



GOLDEN URBAN RENEWAL AUTHORITY

HUMAN RESOURCES POLICIES AND BENEFITS

Revision Date: Approved _____

DRAFT # 2 with Revisions

Equal Employment Opportunity. Golden Urban Renewal Authority (GURA) provides equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job without regard to race, creed, color, sex, age, national origin, ancestry, sexual orientation, and disability or any other category prohibited by federal or state law. It is the policy to maintain a non-discriminatory work environment. GURA affirms its commitment to comply with all applicable federal and state laws regarding nondiscrimination in employment (1).

Discrimination and Harassment. It is GURA's policy to promote a work environment that fosters collegiality and civility among staff and board members and respect for people's ideas and positions. GURA does not tolerate any actions which demonstrate a lack of respect to include behaviors that are discriminatory, harassing, abusive, threatening or violent against any employee, board member or member of the public or by non-employees towards GURA staff and board members. Discrimination is any action which is taken intentionally to exclude others in direct violation of federal, state or local laws. Harassment includes slurs, comments, rumors, jokes, offensive language as well as unwelcome compliments or touching as well as any actions understood as sexual harassment. Abusive behavior includes the abuse of authority and behaviors seen as insulting, intimidating, or coercive. Threats include both verbal and physical threats.

A person who feels subjected to discrimination and/or harassment should report it to the Executive Director or if such actions involves the Executive Director than to the Chair of the GURA Board. An investigation will be conducted within 10 work days and appropriate disciplinary action taken.

Employment at Will. An employee of GURA is employed at-will in that hiring is not for any definite period of time. Either the employee or GURA may terminate the employment relationship at any time, with or without cause. This GURA policy does not constitute a contract, either expressed or implied. GURA Board reserves the right to interpret, change and/or cancel the policies at any time in the future based on changing circumstances or changes in the federal, state or local laws.

Classification of Employees and Non Employees:

Exempt Employee – An exempt employee is not eligible for overtime pay or compensatory time off.

Non-Exempt Employee – A non-exempt employee is eligible for overtime pay or compensatory time off at a rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 hours per workweek.

Regular Full-time Employee – A regular full-time employee is normally scheduled to work at least 40 hours per week. Regular full-time employees are eligible for GURA benefits as stated below.

Regular Part-time Employee – A regular part-time employee is normally scheduled to work less than a 40-hour workweek. Regular part-time employees are eligible for pro-rated benefits based on the number of regularly schedule hours per week.

Temporary Employee – A temporary employee is hired in a full-time or part-time position established for a temporary period or for an assignment or group of assignments. Normally temporary positions do not exceed one year. Temporary employees are only eligible for participation in worker's compensation and social security benefits.

Intern – A student intern provides services without financial compensation, other than reimbursement of authorized expenses. For payroll purposes, an intern is not an employee of GURA, but is expected to abide by applicable GURA Human Resources polices when performing GURA duties. An intern is not eligible for any benefits.

Personnel File. GURA keeps a personnel file on each employee. It is important that relating to residence, telephone, marital status, tax exemptions, and emergency contact data be updated and current. Employees have a right to see their files and express any concerns about incorrect information to the Executive Director.

Standard Work Week. For overtime purposes, the workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight. For purposes of calculating overtime payments, hours paid for vacation, holiday, sick, compensatory time taken, jury duty, military leave, snow days/storm condition hours and bereavement leave are counted in accordance with the definitions below as hours worked in calculating overtime.

Pay and Payroll Period. Employees receive pay every two weeks based on the published list of the specific payday for that year. Applicable Federal, State and FICA payroll taxes are deducted from employee pay checks including regular and temporary employees. The list of pay dates will be published each year.

Time Records. Non-exempt employees (including, full-time, part-time, temporary) are required to complete and sign the time record which shows the daily hours. At the conclusion of each pay period, the time card must be signed and submitted to the Executive Director for signature and approval. It is necessary to indicate whether the recorded hours are for time worked or for time-off, noting the appropriate type of time-off being used.

Pay Increases. Pay increases are based on a favorable performance review and available GURA financial resources.

Attendance. Good attendance and punctuality are essential to the effective operation of GURA. An employee who is going to be absent or late needs to notify the Executive Director.

Holidays. GURA observes 7 paid holidays. These are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas. When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is paid day off. If a holiday should occur during your vacation period, it is counted as a holiday. Holiday hours are paid at straight time for regularly scheduled full-time employees and pro-rated holiday hours for regularly scheduled part-time employees.

Personal Holidays. A full-time employee accrues 2.67 hours per month of personal holiday time with a maximum yearly accrual of 32 hours. A negative balance up to the maximum yearly accrual is allowed. Personal holiday time can be taken any time with the approval of the Executive Director and must be used by December 31. Regularly scheduled part-time employees receive pro-rated personal holidays.

Vacation. A full-time employee during the first five years of employment accrues 8 hours a month of vacation time to a maximum accrual of 160 hours. Between six and ten years the monthly accrual is 10.0 hours to a maximum accrual of 200 hours. Extra vacation hours over the maximum accrual on January 1st are forfeited. A regular part-time employee accrues prorated vacation time based on the number of regularly scheduled weekly hours.

Sick Leave. A full-time employee is eligible for paid sick leave for occasional absences due to illness, doctor or dentist appointments or to care for an ill spouse, parent or child. Sick time accrues at the rate of 8 hours per month for full-time employees. A regular part-time employee accrues prorated sick time based on the number of regularly scheduled weekly hours. Accumulated sick leave above 480 hours can be converted to vacation leave at the rate of 3 for 1.

Pro-Rated Benefits. Employees working less than 40 hours a week received pro-rated benefits based on the number of weekly scheduled hours. For example, a person with five or less years of GURA employment and assigned a schedule of 20 hours a week, receives half the benefits of a full-time person. For this person, personal holidays accrue at the rate of 1.34 hours per month and 4.0 hours per month for vacation and 4 hours per month for sick leave. Similarly, the maximum accrual of personal holidays is 16 hours and vacation and sick time caps are proportionally reduced to 80 hours for vacation and 240 hours for sick time.

Unpaid Leave. Employees may request unpaid leave for time off by filing a written request with the Executive Director. The Executive Director may grant or deny the request depending on the circumstances of the request and/or the needs of GURA. An employee does not earn vacation or sick time while on unpaid leave.

Death in Family. A regular full-time employee can take up to 40 hours off to arrange for or attend funeral services for members of the immediate family or members of the household. In the event of a near relative, the employee may take up to eight paid hours off to attend a funeral.

Jury Duty. Employees are encouraged to meet required civic duty when called for jury duty. If summoned for jury duty, an employee is granted leave to perform duty as a juror. The employee

will be paid at regular rate if the employee turns over to GURA any payment received for jury service, exclusive of meal and travel expenses.

Insurance. GURA has no employee life, health, dental, disability, or vision insurance programs.

Worker's Compensation. All paid employees are covered by worker's compensation insurance through Pinnacle Assurance. Employees must report any work-related injury or illness immediately to Executive Director and go to the assigned Worker's Compensation clinic as posted. Colorado state law requires that employers must submit written notice of work-related injuries or illnesses within four working days. Worker's Compensation insurance does not cover unpaid student Interns or Independent Contractors.

Unemployment Insurance. All paid employees, regardless of classification, are entitled to unemployment insurance benefits if they qualify and become unemployed through no fault of their own. Claims are filed with the Colorado Department of Labor and Employment, Division of Employment and Training.

Retirement. GURA has no private retirement or pension program.

Deferred Compensation Plan. GURA does not offer 401, 403, or 457 deferred compensation plans.

Workplace Conduct. All employees are expected to perform their jobs competently and reliably. GURA expects employees to conduct themselves in a professional, ethical and responsible manner that reflects well upon GURA, that promotes a spirit of cooperation and teamwork among employees, and that is respectful of the Board, City Staff, City Council and members of the public.

Performance Appraisal. All employees will receive an initial performance review after six months from the date of hire and thereafter on their anniversary date. Performance reviews are conducted by the Executive Director. Performance reviews are intended to identify both those aspects of the job that are being performed well and those aspects that need attention. Performance reviews also provide a formal opportunity to express any concerns about the job or about employment with GURA.

Discipline. Employees are expected to comply with GURA's work, performance and conduct policies. Failure to do so may result in any or all of the following actions, as GURA deems appropriate: counseling, verbal or written warning, suspension with or without pay, and termination.

Problem Resolution Procedure. For any individual problem or in the case of disciplinary action taken, an employee can use the Problem Resolution Procedure as follows: (1) Discuss the issue with the Executive Director within 7 work days, unless extended by mutual agreement. The Executive Director will respond in writing within 7 work days, unless extended by mutual agreement. (2) If a resolution is not reached, or if it is inappropriate to go to the Executive Director, the employee can send a written letter to the Chair of the Human Resource Committee of the GURA Board. The Chair will convene the Human Resources Committee of the GURA Board and hold a hearing within 7 work days, unless extended by mutual agreement. The Human Resources Committee will make a written response of recommendations, if appropriate, to the

Executive Director within 7 work days unless extended by mutual agreement. In cases involving the Executive Director, the Board Chair will call an emergency executive session of the GURA Board for determination of action and the Chair will notify the City Manager about the executive session and the general nature of the issue.

Board Appeal. In some circumstances, an issue can be appealed one more step to the Chair of GURA or the Problem Resolution Procedure by-passed and brought directly to Board Chair by written letter stating the issue. Within 7 working days, the Board Chair will determine if the issue merits the calling of an executive committee meeting of the GURA Board to address the issue or whether to re-assign the issue back to the Problem Resolution Procedure. This decision and the action to be taken will be communicated back to the employee within 7 working days, unless extended by mutual agreement. Any action taken by the GURA Board is the final decision. The action taken in an individual case should not be assumed to establish a precedent in other circumstances.

Termination. Employees are requested to give at least two weeks notice when leaving GURA's employment. The Executive Director has the right to give pay for those two weeks. The final check will include all regular hours worked in the pay period, all vacation hours accrued, one-third of the sick hours over 480, all overtime hours, all compensatory hours accrued and any personal holiday hours accrued but not used. If the termination is involuntary, the final check will be paid immediately.

Safety. The GURA Board and Executive Director encourage a safe work place and a safe environment for the public that is served. Each employee is held accountable for safety performance and to report any unsafe work situation. If required to perform tasks under unsafe conditions, the employee has a requirement to share the concerns with the Executive Director. If the concerns are not addressed, the employee can use the Problem Resolution Process.

Alcohol and Drugs. Alert and rational behavior is required by employees for the safe and adequate performance of job duties. Therefore the possession of an open container, use, sale or reporting to work impaired by or under the influence of alcoholic beverages or illegal drugs on GURA premises is prohibited. If an employee is reasonably suspected of being impaired by alcohol or drugs while on duty, the person may be required to submit to a drug test, an alcohol test or both. Violation may result in discipline up to and including termination of employment or the termination of those employees involved.

Confidentiality. GURA and its employees have an obligation to respect and maintain the confidentiality of all non-public transactions dealing with individuals, corporations, and government agencies in the course of business. Confidential records must be kept in locked file cabinets except when they are being reviewed or required for conducting business by an authorized employee. Employees are not to discuss confidential matters with anyone (including, but not limited to, friends, spouses, domestic partners, relatives, etc.) except as required in the course of the employees' work or by court order or other legal mandate. Violations of confidentiality are considered very serious and corrective action will be taken.

Conflicts of Interests. An employee may be called on to exercise independent judgment on issues that affect the best interests of GURA. An employee must not be influenced to the detriment of GURA by personal or outside interests or relationships. Employees must refrain from engaging in any activities or relationships, including personal investments, which might

directly or indirectly result in a conflict of interest, or impair independent judgment. Employees must not accept gifts, favors or benefits that might appear to others to influence the performance of duties.

Political Activities. GURA encourages participation in the affairs of the community and supports participation in political and governmental affairs that do not present a conflict of interest. This includes being informed about, work for, contribute to and communicate with candidates and officeholders. To maintain a nonpartisan position, GURA prohibits political activities and campaigning within its facilities and during working hours. GURA does not impose any political viewpoint on an employee.

Intellectual Property. All copies of documents, including reports, maps, tabular data, etc. created for GURA remain the property of GURA. Employees must seek written approval from the Executive Director for use of the documents for non GURA purposes.

Software Policy. GURA utilizes commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is in violation of GURA's policy.

Computer Systems Policy. All computer files, documents and software created or stored on GURA's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any files are confidential. Only software that has been authorized and purchased by GURA must be loaded or used on any GURA computer. Personal or downloaded software may contain computer viruses which could potentially be harmful to GURA's systems and shall not be used without prior consent of the Executive Director.

Employee Communications Policy. GURA's telephone and Internet accounts are intended to be used for business purposes although reasonable and discrete use to meet family and personal needs is approved. The Executive Director may monitor employees' use of these accounts, including the websites that are accessed. Employees should not consider the use of email and the Internet to be confidential.

Mileage. GURA pays business mileage on the basis of the yearly published Federal mileage rate.

Employee Acknowledge. This Human Resources Policies and Benefits document can be reproduced with signature and date lines for acknowledgement by each GURA employee.