.

EMPLOYMENT CLASSIFICATION

EXEMPT EMPLOYEE

Exempt employees must be paid on a salary basis and are not eligible for overtime pay. This means exempt employees will regularly receive a predetermined amount of compensation each pay period.

NON-EXEMPT EMPLOYEE

Non-exempt employees (excluding certain Sheriff's office employees) are eligible for paid overtime at one and one-half (1½) times their regular rates of pay for all hours worked in excess of 40 hours per workweek.

Certain jobs of the Sheriff's office are eligible for paid overtime at one and one-half (1½) times their regular rate of pay for all hours worked in excess of 80 hours in a two week pay period. Employees of the Sheriff's office should contact their supervisor to see if this applies to their jobs.

FULL-TIME EMPLOYEE

An employee normally scheduled to work at least 30 hours per workweek or more.

PART-TIME EMPLOYEE

An employee normally scheduled to work at least 20 hours but less than 30-hours a workweek.

PART-TIME 2 EMPLOYEE

An employee normally scheduled to work at least one hour but less than 20-hours a workweek

SEASONAL EMPLOYEE

Workers who are hired for a job for a specific time of business need, e.g. summer season, election season, and are employed for usually less than six months.

TEMPORARY EMPLOYEE

An employee who is hired in a job established for a temporary period or a specific assignment.

WORK HOURS AND PAY

BUSINESS HOURS OF COUNTY GOVERNMENT

The hours of the courthouse are 8:30 AM to 4:30 PM daily with the exception of Saturdays, Sundays and Holidays, or such other times as declared by the Board of County Commissioners. Some departments have different business hours.

WORKWEEK

For the purpose of calculating overtime or compensatory time off, the workweek is seven (7) consecutive days beginning at 12:01 AM Monday through 12:00 Midnight Sunday, except for some jobs in the Sheriff's Office.

ALTERNATE WORKWEEK

For the purpose of calculating overtime or compensatory time off, the Sheriff's Office recognizes the workweek listed above as well as other work periods. Sheriff's Office employees are assigned "work periods," based on FLSA rules specific to law enforcement. See the Sheriff's Office policy for additional information.

HOURS WORKED

For purposes of overtime, hours worked do not include personal time off, compensatory time off taken, holiday leave, or any paid leave.

LUNCH PERIOD

Each County employee who works a minimum of 5 consecutive hours is strongly encouraged to take a meal break, free from work duties, of thirty minutes each work day. The County does not pay employees for this time. Meal periods may not be accumulated or taken at the beginning or end of the day on a regular basis. Nor may an employee regularly not take at least a thirty-minute unpaid break each day. Working through your lunch will not be tolerated. Sheriff's Office, Coroner's Office, and Emergency Medical Services employees may be required to have paid on-duty meal time.

BREAKS

It is appropriate for an employee to take a ten minute break after two hours of work. Break times may not be accumulated to extend the lunch hour or change the work period. These break times are paid time.

MAXIMUM WORK HOURS PER SHIFT

A maximum of twelve (12) consecutive hours will be allowed during any time period worked, unless an emergency situation exists. However, CDL holders must comply with Department of Transportation hours of operation for driving commercial vehicles. Emergency Medical Services are exempt from this due to the work schedules specific to this line of work.

EMPLOYEES SERVING AS EMERGENCY WORKERS

Any non-essential employee of Clear Creek County may be asked to serve as an emergency worker during an emergency. See the Disaster/Emergency Compensation Policy.

ON-CALL/CALL-OUT

On-call/call-out guidelines vary by department. For specific information regarding on-call/call-out, contact your Supervisor.

On-Call is – A non-exempt employee who is required to remain available to be called back to work, if the need arises. Typically the on-call schedules allow sufficient freedom, response times, and infrequency that the on-call time is ordinarily not compensable.

Call-Out is – A Non-exempt employee who is subject to call-out practices as defined within his/her department and will be paid for the time worked. The County will pay a minimum two hours for a call-out even if it does not last two hours long, which is paid at the employee's regular rate of pay and is not considered in the computation of overtime. This call-out pay is paid in addition to the employee being paid for the time it takes to handle the call-out situation. The Call-out stipend is not paid when an employee is called in early or is required to work late. Also, the County does not pay for home-to-work travel time.

OVERTIME

The County may require overtime from all employees in the event of increased work load or emergencies. All overtime by non-exempt employees must be approved in advance by the supervisor. Working Overtime without supervisory approval will not be tolerated.

OVERTIME - HOW PAID/WHEN PAID

1. Overtime can be paid in one of two ways – Compensatory Time Off or Overtime pay.
2. Compensatory Time Off & Overtime – all hours that are worked in excess of 40 are paid at a rate of 1 ½ times the regular rate of pay.
3. Overtime is compensated by Compensatory Time Off except when approved by your Supervisor, subject to the limitations set forth below.
4. Compensatory Time Off may not exceed an accumulation of an unused forty-eight (48) hours per employee. All overtime worked which would cause a greater accumulation, will be paid through payroll.
5. Employees are paid for all unused Compensatory Time Off at the time of separation from County employment.
6. All unused Compensatory Time Off will not roll-over to the next year. Employees will be paid for all earned and unused Compensatory Time Off in the last pay of each year.
7. Temporary employees may not receive Compensatory Time Off, but shall be paid through the regular payroll procedure for hours worked in excess of forty (40) hours per week at a rate of 1½ times the regular rate of pay.

LIMITATIONS ON COMPENSATORY TIME OFF:

1. Earned Compensatory Time Off must be used for any requested leave before using PTO.
2. Supervisors may deny the request to take Compensatory Time Off if its use unduly disrupts the operations of the department.

LIMITATIONS ON OVERTIME

1. Exempt employees are not eligible for Overtime pay or Compensatory Time Off. (See Exempt Employee). Exempt employees are expected to work the normal 40 hour workweek, plus whatever additional time may be required due to the demands of the job.
2. For purposes of calculating Overtime payments, only hours actually worked are counted. Hours which are paid but are not worked -- such as holiday, courthouse closure, or any other paid leave, are not counted as hours worked when computing Overtime. Hours which are paid but are not worked will be paid at the employee's regular hourly rate.

TIME SHEETS

Time sheets must be accurately kept through the County's electronic time sheet program. Each employee shall enter his/her own time on a daily basis. Falsifying a time sheet or entering time information for another employee is prohibited.

Once your Time Sheet is completed, you must submit it to be approved by either your supervisor or the designated Time Sheet Reviewer in your department who upon approval submits the time sheet to payroll for processing. Time sheets must be turned in by no later than noon on the Monday after the pay period closes. (Occasionally for holidays or other circumstances, employees will be required to submit time sheets earlier).

Approved leaves, with or without pay, are to be reported on the County's time sheet. Since PTO requests can involve other pay continuation plans such as short-term disability, long-term disability, and workers' compensation, employees are expected to comply with any certification requirements under those plans (e.g., FMLA leave - doctor's certification. These documents are maintained in the Employee Self-Service Program). Failure to meet certification requirements could delay or reduce benefit amounts paid.

Clear Creek County expects exempt employees to use PTO for any absence unless other types of leaves have been requested and granted.

WAGES/SALARY

DIRECT DEPOSIT

For the employees' convenience, we offer the option of having paychecks automatically deposited to personal bank account(s). Employees are asked to enter their personal direct deposit information on the Employee Self-Service Site at least a week before a payday. New accounts added by an employee will be tested in the first payroll following the entry into the system. If the test is successful, the employee's next pay will be direct deposited to the new account. If the test fails, the process will start from the beginning again after entering corrections into the system. For further assistance, please contact the Human Resources Department.

Statements showing gross pay, deductions and net pay are viewable via the Employee Self-Service Site at any time.

DEDUCTIONS FROM SALARY

The County is committed to complying with salary basis requirements which allows properly authorized deductions. If you believe an improper deduction has been made from your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be investigated. If it is determined that an improper deduction has occurred, you will be reimbursed.

GARNISHMENTS

By court action, a creditor can require the County to withhold money from your pay. If required by law, the County will deduct the required amount from the employee's paycheck.

LAST PAYCHECK

If resigning from Clear Creek County, your last check will be processed on the next scheduled payroll. Generally a last employment check cannot be direct deposited, but will be a paper check.

PAYDAY

Employees are paid every two (2) weeks. If the regular payday occurs on a holiday, the payday is the following day after the holiday. On each payday, employees can view his/her statement on the Employee Self-Service Site showing gross pay, deductions and net pay.

PAYROLL ADVANCES

The County may in its sole discretion approve a payroll advance to an employee if the request is for an emergency situation. Any approved advance will be limited to ½ the net amount of what the employee has earned up to the date of the advance.

TRAVEL

TRAVEL FOR COUNTY BUSINESS PURPOSES

Employees may be reimbursed for all business related expenses and travel when such activity is budgeted, is for official County business, and has prior approval from his/her supervisor. Any out-of-state travel for business purposes must have prior approval by the County Manager or the Elected Official over your department. For more information see "Travel & Transportation Policy", or contact Human Resources Department. For reimbursement forms go to the "R" drive, "finance" and "forms."

TRANSPORTATION

The County prefers that employees use the most cost-effective and expedient mode of transportation when traveling on official County business. The County encourages employees to use County-owned vehicles for business activities when available and to car pool when more than one employee is attending the same activity. Reservations for a County pool vehicle, for departments that do not have assigned vehicles, must be made with the County Administrative Assistant. If a County employee must utilize his or her own vehicle for travel and has his/her supervisor's approval, the employee will be reimbursed at the current mileage rate allowed by the Internal Revenue Service.

County employees are prohibited from using County-owned vehicles for personal use, unless authorized by the Board of County Commissioners or Elected Official.

The County does not provide insurance coverage when employees drive personal vehicles while on County business. If an accident occurs, the employee must contact the insurance company insuring that vehicle.

Should a County employee have their license revoked or suspended, they cannot drive any vehicle nor can they drive to perform any County business .

CONDUCT

ALCOHOL, DRUG, & CONTROLLED SUBSTANCES ABUSE

ALL CLEAR CREEK COUNTY EMPLOYEES

Clear Creek County is committed to a safe, healthy, and productive work environment for all employees, free from the effects of drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore:

- (1) The possession, use, display, or transfer of controlled substances, marijuana or alcohol on County premises or during County time is strictly prohibited. (Law enforcement officers may possess, display or transfer in the course of their work).
- (2) Working after the use of alcohol, a controlled substance, marijuana, or abuse of any other substance is prohibited.
- (3) When an employee must take prescription or over-the-counter drugs, the employee must ask the medical professional or pharmacist if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must provide a statement to the Human Resources Department or Elected Official from the prescribing medical professional or pharmacist specifying any work restrictions and the duration. With input from the employee, Clear Creek County will determine if the employee should work in his regular job, be temporarily assigned to another job or placed off-work.

This policy applies to the possession, use, display or transfer of marijuana, both medical and "retail" (often called "recreational"), regardless whether you have a medical marijuana card pursuant to the Colorado Medical Marijuana Code.

DOT-REGULATED EMPLOYEES

Federal Regulations for testing apply. (See the County's Alcohol, Drugs and Controlled Substances Policy).

ATTENDANCE AND PUNCTUALITY

Regular attendance is considered an essential function of every job at the County and is necessary for the efficient operation of the County. All employees are expected to be on time to work. Employees that are going to be absent or late must contact their supervisor as soon as possible prior to the

start of their shift. Failure to notify your supervisor of an absence within forty-eight (48) hours will not be tolerated.

Excessive tardiness or absenteeism, in the opinion of the County, will not be tolerated.

COMMUNITY RELATIONS

Courtesy is vital in all relationships, both with the public and other employees. Employees doing County business are acting as representatives of the County. Therefore, the County encourages all employees to give courteous treatment to members of the public, to fellow employees, and others.

OUTSIDE EMPLOYMENT

You may hold a job, with another employer or self-employed, as long as you satisfactorily perform your responsibilities with Clear Creek County.

Supplemental jobs must not create any actual conflict or the appearance of a conflict of interest with Clear Creek County, and must not affect your ability to meet job requirements, attendance, perform competently or accept overtime hours. Employees are expected to inform their supervisor of any outside employment so that a determination can be made regarding conflicts.

Outside employment is also subject to the following limitations:

1. No employee may continue to serve as a County employee if elected to a County office.
2. For other elective or appointed offices no employee may continue to serve as a County employee if the duties of the office create a conflict with the employee's duties and responsibilities.

POLITICAL ACTIVITIES

The Board of County Commissioners encourages County employees to participate as they deem appropriate in matters of responsible citizenship as long as such activities are confined to hours when the employee is not on duty, the employee is not campaigning in official County uniform, the activities do not utilize County equipment or supplies, and the activities do not impair the efficiency of other employees. In no circumstances may an employee engage in political campaigning or solicitations using County facilities or equipment (including e-mail) or during work time.

Employees will not:

1. Use his/her official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.
2. Directly or indirectly coerce or command any other employee to pay, lend or contribute salary, compensation, service or anything else of value to any political party, group, organization, or candidate.

Any County employee whose principal employment is in connection with activities financed in whole or in part by United States grants should consult the federal Hatch Act to determine if he or she is eligible to be a candidate for elected political office.

Employees should understand that political issues can be contentious and discussion of political issues in the workplace can aggravate or offend co-employees, causing both immediate and long-term harm to the work environment. Political beliefs, activities and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities.

PROPERTY USAGE – PERSONAL VS COUNTY OWNED

County employees may not use County property for their private use or the private use of another person or entity without the express permission of the Clear Creek County Board of Commissioners, the County Manager, or Elected Official. In addition, no alterations may be made to any equipment or County property without written permission of the Supervisor responsible.

Clear Creek County may allow employees to link personal technology devices to the County's computer system, for example, forwarding e-mail to a mobile device. County files on a personal computing or telecommunications device remain the property of the County.

PERSONAL PROPERTY

The County does not carry insurance that covers the loss of or damage to personal property of employees. Employees bring personal belongings onto County property and use them for County business at their own risk.

SEAT BELT USE

County employees (and all their passengers) must use seat belts while operating County vehicles. Sheriff's Office employees and Emergency Medical Services personnel are exempt from this policy when, and to the extent that, they are exempt as a matter of state law.

PARKING

County employees are requested to park in either the "Fox" lot or the "Bear" lot as permitted. The "Lion (Mountain Lion)" lot is for the public to use when doing business at the County Courthouse.

E-CIGARETTE & SMOKE FREE WORKPLACE

Smoking and using (or "vaping") e-cigarettes are prohibited within all areas of County facilities and within 25 feet of the entrances into them. Employees may smoke cigarettes or use (or "vape") e-cigarettes, beyond 25 feet signs. This restriction applies to all employees and visitors, at all times, including non-business hours.

Smoking and "vaping" always are prohibited in all County vehicles.

SOLICITATIONS

Soliciting another employee or member of the public is prohibited in County facilities. The distribution (posting, leaving on counters, tables, or the like) of printed materials or literature of any nature except for materials of a US, state or local government or government agency with respect to its governmental purpose is prohibited in County facilities.

UNIFORMS/CLOTHING & APPEARANCE

At Clear Creek County, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of the public. Body adornments that in any way diminish the effectiveness of the employee's role are not permitted. Tattoos that are considered offensive or harassing - slogans or images that are demeaning, feature profanity, or other messages that are not conducive to the workplace must be covered with appropriate clothing to be acceptable. Body piercings (other than on ear lobes) which are removed while conducting official County business are acceptable. An employee's appearance must be consistent with good hygiene, safety and what the County considers appropriate business attire.

Business Casual attire, designed to create a more relaxed way of dressing for employees, is acceptable for the general office worker and for those who do not have safety-specific clothing or uniforms that must be worn while performing his/her duties. Business Casual means business appropriate. Business Casual never means sloppy. All clothes must be clean, and neat in appearance. All attire must be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others reasonably is anticipated.

An employee must dress in uniform if his/her job requires it.

When tasks require the use of safety clothing or equipment, an employee must use it.

COMMUNICATIONS AND COMPUTER SYSTEMS

COMMUNICATION SYSTEMS

The County's communication systems, including computers, fax machines, telephones, cell phones and other communication devices, are property of the County and are provided to employees only as tools to conduct County business.

Therefore, the County maintains the ability to access any computer files, use of software, Internet usage, email, and voice mail. Although employees may select individual passwords for some purposes and devices, employees should not assume that devices or files are confidential.

To ensure that the County's communication systems are utilized appropriately and widely available, the County periodically audits records regarding internet usage. Visiting sites which are of an offensive nature will not be tolerated. Offensive sites include, but are not limited to, sites containing or advocating pornography, violence, bigotry and online gambling.

The County reserves the right to block access to Internet sites which are deemed to be in conflict with business purposes. This may include sites of an offensive nature referenced above, known virus distributors, and sites which negatively impact overall networking computing performance and bandwidth availability. Users may contact the IT Department concerning opening up access to blocked sites that have legitimate business needs.

PERSONAL USE OF THE INTERNET

Incidental and occasional personal use of the internet may be tolerated. It must not disrupt the operation of the County network or the networks of other users, and it must not interfere with an employee's productivity.

CONFIDENTIALITY OF COMMUNICATIONS AND COMPUTER ACCESS

All information regarding access to the County's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are County confidential information and may not be disclosed to non-County personnel.

Other than management employees acting in the scope of their work, employees should not attempt to gain access to another employee's computer files, Internet files, email, or voice mail without the latter's permission.

SOFTWARE AND COPYRIGHT

The County licenses and does not own most of the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the County's Information Technology Department. Employees must not use the County's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

Use of Personal Software and Equipment

If planning to use a personal communications device for County business, contact the Administration Office, Administrative Assistant for details and application form. Please consult with the Information Technology Department before connecting equipment to the County network or downloading software to a County computer or network.

The County is not liable for damage to personal computer equipment. Employees use personal computer equipment for County related business at their own risk. An Employee will be held liable for any damage his/her personal computer equipment, software or downloads cause to County communications and computer devices and network.

Employees (except Sheriff's Office employees as provided below) accessing business resources from a personal device (i.e. Cell/Data Phones or Laptops) must allow Clear Creek County Information Technology the right to manage, lock, and wipe the device in the event of termination, or in any other situation which Clear Creek County deems it necessary to do so. (If planning to use a personal device for County business, contact the Information Technology Office for details and form).

To the extent that the Sheriff's Office has its own computer system and computer system service, employees of the Sheriff's Office accessing the Sheriff's computer system from a personal device (i.e. Cell/Data Phones or Laptops) must allow the Sheriff's Office information system manager the ability to manage, lock, and wipe the device in the event of termination, or in any other situation in which the Sheriff deems it necessary to do so.

EMAIL

Because the County provides the email system to employees to help them with the performance of their jobs, it should be used only for official County business. Incidental and occasional personal use of email may be tolerated. It must not impair the productivity of the employee or other employees. Moreover, employees should be aware that these messages will be treated the same as

business messages, and subject to review by the County at any time without notice.

SOLICITATION EMAIL

The County email system NEVER may be used to promote private “enterprise” or personal matters for an employee’s direct or indirect personal benefit. Examples of prohibited types of emails are: the availability of personal items or real property for rent or for sale; an interest in personally purchasing items; personal opinions; soliciting or encouraging donations; advertising; or distributing materials not intended for use in conducting County business. Also, it is prohibited to use the County email system to send such email to persons who are not County employees.

PUBLIC RECORD – Calls, Emails, & Text Messages

Employees need to be aware that phone records, emails, text messages, or any electronically transmitted or received document or file, both business and personal, on County-provided or personal device used for County business, may be considered public records subject to public inspection.

TELEPHONES/CELL/DATA

Personal calls should be kept to a minimum, in terms of frequency or length of calls, whether using the County Phone system or any other device, personal or County-owned. Personal use of the County telephone system or County provided cell/data phone for long distance is not permitted.

The County provides cell/data phones to those employees who need them to perform his/her jobs. Such phones are intended for business use and all use should comply with the County Cell/Data Phone Policy. Upon resignation or termination of employment, or at any time upon request, an employee must produce the cell/data phone for return or inspection.

The County must be reimbursed for charges incurred for personal use on County owned cell/data phones or the County phone system.

County-provided cell phones/data devices are to be used only for business convenience. Non-exempt employees (those who are paid hourly and are eligible to be paid overtime) may not use the phones except during their on-duty hours. If they use the phone during off-duty times, they must submit the time on their next Time Sheet.

DRIVING & MOBILE DEVICE USAGE

Using a handheld mobile device while driving a County vehicle or driving a personal vehicle for County business, is prohibited unless it is used with a hands-free device.

Text messaging or viewing any electronic information on a cell/data phone while driving a County vehicle or driving a personal vehicle for County business is prohibited.

Law enforcement officers, jail officers, Coroner personnel, and emergency medical services personnel are exempt from the Driving & Mobile Device Usage rule to the extent necessary to perform their employment duties for their respective departments.

All CDL drivers must adhere to the DOT regulations regarding use of mobile devices.

CAMERA PHONES & OTHER AUDIO AND VIDEO RECORDING DEVICES

The use of camera phones, or other audio or video recording devices while on duty, may constitute an invasion of other employees' or citizens' personal privacy, and may breach confidentiality laws. Therefore, the use of camera phones or other audio or video recording devices while on duty is prohibited except as required in the course of performing County business.

VOICE MAIL

Employees are responsible for making certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must leave messages on their voice mail stating when they will be returning messages, and who will be an alternative contact in the meantime.

SOCIAL MEDIA GUIDELINES

Personal Use of Social Media

Personal use of social media is never permitted on working time by means of the County's computers, County-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum.

MEDIA

The County's spokesperson for County business is the County Manager. Only he/she is authorized to speak for Clear Creek County. Any media inquiries regarding County business should be directed to the County Manager for response. Elected Officials may rely on the County's spokesperson or appoint their own.

SAFETY

WEAPONS/FIREARMS

Clear Creek County strives to maintain a comfortable work environment free from intimidation, threats and violent acts. Threats of violence will not be tolerated. Employees should directly contact law enforcement personnel if they believe there is an imminent threat to the safety and health of employees or property.

Employees are prohibited from possessing any Weapons on County property (including in County vehicles) except for those lawfully possessed by law enforcement or Concealed Handguns as expressly provided in this Handbook. Except for those lawfully possessed by law enforcement, employees are prohibited from possessing any Concealed Handguns on County property (including in County vehicles) unless he or she has a valid permit to possess it, has given notice as required by this Handbook, and maintains it as required by this Handbook.

For purposes of this policy- "Weapons" refers to an instrument manufactured or commonly used for attack or defense with the intent to harm persons or property in a fight or combat, for example, guns of any nature, explosives, and knives, except as they are possessed and used in the course of performing employment duties.

Any employee who has received a Concealed Handguns Permit and intends to bring a Concealed Handgun to work must notify his/her supervisor and the supervisor's supervisor of his/her intent, prior to bringing the Handgun to the workplace. The department must forward this information to Human Resources and the Sheriff's Office.

At all times, the Concealed Handgun must be kept on the employee's person or locked in a secure space. At all times the employee must be discreet about having the Concealed Handgun at work, and will not exhibit or display it in the workplace.

It is a serious safety violation for any Weapons capable of causing serious bodily injury to be brought upon County property or placed within County vehicles, without prior notification to the supervisor, and the supervisor's supervisor.

WORKERS' COMPENSATION AND SAFETY GUIDELINE

SAFETY/REPORTING OF INJURY

The County is committed to a safe work environment for employees. The biggest single factor in insuring your safety on the job is YOU. It is YOUR responsibility, to both yourself and those working in your area, to practice safe work habits. Employees should report any unsafe practices or conditions to his/her supervisor. **If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to his/her supervisor. If immediate reporting is not practical, the report must be made as soon as it can be made, and in no event later than four days after the incident.**

Failure to follow any posted or stated safety rule on the job may result in reduced workers' compensation indemnity for the employee and will not be tolerated. Disciplinary action will not interfere with any rights the employee may have under applicable workers' compensation laws.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the County's designated medical service providers' physician. If not, the employee may be responsible for the cost of medical treatment. If the injury requires immediate emergency treatment, employees and supervisors should utilize the nearest emergency facility or call "911" for assistance.

Worker's Compensation absences will count toward the 12 weeks of FMLA leave.

Except as provided below, immediately following every vehicle accident involving a County vehicle, the driving employee involved will be required to take an alcohol/drug test at the closest Designated Physician's office. For the Sheriff's Office, Coroner's Office, and Emergency Medical Services, the driving employee is required to report the accident to their supervisor as soon as possible; the supervisor may require the employee take an alcohol/drug test. If the employee requires medical attention after the incident the alcohol/drug test will be completed as soon thereafter as medically safe.

BENEFITS

For a complete explanation of County provided benefits, Employees are encouraged to go to the Employee Self-Service website under "My Benefits", or contact the department of Human Resources. Benefits may change at any time without notice.

CURRENT BENEFITS AVAILABLE (Not all employees are eligible)

Health Insurance
Dental Insurance
Vision Insurance
Short-term Disability (except Elected Officials)
Long-term Disability
Life Insurance (based on one year's income)
AD&D (Accidental Death and Dismemberment) Insurance
401 (a) Retirement plan (mandatory after one year of continuous service)
457(b) Deferred Compensation Retirement Plan (Voluntary)
 a) Pre-tax
 b) ROTH - after-tax
Flex Spending Cafeteria Plans
 a) Medical
 b) Dependent Child Care
EAP - Employee Assistance Program
Wellness Assessment & Incentive program
Wellness Activities & Events
Statutorily-Required Benefits

FULL-TIME EMPLOYEE BENEFITS

In addition to all types of current leave benefits, all full-time employees are eligible for all of the above current County benefits.

PART-TIME EMPLOYEE BENEFITS

A part-time employee (regularly scheduled to work at least 20 hours in a workweek) is eligible for:

1. Personal Time Off
2. 457(b) Deferred Compensation Retirement Plan (both options)
3. 401(a) Retirement Plan
4. EAP
5. Wellness Assessment & Incentive Program
6. Wellness Activities & Events
7. Statutorily-Required Benefits

EMPLOYEES WORKING FEWER THAN 20 HOURS, SEASONAL, AND TEMPORARY EMPLOYEES

Employees working a regular schedule of less than twenty (20) hours a week, or hired for the purpose of doing work for no more than 6 months are eligible for:

1. Wellness activities and events
2. EAP - the County's EAP program
3. Statutorily-Required Benefits.

VOLUNTARY INSURANCE BENEFITS

Eligible County employees may participate in certain group insurance programs which are available to County employees entirely at their own expense. Details on these programs, such as legal shield, accident and cancer insurance, and others are available from the Human Resources Department.

EDUCATION ASSISTANCE

Clear Creek County encourages its employees to continue their formal education and has established an educational reimbursement program. Eligible employees are regular full-time and regular part-time employees who have completed 90 days of continuous employment prior to the start of the course.

Subject to availability in its budget, Clear Creek County currently reimburses employees who receive a grade of "C" or better in eligible courses up to a maximum of \$1,000 per calendar year, lifetime maximum of \$4,000. (Reimbursement amounts and the lifetime maximum are prorated for regular, part-time employees based on scheduled work hours). Reimbursement includes tuition and book/supply fees only for courses at accredited two- and/or four-year degree-granting colleges. Study and class attendance must be accomplished during non-working time.

Employees interested in receiving education assistance, must complete the Application for Education Assistance form and obtain the appropriate approval from Human Resources prior to registration.

To receive reimbursement, an employee must present formal documentation of satisfactory completion of the course with a grade of "C" or better. ("Pass-Fail" classes are not eligible for this program.) A receipt for tuition and books/supplies is also required. The employee must be employed with the County when the

course is begun and when it is completed to receive reimbursement. Reimbursement must be requested within thirty days of completing the course.

EMPLOYEE SELF-SERVICE USE

Employees can update their personal information via the Employee Self-Service Website -The following are examples of the variety of things that you can change yourself:

- 1) Home Address
- 2) Phones
- 3) Emergency Contacts
- 4) Direct Deposit – stop, start, and change
- 5) Federal and State Tax Withholding Allowances and additional tax withholding amounts

Should you have any of the following events occur: marriage, divorce, birth, adoption, death, or addition or deletion of dependents for insurance Benefits, please contact the Human Resources Department. Changes should be done as soon as possible, because there are time constraints with regards to insurance rules.

To enter any completed education or training courses into the Employee Self-Service Website contact the Human Resources Department as well. This information may be considered with other employment records as job opportunities arise at Clear Creek County.

TRAINING

Generally, the County will provide reimbursement for certain training related activities that are pre-approved by an employee's Supervisor. Training is defined as seminars, workshops, conferences and other educational training programs. The training sessions must be job-related, promote career development by gaining technical and managerial information and enhance the County's service delivery. This type of training is generally short-term and a grade is not given upon completion.

All payments for training related registration fees, lodging, meals and transportation must be in accordance with the County's travel guidelines.

USE OF EXERCISE EQUIPMENT

The County may make exercise equipment available for use by employees for the purpose of improving the general wellness of County employees. The use of that equipment is a personal decision of each employee. Its use is not required

by the County nor a part of any employee's work duties. Any employee using the equipment does so on his or her personal time – it is prohibited to use it while on duty – and uses it at his or her own risk. An employee is not covered by Workers' Compensation while using the equipment.

While on duty, Sheriff's Office and Emergency Medical Services employees may use the on-site training equipment while being paid. It is not a requirement of their job to use it while on duty.

WORKPLACE ACCOMMODATION FOR NURSING MOTHERS

A private space will be provided, and time will be permitted for nursing mothers to express milk during the workday. The time permitted typically will not exceed the normal time allowed for lunch and breaks. If additional time is needed above and beyond normal breaks/meal time, the supervisor and employee will agree upon a plan which might include the employee using PTO time, arriving at work earlier, or leaving later.

PETS AND THE WORKPLACE

Clear Creek County strives to maintain a safe, comfortable and professional working environment. Pet animals are not allowed in the workplace.

LEAVES OF ABSENCE

LEAVES OF ABSENCE GENERAL PROVISIONS

Currently the only allowed leaves of absence from work are those listed in this Handbook.

Foreseeable leave requests must include notification to the appropriate Supervisor and the Human Resources Manager no later than 30 days prior to the effective leave date. Foreseeable leave should be scheduled so as not to unduly disrupt County operations. When a 30 day notice is not possible, the employee must provide notice as soon as possible and must comply with the County's call-in procedures unless circumstances are such to be beyond the employee's control to comply.

Use of all accrued pay continuation as available is required, unless exempted. An "unpaid" leave of absence will be approved only if an employee does not have any unused PTO or Compensatory Time Off accrued.

Approved leaves, whether with or without pay, are to be reported on the County's payroll time sheets.

All leaves of absence listed in this Employee Handbook are paid based on the employee's normal hours of work up to 12 hours a day, or unless noted otherwise. Paid Leave of absence are benefit hours meant to give an employee a full week of pay. Benefit hours are not work hours and are not considered in the computation of overtime.

PERSONAL-TIME OFF (PTO) LEAVE

The County currently provides paid time off for personal purposes, including vacation, personal needs, and sickness. Personal time off for full-time employees is earned every two weeks under the following schedule:

Full-time Employee Personal Time Off Accrual Schedule	
Length of Continuous Service	PTO Accrual Rate
0 yrs up to start of 5 th yr	4.62 hours per pay period (3 weeks annually)
5yrs up to start of 10 th yr	6.15 hours per pay period (4 weeks annually)
10yrs and Beyond	7.69 hours per pay period (5 weeks annually)
<ul style="list-style-type: none"> •The maximum amount an employee can bank is 2 times the annual accrual rate. •26 pay checks = one year of service 	

Employees who do not normally work 20 hours per workweek or more, or are Temporary status are not currently eligible to accrue PTO. Part-time employees who work an annualized average of more than 20 hours per workweek currently accrue personal time off at a prorated amount from the above schedule. For example, part-time employees, working 20 hours per workweek, accrue PTO leave at ½ the full-time rate.

Personal-time off is accrued from the first day of eligible employment. PTO continues to accrue during the paid portion of any leave.

If a discrepancy or error appears in an employee's PTO record, the employee is responsible for clarifying or correcting it with the Payroll Administrator. Corrections to a PTO record must occur within the year for which PTO leave was erroneously accrued or deducted.

All earned, unused PTO accruals are paid to employees upon termination.

Full-Time Personnel of Emergency Medical Services working on average 56 hours per workweek follow separate guidelines regarding PTO, and should consult his/her supervisor for further information.

NOTE: Employees should be careful to plan for and bank time for unforeseen leave events. Failure to do so could leave an employee without supplemental pay during a medical or family leave crisis.

When an employee is rehired within 30 days of terminating his or her

employment with the County, his/her PTO accrual rate will resume as though he or she had never left Clear Creek County's employ.

Any time for which an employee does not receive a paycheck because they are on unpaid leave (See "Leave Without Pay") the employee will not accrue PTO.

VOLUNTARY PERSONAL TIME-OFF DONATION PROGRAM

Clear Creek County created a Voluntary Personal Time-Off Donation Program to provide a continuing income to employees who will or will soon run out of his/her own PTO, and who has a qualifying event under FMLA or Colorado Family Care Act. This program enables employees to help other employees who experience a hardship of this type by donating a portion of his/her accrued Personal Time-Off (PTO) and the dollars associated with those hours to an employee in need. This program will allow the exchange of donated hours into monetary value. This program is not available to employees who are receiving other supplemental compensation, e.g. disability, workers' compensation, etc.

To be eligible to use the donated PTO, the circumstances must meet FMLA or Colorado Family Care Act eligibility requirements. The individual requesting a donation of Voluntary Personal Time-off can only request up to 80 hours per FMLA incident, with a maximum of 160 hours in a 12 month period.

To donate PTO, the individual can give any hours they have accrued in excess of 40 hours PTO.

Please contact the Human Resources Department for further information and forms.

FUNERAL LEAVE

Requests for funeral leave may be granted by a Supervisor. Each employee will be allowed up to three (3) days paid funeral leave (5 days for out-of-state funerals) to attend funerals of members of the immediate family. An employee must give notice in advance if possible.

The immediate family for this subject is defined as: parents, spouse (including significant other), spouse's parents, children, grandchildren, grandparents, grandparents-in-law, brothers, brothers-in-law, sisters, sisters-in-law, son-in-law, daughter-in-law, step-parents, step grandparents, step-brothers, step-sisters, step-children, and legal guardian/ward.

Any additional time needed to attend a funeral will be charged against Compensatory Time Off or Personal Time Off accruals. If no leave time is available, the employee may be granted leave without pay.

HOLIDAY LEAVE

The County currently observes several holidays during the year as days off with pay. Some employees will be required to work on holidays; speak with your supervisor for more information. Non-exempt employees working on a designated county holiday will be paid holiday pay for their regularly scheduled hours for that day (up to twelve) along with their usual compensation for their working hours. The list of designated holidays for each year is posted on the Employee Self-Service website.

Holiday time is not counted as hours worked in the computation of Overtime. Full-time employees receive their normal hours worked of holiday pay at their regular rate of pay. Holiday pay for a part-time employee is prorated based on his/her regularly scheduled work hours.

DOMESTIC VIOLENCE LEAVE

The County provides three days unpaid leave to employees who are victims of domestic violence or victims of stalking and sexual assault to:

1. Obtain a restraining order to prevent domestic abuse.
2. Obtain medical care or mental health counseling, or both, for employee or employee's children for physical and/or mental injuries resulting from domestic abuse.
3. Make the employee's home secure, or seek new housing separate from the abuser.
4. Seek legal assistance in connection with the abuse, stalking, or sexual assault.
5. Attend and prepare for court-related proceedings in connection with the abuse, stalking, or sexual assault.

An employee must give notice in advance if possible, and exhaust all PTO leave to which they are eligible before seeking domestic violence leave.

JURY LEAVE

The County recognizes jury duty as everyone's civic responsibility. In support of that duty, employees are paid their regular wages while serving jury duty during scheduled work hours up to a maximum of 20 days. An employee serving as a juror will be paid a nominal fee per day by the State of Colorado. All juror fees must be signed over to the County if the employee has been paid for the normal workday. The employee will need to use either his/her accrued PTO leave or leave without pay upon expiration of the 20 day maximum.

An employee called to jury duty must notify his/her Supervisor in advance and submit a copy of the juror service certificate. If the employee is not selected as a juror or is excused from duty, he/she must return to work promptly.

SUBPOENAED COURT APPEARANCES

The County will grant court leave and pay wages to all employees subpoenaed as a witness for matters relating to his/her official capacity for Clear Creek County. The employee will be paid on a straight time, hourly basis not to exceed their regularly scheduled hours of work. All monies received by the employee as witness fees must be signed over to the County if the employee has been paid for the normal workday.

LEAVE WITHOUT PAY

Leave without pay may be granted, in the County's sole discretion, to an employee when it is in the best interest of the County, as determined by the employee's supervisor. A leave without pay must be for specific periods of time, and the approving supervisor may extend the leave before it expires. Upon the leave's expiration, the employee must report to work.

Leave without pay will be granted only after all Compensatory Time Off and Personal-Time Off accruals have been exhausted. Employees do not accrue retirement or PTO benefits while on leave of absence without pay. For purposes of calculating PTO and retirement benefits; however, taking leave without pay does not constitute a break in service with the County (subject to CCOERA rules). Reinstatement to the same job following leave without pay will occur only if that job remains funded when the leave expires.

To apply for a leave of absence without pay, an employee must enter the request through the electronic time-sheet program (PETE), and save/submit to his/her supervisor at least ten (10) calendar days before the effective leave date.

Employees are not provided any benefits while on leave without pay. To arrange for employee payment of health insurance, employees must contact

the Human Resources Department prior to taking any leave.

MILITARY LEAVE

If you are a member of the U.S. Armed Forces Reserve or National Guard, you are granted leave of absence when called for active or inactive duty training. The first 15 days of military leave is paid; time beyond 15 days will be unpaid.

This time is granted in addition to accrued PTO and Compensatory Time Off. However, if you desire to use your PTO or Compensatory Time Off time for this purpose, you may voluntarily do so if you make a request in writing.

If you are inducted into a branch of the U.S. Armed Forces for an extended period, after separation from military service, you may be re-employed in accordance with the applicable provisions of the law.

INCLEMENT WEATHER

- Employees who feel that inclement weather will prevent them from working or delay their arrival must promptly notify their supervisor.
- Employees who feel that inclement weather requires them to leave work early must immediately notify their supervisor.
- Employees absenting themselves due to inclement weather must use PTO or comp time, if available, otherwise the absence will be unpaid.

RELIGIOUS LEAVE

The County recognizes that some employees may wish to take time off for religious observance on certain days that are County workdays and are not included in the County's holiday schedule. Employees requesting time off for that reason should notify his/her supervisor as far in advance of the requested day off as possible. Employees requesting religious leave must use PTO and/or Comp Time, if available, otherwise the absence will be unpaid.

VOLUNTEER COMMUNITY SERVICE – LEAVE FOR

If an employee is serving on a volunteer board in the capacity of the County Representative to the Board and appointed by the Board of County Commissioners, service on the board is a part of their regular duties not volunteer community service.

If an employee is serving in a volunteer capacity as a volunteer firefighter for the Clear Creek Fire Authority (CCFA) or Evergreen Fire Protection District (EFPD), the employee's time away from his/her regular duties will be considered hours

worked with the supervisors' prior approval. The employee must inform his or her supervisor prior to any volunteer work of his or her volunteer status. Upon return to work, an employee who participated in a volunteer activity must show documentation of the participation in the activity that took them from their job duties at Clear Creek County. The Workers' Compensation through CCFA or EFPD will cover the County employee who gets hurt while doing Voluntary work as a firefighter.

An employee serving in any other volunteer capacity must use PTO, Compensatory Time Off, or leave without pay for the time away from his/her regular duties.

COMMITTEE PARTICIPATION

Clear Creek County encourages its management level employees to participate in state and national organizations that directly benefit Clear Creek County. Acceptance of an office or a committee assignment in a state or national organization that will require the use of County time or resources must be approved by the employee's supervisor.

VOTING LEAVE

Clear Creek County encourages you to fulfill your civic responsibilities by participating in elections. Generally, you should be able to find time to vote either before or after your regular work schedule. If you are unable to vote in an election during your non-working hours and there are fewer than three hours that polls are open during your non-working hours, the County will grant you up to two hours of paid leave to vote. In that case, you must request time off to vote through the electronic time-sheet program, and save/submit to your Supervisor at least three working days before the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work day, whichever provides the least disruption to the normal work schedule.

FMLA – FAMILY AND MEDICAL LEAVE (INCLUDING MILITARY FAMILY LEAVE)

Family and Medical Leave (FMLA Leave)

The County provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.

- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees also may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the County maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the County for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent jobs with equivalent pay, benefits, and other employment terms.

Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave, such as PTO, will not accrue during the unpaid leave. After exhausting PTO and Compensatory Time Off, no paid leaves such as holiday, funeral, or any other paid leave noted in this handbook will be granted while on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for Clear Creek County for at least 12 months, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the County, or 26 weeks as explained above except where both spouses work for the County. In such cases, the spouses are limited to 12 weeks of leave in total during the eligible 12 month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse or child. The County uses the "rolling" 12-month period measured backward from the date of any FMLA usage.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for

planned medical treatment so as not to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the County's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The County requires employees to use accrued paid leave while taking FMLA leave unless collecting workers' compensation, short-term disability, or long-term disability payments. Paid leave used at the same time as FMLA leave must be taken in compliance with the County's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the County paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

FMLA leave begins on the first day the employee is away due to a qualifying event, regardless of whether the absence from work is also covered by PTO or other leave. FMLA does not begin after PTO or other paid leaves are exhausted: PTO, other paid leaves, Compensatory Time Off and FMLA run concurrently.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal call-in procedures.

Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. If using short-term disability or workers' compensation, no initial certification is required, but recertification may

be required. The County may require second and third medical opinions at the County's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave will not be tolerated. Employees on leave must contact the Human Resources at least two days before their first day of return.

The County's Responsibilities

The County will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the County will provide a reason for the ineligibility.

The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the County to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Return to Work After Medical Leave

When an employee is medically able to return to work, a written medical release from the designated medical service provider, if Workers' Compensation

related, or the employee's personal physician must be received by the County Human Resources Department prior to resuming work duties.

FAMILY CARE ACT LEAVE

The County provides up to 12 weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the Family Care Act is administered consistent with FMLA regulations to the extent allowed by law, leave taken pursuant to the Family Care Act will be charged against the leave time you are eligible for under FMLA. Contact your supervisor or Human Resources if you need family care leave.

HIRING & RECRUITMENT

ANTI-NEPOTISM

Persons who are related are not eligible for hire to a job where:

- A. Either would directly or indirectly occupy a job in which he/she has the power to affect the outcome of substantive issues of the other's employment (e.g. appointing, hiring, promotion, transfer, discipline, demotion, discharge, salary, benefits) without the consent of a peer or a superior employee in a position of authority; or
- B. Either would audit, verify, receive, or be entrusted with monies received or handled by the other; or
- C. Either would have access to or the ability to change employer's confidential information, including payroll and personnel records.

For purposes of this guideline, "relative" and "related" mean and refer to the relationships of spouse, significant other, parent (including step-parent), grandparent or grandchild, sibling (including step-brother and -sister), daughter- or son-in-law, step-child, and child. These guidelines apply to all categories of employment including, full-time, part-time, and temporary classifications.

If employees become related, and one or more of the circumstances described above apply, one of them must resign or transfer within 120 days. An employee seeking such a transfer is not entitled to a preference for job openings. The County may dismiss one of them, at its sole discretion, if neither resigns or transfers within that time.

Persons employed on the date of adoption of this handbook (June 17, 2014) whose circumstances on that date violate this Anti-Nepotism policy will be deemed excused from this policy – with respect only to the particular violation resulting from those circumstances – as long as the employee is continuously employed by the County or by an Elected Official.

BADGING

All employees (except Sheriff's office law enforcement and jail employees) must wear their identification badges while on duty. The badge must be worn on an outer garment if it doesn't pose a safety risk, picture side out, and right side up.

Employees may be charged a replacement fee of \$25 if the badge is lost. Badges that have deteriorated due to wear will be replaced free of charge.

Employees must return their identification badges to the Human Resources Department or Sheriff's Office (if employed by the Sheriff's Office) upon termination of employment.

JOB POSTING & RECRUITMENT GUIDELINES

The County supports promotions for available jobs from within the organization whenever practical. The County does not provide inside hiring preferences over the general at-large recruitment efforts.

Although not always, County job vacancies normally are posted on the County's website.

In order for an employee to be considered for an open job, he or she must meet the minimum hiring requirements, qualifications and skills, and be an employee of good standing in terms of overall work record.

REFERENCE REQUESTS

Employees who are approached for information about formal inquiries to the Human Resources Department includes recommendations on s

From Subject Rec

or informally and asked to the County should refer such Elected Official. This restriction

LEGAL

CIVIL ACTIONS AGAINST EMPLOYEES

In the event that any employee is named in a civil action suit in his or her capacity as a County employee, normally legal representation is provided by the County. Any documents served on an employee which relate to his/her job with Clear Creek County, must be copied and delivered to the County Attorney's office as soon as possible, since there are time limits for proper replies. The County Attorney will notify the employee whether or not the County will defend the employee in such action.

CONFIDENTIAL INFORMATION

Because of the nature of the County's business, employees may have access to information of a confidential nature. This information should not be disclosed except to authorized personnel. If any situation arises concerning confidential information in which an employee has a question about disclosure, the employee should discuss it with his or her supervisor immediately. Misuse or disclosure of confidential information obtained in the course of County employment could result in personal legal liability and disciplinary action, up to and including termination of employment. Documents and copies generated in the course of County employment are the exclusive property of the County and are not to be used for personal use or retained in the possession of an employee.

COPYRIGHTS AND PATENTS

Statistical information, pictures, maps, computer programs, a speech or presentation, a research paper, etc., prepared by an employee within the scope of employment at the County is considered the sole property of the County. In this instance, the County owns all of the rights to copyright unless the Board of County Commissioners and the employee have agreed to otherwise in a written statement signed by both.

Patents resulting from work in the scope of employment at the County, or with financial assistance provided by the County, shall become the property of the County and all rights thereto shall be assigned by the inventor to the County. Employees must disclose to the Human Resources Manager all discoveries related to his/her sponsored research or creative endeavor which they have reason to believe may lead to patents.

ETHICS – CONFLICTS

Colorado public employees are subject to various state laws governing their conduct. The violation of some ethics laws is a breach of duty. The violation of some ethics laws is a misdemeanor. A County employee has a duty to become acquainted with these ethics laws. (See County Ethics Policy).

TRAFFIC ACCIDENTS

If a traffic accident results in personal injury or property damage it must be reported immediately to the employee's supervisor or the supervisor's supervisor in charge of the department or office. Due to time limitations to report accidents involving County Vehicles, the CAPP Insurance Liaison must be contacted with details of vehicle damage as soon as possible. A written report must promptly be made for the County Attorney's office and sent directly to that office.

Except as provided below, immediately following every vehicle accident involving a County vehicle, the driving employee involved will be required to take an alcohol/drug test at the closest Designated Physician's office. If the employee requires medical attention after the incident, the alcohol/drug test will be completed as soon thereafter as medically safe. (See Alcohol, Drugs, & Controlled Substances Policy). A supervisor may exempt an employee from taking an alcohol/drug test who has been in a work related accident, if they can reasonably confirm that the individual was not under the influence at the time of the accident. .

Also, employees involved in a traffic accident resulting in personal injury to themselves must file Workers' Compensation reports with the Human Resources Department and must see a Workers' Compensation Designated Medical Provider as soon as possible. (See Workers' Compensation and Safety section).

Employees holding a Commercial Driver's license (CDL) have ten (10) days to report an accident or moving violation to the department of Motor Vehicles, Records Division. It is the employee's responsibility to file the appropriate paperwork.

TRAFFIC TICKETS

Traffic tickets are the responsibility of the driver.

Scale enforcement tickets may be exempted from this guideline, if the Board of County Commissioners determines that the surrounding circumstances warrant such action.

PERFORMANCE MANAGEMENT, DISCIPLINE AND SEPARATION FROM EMPLOYMENT

PERFORMANCE APPRAISAL

The County endeavors to conduct annual reviews of each employee. If more than one year has passed since your last appraisal, you may request that your supervisor conduct a review.

RESIGNATION/QUIT

We request that employees who wish to resign from their job(s) notify the County of their anticipated departure date as early as possible and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

Employees may be considered for re-employment provided they qualify for the job of interest and while they were employed with the County, maintained satisfactory performance and attendance.

RETURN OF COUNTY PROPERTY

Any employee leaving County's employ, regardless of the reason, must immediately return any County property which they may have in his/her possession. This includes the County provided ID badge.

RETIRING EMPLOYEES

Clear Creek County, through the County Retirement Plan and Social Security, provides for retirement benefits in accordance with the provisions of the plan. Retiring employees are asked to advise his/her Department Heads and the Human Resources Department of his/her intent to retire as far in advance of his/her desired retirement date, as possible.

EXIT INTERVIEWS WITH SEPARATING EMPLOYEE

Exit interviews with the Human Resources Department are normally invited from outgoing employees. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that necessary forms are completed, to collect all County property that may be in the employee's possession (e.g., County badge, keys, cell phones, pagers), and to provide employees with an opportunity to discuss his/her job-related experiences.

DISCIPLINARY ACTION & DISCHARGE

An employee's conduct is a major factor in the County's ability to provide services to its community and impart a positive image to its citizenry. When management finds an employee's performance is unsatisfactory or becomes aware of conduct that reflects badly on the organization, the County may take disciplinary action.

Disciplinary actions may range from informal discussion with an employee to immediate discharge, depending on the seriousness of the situation. Any action taken by management in an individual disciplinary case should not be assumed to establish a precedent in other circumstances.

DEFINITIONS

Body Adornments – Includes tattoos and body piercings other than ears. Tattoos cannot be slogans or images that are demeaning, feature profanity, or other messages that are not conducive to the workplace. If a tattoo can be covered with appropriate clothing because it is considered unsuitable in the workplace, this is acceptable. If body piercings can be removed while conducting official County business, this is acceptable.

Business Casual attire – slacks or jeans with no holes, shirts that cover modestly, all cleaned and pressed where appropriate.

CAPP Insurance Liaison – Employee designated by the Finance Division Director to handle reporting all auto, property, and general liability claims to the County's CAPP insurance provider.

Call-In Procedure - Employee who cannot come to work for some reason, must contact his/her supervisor within three days.

County Property – Includes all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the County's ownership or control. County Property also includes County owned vehicles and equipment.

Electronic Cigarette (also known as "e-cig," "smokeless cigarette" and "vapor cigarette") – A device that heats up a liquid solution to a point where it actually turns into a vapor which can be inhaled. Typically the device is used as a substitute for smoking, that is, for vaporizing a solution for the purpose of delivering nicotine to the user. It may or may not look like a traditional tobacco cigarette. Such devices may be used for vaporizing substances other than or additional to nicotine.

Good Hygiene – Not having body odor or bad breath that is offensive to coworkers or the public that might be near to them.

Mobile Device – Any device similar to tablet (e.g. iPad), smart phones, or cell phones

Significant Other – a person to whom an employee is engaged or with whom the employee has a relationship which the employee equates, or is perceived by others to equate, to that of a spouse or fiancé.

Statutorily–Required Benefits – Include Social Security, Worker's Compensation, and Unemployment

Supervisor – Is a person who directs the work of an employee. Job titles that this status applies to include: Supervisor, Department Head, Manager, Director, Deputy Director, Sergeant, Captain, Major, Undersheriff, Elected Official, County Manager

Vape – The action of "smoking" an electronic cigarette. Since e-cigs actually produce vapor (rather than smoke) people refer to this as "Vaping".

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ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY THE CLEAR CREEK COUNTY EMPLOYEE HANDBOOK DATED December 20, 2016. A COMPLETE ELECTRONIC VERSION IS AVAILABLE TO ME THROUGH ULTI PRO.

I UNDERSTAND THAT NEITHER I NOR THE COUNTY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH CLEAR CREEK COUNTY IS AT-WILL. BOTH I AND MANAGEMENT HAVE THE RIGHT TO TERMINATE THIS EMPLOYMENT AT ANY TIME FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF CLEAR CREEK COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS (BOCC), HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE BOCC AND ME (AND, IF I WORK IN AN ELECTED OFFICIALS' OFFICE, BY THE ELECTED OFFICIAL). WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COUNTY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF CLEAR CREEK COUNTY (AND ELECTED OFFICIALS RESERVE THE SAME RIGHTS WITH RESPECT TO THEIR UNIQUE POLICIES, PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS). THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

Electronically Signed By
Peggy Spinner

10/22/2021

Signature

Date

Peggy Spinner

Print Name