

Employee Handbook

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TABLE OF CONTENTS

IMPORTANT NOTICE 4

EMPLOYMENT

* EEO/Unlawful Harassment 5
* ADA and Religious Accommodation 5
* Sexual Harassment 5
* EEO Complaint Procedure 6
* Pregnancy Accommodation 6
* Workplace Accommodation for Nursing Mothers 6
* Whistleblower Protection 7
* Employee Status 8

EMPLOYEE BENEFITS

* Employee Discounts & Perks 9
* Insurance Benefit Plans 9
* Holidays 10
* Sick Leave Pay 11
* Vacation 12
* Borrowing Time Off 12
* Flextime 12

LEAVES OF ABSENCE

* Applying for a Leave of Absence……………………………………………………………………… 14
* Domestic Abuse Leave 14
* Funeral Leave 14
* Jury Duty 14
* Family and Medical Leave Insurance (FAMLI) 14
* Family and Medical Leave (FMLA) 15
* Medical Leave for Employees not Eligible for FMLA 17
* Military Leave 18
* Personal Leave 18
* Voting 18

PAY

* Meals & Breaks 19
* Overtime 19
* Paydays 20
* Pay for Exempt Employees 20
* Time Reporting 20

WORK ENVIRONMENT

* Alcohol and Drugs 21
* Anti-Violence 21
* Appearance, Attire & Hygiene 21
* Attendance and Punctuality 21
* Communication Systems 22
* Confidential Information 24
* Conflict of Interest 24
* Copyright and Patents 24
* Criminal History Check 25
* Proper Handling of Criminal Justice Information (CJI) 25
* Data Disposal 25
* Discipline/Discharge 26
* Emergency Closing Due to Severe Weather or Government Shut Down 26
* Employment References 26
* Inspections 26
* Job-Related Problems 26
* Safety/Reporting of Injury 27
* Separation of Employment 27
* Smoking 27
* Travel Policy 27
* Reimbursement Policy……………………………………………………………………………………. 28
* Workplace Relationships 28
* Colorado Overtime & Minimum Pay Standards Order (COMPS Order) Poster 30

ACKNOWLEDGMENT OF RECEIPT – COMPS Order 31

ACKNOWLEDGMENT OF RECEIPT – Employee Handbook 32

IMPORTANT NOTICE

**THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE COMPANY AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. AT THE ROCKY MOUNTAIN CONSERVANCY, NEITHER THE EMPLOYEE NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE ROCKY MOUNTAIN CONSERVANCY 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 IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF THE ROCKY MOUNTAIN CONSERVANCY, OTHER THAN THE EXECUTIVE DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR 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 AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.**

**EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION 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 THE ROCKY MOUNTAIN CONSERVANCY. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.**

**NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT.**

EMPLOYMENT

Equal Employment Opportunity/Unlawful Harassment

EEO/Unlawful Harassment

The Organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable 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. Prohibited behavior may include, but is not limited to, the following:

* Written form such as cartoons, emails, posters, drawings, or photographs
* Verbal conduct such as epithets, derogatory comments, slurs, or jokes
* Physical conduct such as assault or blocking an individual’s movements

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

ADA and Religious Accommodation

The Organization will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in an undue hardship to the Organization or cause a direct threat to health or safety. The Organization will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Organization. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

Sexual Harassment

The Organization 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

EEO Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, the Organization expects employees to make a timely complaint to enable the Organization to investigate and correct any behavior that may be in violation of this policy. Please use the following complaint procedure:

Report the incident to your supervisor or the Human Resources Department**.** A designated person will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these resources with your complaint, you should report the incident to the Executive Director. For complaints about the Executive Director, contact the Executive Director’s supervisor, the President of the Board of Directors.

The Organization 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 a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

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

For handling of non-EEO policy or harassment issues, see Job-Related Problems, page 26.

**Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

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

The Organization may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

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

**Workplace Accommodations for Nursing Mothers**

A private space will be provided, and reasonable time will be permitted, for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, Human Resources and the employee will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The Organization will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

WhistleBLOWER PROTECTION and ethics policy

The Rocky Mountain Conservancy requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and engage in carrying out the Rocky Mountain Conservancy’s mission in a professional manner. As employees and representatives of the Rocky Mountain Conservancy, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Rocky Mountain Conservancy can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of the Rocky Mountain Conservancy’s code of ethics or suspected violations of law or regulations that govern the Rocky Mountain Conservancy’s operations.

No Retaliation

It is contrary to the values of the Rocky Mountain Conservancy for anyone to retaliate against any board member, officer, and employee or volunteer who, in good faith, reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of the Rocky Mountain Conservancy. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment.

Reporting Procedure

The Rocky Mountain Conservancy has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor or Human Resources. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Human Resources, or the Executive Director. For complaints about the Executive Director, contact the Executive Director’s supervisor, the President of the Board of Directors.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Employee Status

Exempt Employee

An employee who is not eligible for overtime pay.

Non-exempt Employee

An employee that is eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 12 hours in a workday, 12 consecutive hours without regard to the starting or ending of the workday or 40 hours per work week, whichever is greater.

**Full-Time Employee**

An employee regularly scheduled to work a predetermined 32 to 40 hours per week year-round. Full-Time employees must work their predetermined schedule or use Vacation or Sick time to complete their hours. Full-Time employees are currently eligible for full Organization benefits.

**Part-Time Employee**

An employee regularly scheduled to work less than 32 hours per week. Part-Time employees are currently ineligible except as required by law for Organization benefits.

**Temporary/Seasonal Employee**

An employee who is hired for a job established for a limited duration of time, sporadic in nature, or for a specific assignment at the discretion of the Organization. Temporary/Seasonal positions may be either full or part-time. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/Seasonal employees are currently ineligible except as required by law for Organization benefits.

EMPLOYEE BENEFITS

Employee DISCOUNTs & Perks

All employees, regardless of Employment Status, are eligible to receive a 40% merchandise discount at any of the Conservancy’s Nature Stores as well as discounted rates for services from a variety of suppliers and vendors through the Perks at Work Program.

Additionally, in an effort to promote a healthy lifestyle, the Organization will allow reimbursement of up to $175/year for Full Time employees and up to $90/year for Part Time/Temporary/Seasonal employees towards a membership or punch pass they opt to elect at any gym, exercise club, instructor taught exercise class, etc. that ultimately promotes health and wellness. To be eligible for reimbursement, employees must be able to provide a receipt as well as a description of the qualifying activity class or wellness service to the Human Resources Coordinator, along with an Expense Report. Please contact the Human Resources Department with specific questions or further clarification on employee discounts and perks.

Insurance Benefit Plans

As part of its compensation strategy, the Organization offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Organization complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the Organization are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Organization’s discretion as permitted by law. The Organization and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Organization.

Employees will have an opportunity to make changes to their benefit selections during the Organization's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

For more information about the following plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Human Resources Department.

The Organization currently offers these plans:

Medical Insurance Plans: Helps pay insurance premium costs for employees and employee families.

Health Savings Account: Health Savings account with employer contributions. Employee must be enrolled in the qualified Medical Insurance Plan to qualify.

Dental and Vision: Helps pay insurance premium costs for employees and employee families.

Life Insurance Plan: Provides term insurance coverage of up to a one-time payment of $50,000.

Long-term Disability (LTD) Plan: Helps replace a portion of the employee’s salary if an employee suffers a covered disability for an indefinite period of time.

401K Plan: Allows employees to save for retirement. The Organization currently matches up to the first 4% of an employee’s contribution. Additionally, the Organization will acknowledge and reward an employee with a gift card for each increase of at least 1% to their contribution after the initial 4% (limit of 5 total). However, if that percentage is lowered again within the year, it will not be recognized as an increase later, if it is subsequently increased again. Please contact the Human Resources Department with specific questions or further clarification on the 401k plan.

Holidays

The Organization currently observes the following federal holidays as days off with pay:

New Year’s Day

Martin Luther King, Jr. Day

President’s Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veteran’s Day

Thanksgiving Day

Christmas Day

\*\*See the Organization’s current payroll calendar for details.

**For Full-Time employees**:

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, it is observed on the following Monday.

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

Full-Time employees receive eight hours of holiday pay at their regular rate of pay.

Employees may be required to work a holiday. If a non-exempt employee works on a holiday, they will receive double time for their hours worked. Employees may not receive both double-time pay, and overtime pay and/or a paid day all off for the same holiday.

**For Part-Time and Temporary employees**:

If an employee is scheduled to work on a holiday or observed holiday, they may receive double their pay rate.

If an employee has accrued time off and would like time off on the holiday or observed holiday, please see your supervisor regarding your schedule.

If an employee is normally scheduled to work on a holiday or observed holiday, please see your supervisor to discuss your schedule.

Sick Leave Pay

**Part-Time** employees will accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.

**Full-Time** employees accrue 4 hours of sick leave pay bi-weekly for years 0-2 (full years of service) and then 6 hours of sick leave pay bi-weekly thereafter. For full-time employees, sick leave is allowed to accumulate from year to year up to a maximum of 13 weeks (520 hours). Once that maximum is reached, further accruals will cease until the sick hours are taken and fall below the maximum allowed. Employees will not accrue sick hours during unpaid leaves of absence.

It is your responsibility to notify your manager each day at the beginning of your shift when you cannot come to work due of an illness, injury, medical care, or domestic violence. Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required. This certification should indicate that you were unable to work due to medical or domestic violence reasons and the length of time this restriction lasted. If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Because paid sick time can be accumulated to be used if you are personally sick or injured; you will not receive extra pay or extra time off for your unused sick time.

Paid sick leave may be used if an employee:

(1) has a mental or physical illness, injury, or health condition that prevents them from working;

(2) needs to get preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;

(3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);

(4) the employee or the employee’s family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or

(5) due to a public health emergency, a public official having closed either (A) the employee’s place of business, or (B) the school or place of care of the employee’s child, requiring the employee needing to be absent from work to care for the child.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire.

Paid sick time will not be used in any calculations of overtime. Neither sick leave pay nor short-term disability may be used for absences covered by workers’ compensation insurance.

Upon separation of employment, employees do not receive pay for unused sick leave hours.

Vacation

Full-Time employees currently are granted paid vacation after completing continuous service as described below:

|  |  |
| --- | --- |
| **Length of Service** | **Vacation Granted per Year** |
| 0 - 3 full years | 13 days |
| 4 - 9 full years | 20 days |
| 10 or more full years | 27 days |

Full-Time employees scheduled less than 2080 hours per year will have their vacation time prorated based on the number of hours normally scheduled to work up to a max of 16 days per year.

For non-exempt employees, any used vacation time will not be used in the computation of overtime.

Employees are responsible for scheduling their vacation, in advance, with their supervisor and with their supervisor’s approval. Vacations should be scheduled in a manner that minimizes interruptions to Organization operations. Due to the varied operations of the Organization, requests for vacation may be denied during certain time periods.

Upon separation of employment, employees receive pay for earned but unused vacation.

The Organization encourages employees to use all earned vacation each year. Employees may carry over unused vacation into the next year. However, the maximum vacation time that employees may carry over as of January 31 of any given year, is a total of 200 hours. Once that maximum is reached, further accruals will cease until the vacation hours are taken and fall below the maximum allowed. Employees will not accrue vacation hours during unpaid leaves of absence.

Borrowing Time off

In an effort to accommodate employees, with supervisor’s approval, employees may “borrow” against the vacation time or sick time expected to accrue over the course of the year for up to 50% of their yearly current accrual.

Upon separation of employment, employees are responsible for reimbursement of used but not accrued vacation time or sick time. At the time employees “borrow” against the unaccrued vacation time or sick time, they will be expected to execute a written authorization that would allow the Organization to deduct the amount of used but unaccrued time off from their final paycheck, should that be necessary.

**FLEXTIME**

The Organization is committed to offering a flexible schedule for positions and employees where appropriate. Due to the different responsibilities of each department, implementation of flexible scheduling is variable but may include:

**Alternate work schedules**: Allowing for an employee to swap out a weekday for a Saturday or Sunday as long as it doesn’t reduce the total number of hours worked in a given work week. Non-exempt employees also need to make sure this doesn’t produce overtime pay in their 40-hour week running Sunday to Saturday. If overtime is expected or anticipated, please obtain prior supervisor authorization.

**Flextime**: Allowing for an employee to alter the start and end time of their workday around the normal schedule of 8am to 5pm. Lunch is generally an hour for non-clerk employees. A shorter or longer lunch may be taken depending on the needs of the employee. Flextime does not reduce the total number of hours worked in a given work week.

While flextime may vary outside of the normal office hours, it is dependent on the requirements of the position and operational needs of the department.

**Determination** is based on employee performance, job responsibilities and operational needs. A flextime schedule should not negatively affect the workplace. The supervisor and employee are responsible for maintaining open communication, not incurring additional overtime, and discussing any concerns as they arise. Ultimate determination may lie with the Executive Director.

LEAVES OF ABSENCE (LOA)

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Employees that are interested in applying for any type of Leave of Absence, should submit a request in writing to the Human Resources Department. The request should include the reason for the LOA and indicate an end date if possible. Even if you can’t provide an exact date, it’s still better to give the Organization a general timeframe for how long you expect to be gone. Be aware that depending on the type of LOA, your employee benefits may not continue while you’re away from work. The Organization will respond in writing to your request with a determination on whether the LOA is granted and the approved length of the LOA.

1. Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please contact the Human Resources Department for additional information.

1. Funeral Leave

Full-Time employees are currently eligible for paid leave of up to three days to attend the funeral of an immediate family member. Immediate family is defined as the employee’s spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, Full-Time employees currently are granted up to one paid day to attend a funeral. Near relatives include the employee’s aunts, uncles, nieces, nephews, and their spouse’s grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, other leave may be granted upon the approval of the employee’s supervisor.

1. Jury Duty

The Organization recognizes jury duty as a civic responsibility for everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during regular work hours, the employee is expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and if they provide confirmation of juror service. Beginning the fourth day and thereafter, employees, as jurors, are currently paid $50.00 per day by the State of Colorado for state, district, or county court jury duty.

1. Family and Medical Leave Insurance (FAMLI)

The FAMLI program will ensure all Colorado workers have access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs – like growing their family or taking care of a loved one with a serious health condition. Eligible employees will receive up to 12 weeks of leave. Those who experience pregnancy or childbirth complications may be eligible to receive an additional 4 weeks of leave. Important information regarding the FAMLI program:

* Although employer paid premiums are applied to the program effective January 1, 2023, FAMLI will not start providing benefits to employees until January 1, 2024
* Colorado employees become eligible to take paid leave after they have earned at least $2,500 in wages within the state within the last 4 calendar quarters.
* The program is a social insurance. Once an employee files a claim through the FAMLI program, the State of Colorado, not the employer, will issue payment to the employee.
* During their leave, employees will receive a portion of their paycheck dependent on their average weekly wage and not the full amount. Benefits are capped at $1,100 per week.
* Employees are not required to use their earned time off before taking leave under the FAMLI program, but employers may allow employees to use their accrued time off to “top off” or cover the remaining balance of their typical weekly wage in order to “make whole” their take-home pay while on leave.
* The FAMLI benefit can only be taken once a year across a rolling annual calendar year.

1. **FAMILY AND MEDICAL LEAVE (FMLA)**

The Organization providesup to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

* Incapacity due to pregnancy, prenatal medical care, or childbirth
* 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
* A 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.

FMLA also includes a special leave entitlement that permits eligible employees to 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 Organization 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 Organization for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions 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 will not accrue during the unpaid leave. Holidays, funeral leave, or employer’s jury duty pay are not granted on unpaid leave.

**Eligibility Requirements**

Employees are eligible if they have worked for this Organization 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 a calendar year, or 26 weeks in the 12-month period measured forward from the first day of an employee’s leave as explained above.

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 Organization’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 Organization’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 Organization requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave is taken in compliance with the Organization’s normal paid leave policies. The Organization requires that employees use all available sick time that has been accrued as well as any vacation hours that have been accrued until a minimum of 40 hours of vacation time remains available. It is at this time, if the employee is still taking a leave of absence, that the remaining leave time be unpaid as all leave benefits have been exhausted. Employees may not supplement workers’ compensation benefits or disability pay with paid leave.

**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 Organization’s normal call-in procedures.

Employees must provide sufficient information for the Organization 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 Organization 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. This will not be required for parental leave. The Organization may require second and third medical opinions at the Organization’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 may result in disciplinary action in accordance with the Organization’s attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

**The Organization’s Responsibilities**

The Organization 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 Organization will provide a reason for the ineligibility.

The Organization 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 Organization determines that the leave is not FMLA-protected, the Organization will notify the employee.

**Unlawful Acts**

FMLA makes it unlawful for the Organization 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**

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.

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

1. MEDICAL LEAVE FOR EMPLOYEES NOT ELIGIBLE FOR FMLA

Employees who have not worked 12 months or 1,250 hours are not eligible for the Organization’s FMLA guideline. Those employees may be provided a medical leave of absence to be used in a block of time, in limited circumstances. Such a leave would include time off for an employee’s illness, pregnancy-related disability, or an employee’s injury, whether on or off the job.

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

* The employee has completed 90 days of employment with the Organization.
* The employee notifies the immediate supervisor as soon as possible of the need for medical leave.
* The employee submits to the supervisor a written statement from a medical provider outlining the reason for leave and the estimated time needed. (The Organization may require the employee to obtain an opinion from a medical provider selected by the Organization.)
* Approvals are obtained from the immediate supervisor and Human Resources prior to the leave.
* All available sick leave and earned vacation are used at the beginning of the leave of absence. Medical leave (non-FMLA) runs concurrently with the receipt of vacation, sick leave, short-term disability, and workers’ compensation, whenever applicable.

Medical leaves (non-FMLA), and any extension of leaves, will generally be limited to no longer than six calendar weeks. An employee who is ready to return to work from leave should present a medical provider’s statement indicating ability to return to work. If an employee is unable to return to work at the end of FMLA/extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act or other law. The employee must supply sufficient information from their medical provider indicating that he or she has a covered disability and when the employee will be able to return to work with or without reasonable accommodation. Any accommodation must not result in undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the Organization.

Because of the business nature of the Organization, we may not be able to hold your position open during your leave. In the event your job is filled, you will be considered along with other candidates for any vacant position for which you are qualified. There is no job guarantee.

The Organization currently continues medical and life insurance benefits for an employee on leave for a maximum of six weeks, as long as the employee continues to pay the employee’s portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holiday, funeral pay, or employer’s jury duty pay will not be granted during the leave.

Part-Time employees are not eligible for leave under these guidelines except as required for a disability.

1. Military Leave

Employees may use accrued time off for military or reserve duty, or, if preferred, the employee may take unpaid leave. Employees granted a military leave of absence will be reinstated and paid in accordance with the laws governing veteran's re-employment rights.

1. Personal Leave

Normally, personal leaves of absence are not granted. If, on rare occasions, management deems the circumstances warrant approval, a paid or unpaid leave for non-medical reasons could be granted at the management’s discretion.

1. Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to the Election Day.

PAY

MEALS & BREAKS

Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Non-exempt employees will also be permitted a paid 10-minute rest break for every four hours of work. The chart below indicated what rest periods are required. Rest periods should be as close to the middle of an employee’s shift as practical.

|  |  |
| --- | --- |
| **Work Hours** | **Rest Periods Required** |
| 2 or fewer | 0 |
| Over 2, and up to 6 | 1 |
| Over 6, and up to 10 | 2 |
| Over 10, and up to 14 | 3 |
| Over 14, and up to 18 | 4 |
| Over 18, and up to 22 | 5 |
| Over 22 | 6 |

There is some flexibility for the length and timing of rest breaks. It is allowed to take two five-minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra ten minutes without pay.

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify Human Resources or their supervisor.

Exempt employees typically work an 8-hour workday and are allotted a 1-hour break for lunch.

Overtime

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as is practical. Non-exempt employees are paid at the rate of one and one-half times the regular hourly rate for hours worked in excess of 12 hours in a workday, 12 consecutive hours without regard to the starting or ending of the workday or 40 hours per established work week, whichever is greater. The established work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. Saturday.

For purposes of calculating overtime payments, only hours actually worked (not administrative leave, holiday, sick or vacation) are counted. All overtime must be approved in advance by a supervisor.

Paydays

Employees are paid every other Friday. If the regular payday occurs on a federal holiday, the payday is the last working day prior to the holiday.

In order to be paid via direct deposit, employees will need to fill out a direct deposit authorization form. Employees must create a user account with the Organization’s payroll provider to obtain statements showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, individual savings plans, and 401K contributions may be arranged through Human Resources.

Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The Organization is committed to complying with salary basis requirements which allows properly authorized deductions.

If an employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

Time Reporting

Non-exempt employees are required to complete a time sheet daily. At the conclusion of each pay period, employees must sign the time sheet and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. Timesheets must be submitted to employee supervisors by 10:00 a.m. the Monday following the end of each pay period.

Exempt employees are required to report time off from their regular work schedule to their department manager bi-weekly.

These records are the only ones used by the Organization to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also chose to keep their own personal time records must provide them to the Organization if they find a discrepancy between the Organization’s records and their records. Employees should contact their supervisors with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay. Employees also must notify their supervisor or Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The Organization will not tolerate retaliation against employees for making a report or participating in an investigation.

WORK ENVIRONMENT

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana. Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Organization premises or while conducting Organization business is prohibited. Alcoholic beverages served in conjunction with an authorized Organization event are an exception to this prohibition.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto Organization property, or any other act which in management’s opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, contractors, consultants, etc.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Appearance, Attire, and Hygiene

The Organization believes an employee’s dress and grooming should be appropriate to the work situation. All staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. These guidelines may limit natural or artificial scents that could be distracting or annoying to others in the workplace. You are responsible for your proper hygiene. Offensive perfumes/colognes, body odor or inappropriate clothing selection can result in corrective action. Radical departures from what the Organization considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed. Any logos or graphics worn by employees must not reflect any form of violent, discriminatory, abusive, offensive, demeaning, or otherwise unprofessional message. Any employee who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises.

Attendance and Punctuality

All employees are expected to be punctual when arriving to work. In addition, regular attendance is considered an essential responsibility of each employee and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor and/or Human Resources as soon as possible prior to the start of their shift. Leaving messages, texts, emails, or voicemails with other employees is not acceptable. Employees with four or more consecutive days of excused absences because of illness or injury must provide proof of physician’s care and fitness for duty release prior to returning to work.

Employees must utilize their accrued time off for their absences, unless otherwise allowed by the Organization’s policy (LOA, Bereavement, Jury Duty, etc.)

Excessive absenteeism is defined as two or more occurrences pf unexcused absences in a 30-day period and will result in disciplinary action up to and including termination.

Failure to report to work for a period of three days or more without notifying a supervisor will result in termination.

Communication Systems

The Organization’s computer network, access to Internet, Wi-Fi, e-mail and voice mail systems are business tools intended for employees to use while performing their job duties. Therefore, all documents and files are the property of the Organization. All information regarding access to the Organization’s computer resources, such as user identifications, domain addresses, access codes, and passwords are confidential Organization information and may not be disclosed to non-Organization personnel.

All computer files, documents, and software created or stored on the Organization’s computer systems are subject to review and inspection at any time. This includes web-based email and web browser history employees may access through Organization systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Organization premises without written approval from a department head and a completed, signed Property Checklist Form, indicating exactly what piece(es) of equipment have been issued and are your responsibility. Upon separation of employment, all communication tools and property of the Organization should be returned to the Human Resources Department.

Copyright and Software

The Organization fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Organization facilities.

E-Mail

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Organization prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time, whether on Organization devices or personal devices connected to the Organization’s network No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Organization premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time. Non authorized employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee’s e-mail messages.

Mail

All incoming postal mail is presumed to be business related. Employees should not use the Organization address to receive personal mail. However, employees may use the Organization mailroom for mailing or shipping personal items as long as employees pay for their own postage.

Social Media Guidelines

Use of personal mobile devices and the Organization’s computers during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not Organization communications. All social media postings on behalf of the Organization must be preapproved and sent by authorized employees. Personal postings by an employee concerning the Organization are not prohibited provided they comply with guidelines set forth below or in this handbook.

If you post any comments that promote or endorse Organization products or services in any way, the law requires that you disclose that you are employed by the Organization.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the Organization. Confidential information includes trade secrets, or anything related to the Organization’s inventions, strategy, financials, or products that have not been made public, internal reports, procedures, or other internal business-related confidential communications. Further detail is provided in the “Confidential Information” section of your employee handbook.

A blog, wiki, chat room, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the Organization regarding these issues must be made consistent with the complaint process in this handbook so that the Organization can address them.

When you use social media, use good judgment. We request that you be respectful of the Organization, our employees, our customers, our partners and affiliates, and others. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene or threatening, that defames or libels our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment.

Nothing in this guideline is meant to interfere with employees’ right under federal law to engage in protected and concerted activity, including employees’ ability to discuss terms and conditions of their employment.

Telephone/Cellphones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls and texting can significantly disrupt business operations, please be mindful of your usage.

For safety reasons, employees are prohibited from the use of cell phones and mobile devices to make calls or text while driving. Employees must park whenever cell phone use is required. Generally, stopping on the shoulder of the road is not acceptable.

The Organization telephone lines should not be used for personal long-distance calls.

Full-Time employees that are regularly required to use their cell phones for work may be eligible for a monthly cell phone reimbursement at the standard rate for the Organization. Employees should consult with supervisor and Human Resources to see if they meet eligibility requirements.

Unauthorized Use

Employees may not attempt to gain access to another employee’s personal file of e-mail messages or send a message under someone else’s name without the latter’s express permission. Employees are strictly prohibited from using the Organization communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

Voice Mail

The Organization voice mail system is intended for transmitting business-related information. Although the Organization does not monitor voice messages as a routine matter, the Organization reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Confidential Information

Organization employees will have access to confidential information. Confidential information includes but is not limited to donor contact information, credit card information, and personal employee contact information.

Due to business needs, it may be necessary to share personal information including work schedule, work location, and/or personal contact information within the Organization to other employees or departments. However, it is strictly prohibited to share this information with anyone outside of the Organization.

Disclosure of confidential information outside of the Organization will not be tolerated. This non-disclosure prohibition applies both during and after an employee’s employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

All work product, including but not limited to, written materials, donor information, artistic media, photographic media, publications, and manuals, are owned by the Rocky Mountain Conservancy and must be returned to the Organization upon separation or at any time upon demand.

Conflict of Interest

The Rocky Mountain Conservancy requires that employees protect Organization information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job.

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Any conflicts with a second job will not be acceptable excuses for not meeting expectations or attendance requirements, including any overtime work.

Any outside work must not create or appear to create a conflict with the Organizations interests. For example, any outside work must not compete with any current or planned products or activities at the organization. Nor should any such outside venture involve working for a competitor of ours. Employees are not permitted to use any of the Organizations equipment or paid time off benefits for purposes related to an outside job. Other examples of conflict of interest could be: Serving as a board member or director of a competing firm, holding financial interest in a competing Organization, or being self-employed in an occupation which competes with the Organization, or ownership, partnership or personal involvement in supplier companies or distribution outlets related to Organization business.

Employees shall not accept gifts, whether in the form of service, loan, article, or promise, that may tend to influence employees’ improper favor or service.

If an employee is asked to consult or to speak as a representative of the Rocky Mountain Conservancy, the employee must obtain prior approval from the Executive Director or the Board of Directors. All monetary compensation earned as a representative of the Organization shall be paid to the Organization. This includes, but is not limited to, speaking engagements, academic appointments, written work, and attendance at events.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If questions remain unresolved, refer the matter to the Executive Director or to the Board President, if appropriate, for a final determination. If there is a potential conflict interest, employees should do a formal disclosure to Human Resources.

Copyright and patents

During the course of an employee’s job at the Rocky Mountain Conservancy, they may develop new procedures, equipment designs, or modifications to or for the work environment. Because employees are paid by the Rocky Mountain Conservancy, use Organization materials and are on Organization time, any new development, whether patentable or not, is the property of the Organization.

Criminal History Check

The Organization’s Criminal History Check procedures are designed to ensure a safe and secure environment for all employees and visitors as well as to facilitate employment decisions which are in the best interest of the Organization’s employees, resources, and overall mission statement. The Organization may require employees to have a three-part (NSOPW, State and FBI) check completed in the event that they have reoccurring access to vulnerable populations. Vulnerable populations include children aged 17 or under, adults 60 or over and individuals with disabilities. Recurring access is defined as the ability on more than one occasion to approach, observe, or communicate with an individual through physical proximity or other means, including but not limited to, electronic or telephonic communication.

proper handling of criminal justice information (CJI)

After clearing federal and state background checks, certain Rocky Mountain Conservancy Human Resource staff may be authorized to access Criminal Justice Information (CJI) and are required to adhere to all technical and procedural requirements of the FBI CJIS Security Policy for protecting Criminal Justice Information. Unauthorized requests, receipt, release, interception, dissemination, or discussion of CJI is serious and may result in criminal prosecution and termination of employment. The Conservancy will perform a formal disciplinary process for any personnel who fails to comply with the security policies and procedures.

Authorized users who have direct access to CJI, and all appropriate IT personnel, must be aware of the agency’s policy regarding possible security incidents and the proper reporting procedures with the Conservancy. Any failure or possible security incident shall be reported to the appropriate personnel in an incident report containing the following items:

* Date of Incident
* Location of Incident
* Systems Affected
* Method of Detection
* Nature of Incident
* Description of Incident
* Actions Taken/Resolution
* Date & Contact Info for RMC Employee(s)

Data Disposal

During the course of employment, the Organization will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

* First and last name or initials
* Username(s) and password(s)
* Social security number
* Driver’s license or other identification card number
* Medical documentation
* Biometric data

The Company may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Organization will either (a) destroy the records or (b) arrange for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Discipline/Discharge

Occasionally, performance or other behavior falls short of Organization standards and/or expectations. When this occurs, management will take action, which, in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter, to immediate discharge. All disciplinary actions will be documented and made a part of the employee’s file. Action taken by management in an individual case does not establish a precedent in other circumstances.

**EMERGENCY CLOSING DUE TO SEVERE WEATHER OR GOVERNMENT SHUT DOWN**

In the event of severe weather, it may be necessary to close the Organization facilities or open on a delayed start time. Employees who have reported to work are advised of their options by management. Employees who have not reported to work should check with their supervisor. As a general rule, the Organization will try to comply with delayed start time, early closure and full closure as directed by the Rocky Mountain National Park or other host organization based on the employee’s work location. If you have any questions about how this relates to your individual responsibilities, please contact your supervisor.

In the event of government shutdown, the Organization will continue to operate in as much as possible. Certain positions may be furloughed for the time of the shutdown. If you have any questions about how this relates to your individual position, please contact your supervisor.

Employment References

The Organization does not furnish open letters of recommendation addressed “To Whom It May Concern”.

If an employee receives a call inquiring about a former employee, do not attempt to answer any questions; rather, please refer the caller to Human Resources, who will determine if a reference can be given and who is authorized to provide the reference. Only authorized individuals may respond to such inquiries on behalf of the Organization. This restriction includes recommendations on social media sites.

Inspections

The Organization may conduct searches and inspections of any employee or Organization-owned property at work without notice. Any employee who refuses to submit to a search will be subject to disciplinary action, which may include termination.

Job-Related Problems

Employees who disagree or are dissatisfied with an Organization practice should promptly discuss the matter with their immediate supervisor, when appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the Organization’s ability to resolve concerns while they are fresh. 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, then employees are encouraged to take the problem to the Executive Director. If the problem still cannot be resolved, employees may submit a written complaint to the Board of Directors for review and final decision about the situation.

For handling of an EEO Complaint or other EEO related issue, see EEO Complaint Procedure, page 6.

Safety/Reporting of Injury

It is the policy of the Organization that the safety of its employees and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. The Organization requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the Organization’s Safety Policies.

If injured on the job, no matter how minor, employees are expected to immediately report (within 24 hours) the incident in writing to their immediate supervisor as well as Human Resources. If non-emergency medical treatment for an on-the-job injury is needed, it must be obtained from one of the Organization’s designated medical providers. If not, the employee may be responsible for the cost of medical treatment. For emergency medical treatment, please go to the nearest ER.

For more information, refer to the Safety Policies of the Organization and the Worker’s Compensation Claim Process.

Separation of Employment

The Organization requests that employees who wish to resign from their positions notify the Organization of their anticipated departure date and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, 401k, etc.) with Human Resources.

Exit interviews may be conducted by Human Resources or Department Director to gather constructive feedback from employees who leave the Organization. Information gained may identify opportunities for the Organization to improve.

Interviews are scheduled at the convenience of the employee and Human Resources before the employee’s last day of employment. Although participation in the exit interview is voluntary, it is highly encouraged.

Employees may be considered for re-employment provided that they qualify for the position of interest. Additionally, that the employee’s past performance and attendance histories with the Organization were satisfactory.

Upon termination, willful or otherwise, employee will immediately turn over all items belonging to the Rocky Mountain Conservancy to their supervisor or Human Resources.

Smoking

It is our objective to provide a smoke-free environment within our Organization. Smoking is prohibited within all areas of the building and within 15 feet of the building. This restriction applies to all employees and visitors, at all times, including non-business hours. Employees are responsible for safely disposing of their smoking materials and complying with any additional federal fire restriction when on federal property.

TRAVEL POLICY

Time spent commuting between home and work generally is not considered hours worked. Time spent by an employee traveling as part of the employee's principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. Travel time means time spent on travel for the benefit of the Organization, excluding normal home to work travel, and shall be considered time worked. At the start or end of the workday, travel to or from a workstation, entirely within the Rocky Mountain Conservancy’s premises and/or with Rocky Mountain Conservancy-provided transportation, shall be considered time worked, if it is: time during which an employee is performing labor or services for the benefit of the Organization, whether or not the employee is required to do so.

REIMBURSEMENT POLICY

Generally, expenses reimbursed by the Organization include those pre-approved as reasonable and necessary to properly conduct Company business.

Employees who must travel for business purposes are reimbursed for pre-approved travel expenses, lodging and meals. Except with pre-authorization from the Executive Director, employees are not reimbursed for alcoholic beverages.

Employees request reimbursement by filing an Expense Report and/or Mileage Log. Receipts supporting expenses for lodging, commercial transportation, auto rental, meals, office supplies and other expenditures must accompany any Expense Report. Employees are asked to document the purpose of the expense and the nature of the business conducted. Expense Reports must contain Supervisor approval signature prior to being submitted to the Human Resources Coordinator and should be turned in within one-month from the time the expense is incurred to qualify for reimbursement.

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service’s allowable rate per mile. Tolls and parking fees are also reimbursable expenses. Employees are responsible for moving violations incurred while they are driving a Company-owned vehicle or personal vehicle for business. Parking violations are also the employee’s responsibility.

Please contact the Human Resources Department with specific questions or further clarification on the Travel and/or Reimbursement policies.

**WORKPLACE RELATIONSHIPS**

Management realizes that while it is not necessarily in the best interests of the Organization or the employees involved, romantic relationships may develop between co-workers. Employees must behave in a professional manner while working at the Organization or while at Organization functions. It is important to keep romantic relationships separate from the work environment.

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this guideline, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage such as parties to civil unions. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual relationship. This guideline applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Organization also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to Human Resources. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If no such transfer is available, management may take additional actions, which may include termination. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Background pattern

Description automatically generated with medium confidence

# **Colorado Overtime and Minimum Pay Standards Order**

# **(COMPS Order)**

**Acknowledgment of Receipt**

**I have been provided and hereby acknowledge receipt of a copy of the Colorado Overtime and Minimum Pay Standards Order (COMPS Order #38) Poster.**

**Employee Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

This Acknowledgement is in conjunction with a copy of the current Colorado COMPS Order that is required to be provided at the very end of the Employee Handbook.

The links below will also direct you to find the Colorado Comps Order 38 poster, in English and also in Spanish: <https://cdle.colorado.gov/sites/cdle/files/COMPS%20Order%20%2338%20Poster%20%282023%29%20English.pdf>

<https://cdle.colorado.gov/sites/cdle/files/COMPS%20Order%20%2338%20Poster%20%282023%29%20Spanish.pdf>

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYMENT HANDBOOK

**I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JANUARY 2023. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE ORGANIZATION’S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.**

**I UNDERSTAND THAT MY EMPLOYMENT WITH THE ORGANIZATION IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE ORGANIZATION 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 ROCKY MOUNTAIN CONSERVANCY, OTHER THAN THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND ME. 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. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE. I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

**Employee Signature**

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**Printed Name**

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**Date**