

A. TABLE OF CONTENTS:

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
I.	INTRODUCTION & AUTHORITY	
A.	Table of Contents	1
B.	Purpose	3
C.	Prologue	4
D.	Resolution by Board of County Commissioners	6
E.	Endorsement by Elected Officials	7
II.	HIRING PRACTICES	
A.	Equal Opportunity Statement	8
B.	Search/Application process	8
C.	Employment Classification and Status	9
D.	Compliance with Immigration Laws	10
E.	Employment of Relatives (Anti-Nepotism Policy)	10
III.	COMPENSATION	
A.	Job Descriptions & Grading	12
B.	Pay Structure	12
C.	Payroll Dates	13
D.	Payroll Deductions	13
E.	Overtime For Non-exempt Employees	13
F.	Compensatory Time	14
G.	Special Detail/Extra Duty	14
H.	On-Call	15
I.	Intra-County Position Changes	15
IV.	BENEFITS	
A.	Group Life Insurance	17
B.	Group Health Insurance	17
C.	Retirement	17
D.	Holidays	18
E.	Vacation Accrual & Leave	19
F.	Medical/Bereavement/Emergency Leaves	20
G.	Medical/Bereavement/Emergency Donation	21
H.	Educational Reimbursement Program	22
I.	Early Retirement	22
V.	ATTENDANCE & LEAVES	
A.	Work Hours	24
B.	Inclement Weather/Disaster Closing	24
C.	Military Leave	26
D.	Jury Duty	26
E.	Administrative Leave	26
F.	Family and Medical Leave Policy	26
G.	Servicemember Family and Medical Leave	29
H.	Work Related Injury Leave	30
I.	Leave of Absence	31
J.	Personal Leave for Protection from Domestic Abuse or Violent Crimes	31

VI.	PERFORMANCE MONITORING	
A.	Performance Evaluation Process	32
B.	Employee Files	32
VII.	WORK RELATED EXPENSES	
A.	Mileage/Food/Lodging	34
B.	Other Expenses	35
C.	Travel Advances	35
D.	Non-Reimbursable Expenses	35
E.	Employee Certification & Licensing	36
F.	County Credit Cards	36
VIII.	EMPLOYEE CONDUCT	
A.	Employee Conduct	37
B.	Health & Safety	37
C.	Confidential Information	38
D.	Personal Use/Conversion of County Property	39
E.	Dress Code	39
F.	Improper/Off-Duty Conduct	39
G.	Conflicts of Interest	39
H.	Drug-Free Workplace	40
I.	Non-Harassment Policy	41
J.	Workplace Violence	43
K.	Electronic Mail/Internet	44
L.	Tardiness/Unexcused Absences	44
IX.	DISCIPLINARY & APPEAL ACTIONS	
A.	Performance Management	46
B.	Appeal Procedure	47
X.	SEPARATION OF EMPLOYMENT	
A.	Retirement	49
B.	Early Retirement	49
C.	Resignation	49
D.	Discharge	49
E.	Release from Temporary Employment	49
F.	Reduction-in-Force	49
G.	Return of County Issued Material	49
XI.	DEFINITIONS	51
	Drug and Alcohol Policy	

B. PURPOSE

This Teller County Employee Personnel Manual states Teller County's policies and procedures in effect as of *[the date of publication]* and supercedes all previous editions of personnel policy manuals and single topic policy resolutions issued in the past.

The policies and provisions of this Manual are to be used as guidance only. No section of this Manual is intended to, or may be relied upon to, create any express or implied contract of employment for a specific period of time with Teller County.

No representative or agent of Teller County, other than the Teller County Board of County Commissioners or any other Elected Official, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

No employee manual can anticipate every circumstance or question. After reading this manual, employees who have questions should talk with their immediate supervisor or the human resources department.

Teller County reserves the right to change or delete any of the policies or procedures described in this Manual at any time and without prior notice.

C. PROLOGUE

The personnel policies and procedures in this Manual are adopted consistent with such principles as:

1. Recruiting, selecting and advancing employees on the basis of merit, qualifications, experience, knowledge, skills, and abilities, including open consideration of qualified applicants for initial appointment;
2. Training employees, where possible and appropriate, with the goal of achieving high-quality performance;
3. Correcting inadequate performance, where possible and appropriate;
4. Retaining or separating employees on the basis of the adequacy of their performance;
5. Equal employment opportunity for all applicants and employees in all aspects of personnel administration without regard to political affiliation, disability, race, creed, color, sex, sexual orientation, religion, age, national origin, ancestry, or any other basis prohibited by law, and with proper regard for their constitutional rights as citizens;
6. Protecting employees from coercion for partisan political purposes; and
7. Prohibiting employees from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.

County Government enjoys certain peculiarities from other employment environments. County administration is vested severally in the various Elected Officials, each of whom operates a division of government both autonomous from the other divisions in some aspects, co-dependent in others.

Teller County elects ten public officials: Three Commissioners, Sheriff, Clerk & Recorder, Assessor, Treasurer/Public Trustee, Coroner, Surveyor, and District Attorney (common to the 4th Judicial District). Of these, seven employ County-budgeted staff: the Commissioners, Sheriff, Clerk

& Recorder, Assessor, and Treasurer/Public Trustee.

The Commissioners are responsible for the largest and most diverse pool of County employees organized into several Departments: Public Works, Public Health, Social Services, Finance, Community Development Services, Information Technology, Human Resources and a number of support services/divisions.

**BEFORE THE BOARD OF COMMISSIONERS
OF TELLER COUNTY, COLORADO**

RESOLUTION # 042408 (13)

**A RESOLUTION FOR THE ADOPTION OF THE TELLER COUNTY EMPLOYEE PERSONNEL
MANUAL DATED MARCH 13, 2008.**

WHEREAS, the Board of County Commissioners of Teller County is dedicated to the principle of providing a sound system of personnel management; and

WHEREAS, in order to consistently administer such a system the Board deems it advisable to promulgate policies and procedures for personnel matters; and

WHEREAS, the Board of County Commissioners hereby find, determines, and declares that adoption of this Resolution is necessary for the preservation and protection of the public health, safety and welfare of the inhabitants of Teller County.

**NOW, THEREFORE BE IT HEREBY RESOLVED THAT THE TELLER COUNTY EMPLOYEE
PERSONNEL MANUAL, DATED March 13, 2008, IS ADOPTED IN ITS ENTIRETY AS THE
EMPLOYEE PERSONNEL MANUAL FOR TELLER COUNTY.**

This resolution rescinds and replaces all previous revisions of the Teller County Employee Personnel Manual and all previous resolutions for amendments or adoptions to the Teller County Employee Personnel Manual.

Adopted at the regular meeting of the Board of County Commissioners of Teller County, Colorado this 24th day of April, 2008.

By: _____
James A. Ignatius, Chairman

Attest: _____
Patricia Crowson
Clerk & Recorder to the Board

WE THE FOLLOWING ELECTED OFFICIALS IN THE COUNTY OF TELLER, IN THE STATE OF COLORADO HEREBY ENDORSE AND SUPPORT THE CHANGES TO THE TABLE OF CONTENTS, AND ALL SECTIONS OF THE POLICIES AND PROCEDURES PROMULGATED IN THE ATTACHED TELLER COUNTY PERSONNEL MANUAL:

By: _____
William G. Buckhanan
Commissioner

By: _____
Jim Ignatius
Commissioner

By: _____
Robert Campbell
Commissioner

By: _____
Constance R. Joiner
Treasurer

By: _____
Patricia Crowson
Clerk & Recorder

By: _____
Thomas King*
Assessor

By: _____
Kevin Dougherty
Sheriff

By: _____
Earl Byrne
Coroner

By _____
Kevin Lloyd
Surveyor

Signed _____
Date

*This endorsement does not authorize or recognize any claim of implied power of the Teller County Board of County Commissioners that conflicts with the express power, duties, and statutory authority of that signing Elected Official regarding his/her office.