



## **Personnel Guidelines**

## Dear City of Louisville Employee,

It is an honor to have you as part of our team. We believe our employees are our most valuable asset and strive to establish a culture that supports professional growth and development. We have created a number of documents that help guide our choices and strategy in how we work together and serve our community. Within these Personnel Guidelines, we have provided our commitments to ensure fair, safe, and ethical practices within our organization. We are also guided by our strategic plan which includes our vision, mission, values, critical success factors and our commitment to equity, diversity and inclusion.

## Our Strategic Plan

In 2018, the City completed its first organizational [Strategic Plan](#), which is intended to convey how the City government can best serve our residents now and into the future.

## Our Vision

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

## Our Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

## Our ICARE Values

- **Innovation** – Leading and embracing change and transformation through creative thinking, diverse perspectives, learning, and continuous improvement.
- **Collaboration** – Proactively engaging colleagues and other stakeholders in developing solutions through open communication. Fostering a culture where every employee feels valued, supported and inspired to achieve both common and individual goals.
- **Accountability** – Fulfilling our responsibilities, owning our actions, and learning from our mistakes.
- **Respect** – Treating people, processes, roles, and property with care and consideration. Celebrating differences and encouraging authenticity.
- **Excellence** – Doing our best work by building on our individual and collective strengths. Exceeding expectations with responsive, efficient, and effective customer service.

## Our Critical Success Factors

These are essential focus areas for us to achieve our mission: [Financial Stewardship and Asset Management](#), [Reliable Core Services](#), [Vibrant Economic Climate](#), [Quality Programs and Amenities](#), [Engaged Community](#), [Healthy Workforce](#), [Supportive Technology](#), and [Collaborative Regional Partner](#).

## Our Equity, Diversity and Inclusion Commitment

Everyone is welcome at the City of Louisville. Our staff values our differences, brings out the best in one another and grows stronger together in -service to our community.

# **Section 1**

## **INTRODUCTION**

## SECTION 1 – INTRODUCTION

### Active Problem Solving

*Eligible employment status:*

- All Employees

Open and constructive communications and active problem solving are essential to continuous improvement. Any employee who has a problem with or concern about the employee's job, work environment, a co-worker, a citizen, a safety issue, or anything else that affects their employment, should discuss it with his/her supervisor, the Department Director, or the Human Resources Director, as the employee deems appropriate. The City will not tolerate retaliation against any employee who in good faith identifies a problem or concern and suggests how they think it should be solved.

The City Manager, Department Directors, Managers and Supervisors all strive to communicate the City's philosophy and goals that affect employees. At the same time, we want employees to tell their supervisors how you feel about these philosophies and goals. It is important that we receive feedback from employees to formulate workable plans, policies, and events for City of Louisville employees.

We value employee input in solving problems. To encourage this open two-way exchange, City Management will communicate information through meetings and casual discussions, City policy and procedure manuals, City publications, employee meetings, departmental meetings, as well as individual meetings between an employee and his/her supervisor.

The City's website also help to keep you informed about organizational operations and changes, policies, people, and events.

## Code of Ethics

### (City of Louisville Charter)

*Eligible employment status:*

- All Employees

## ARTICLE 5

### OPEN GOVERNMENT AND ETHICS

#### Section 5-1. Executive Sessions - General.

- (a) It is the policy of the City that the activities of City government should be conducted in public to the greatest extent feasible in order to assure public participation and enhance public accountability.
- (b) The City Council may hold an executive session only at a regular or special meeting and for the sole purpose of discussing one (1) or more of the topics set forth in Section 5-2.
- (c) No adoption of any proposed policy, position, resolution, rule, regulation, or formal action, and no informal or "straw" vote, shall occur at any executive session.
- (d) The Council may, by ordinance, establish other procedures and requirements pertaining to executive sessions.

## **Section 5-2. Executive Sessions - Authorized Topics.**

Topics which may be discussed in an executive session shall be limited to the following:

- (a) Matters where the information being discussed is required to be kept confidential by federal or state law;
- (b) Personnel matters involving the dismissal, demotion, discipline or review of the performance of employees directly appointed by the Council, consideration of complaints or charges against employees appointed directly by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- (c) Consideration of water rights and real property acquisitions and dispositions by the City, but only as to appraisals and other value estimates and strategy for the acquisition or disposition of such rights or property; and
- (d) Consultation with an attorney representing the City with respect to pending litigation. Pending litigation shall include cases in which a lawsuit is actually commenced, and any situation where the person requesting the executive session believes in good faith that a lawsuit may result. The Council may discuss settlement strategies in an executive session.

## **Section 5-3. Executive Sessions - Procedures.**

- (a) A request for an executive session may be made only by a member of the Council, the City Attorney or other attorney representing the City, the Municipal Judge, or the City Manager.
- (b) The request to go into an executive session shall be made in an open session at a regular or special meeting of the Council. The requesting party shall give as detailed and specific a statement as possible, using his or her best judgment to avoid disclosure of any confidential matters, as to the topic or topics to be discussed and the reasons for requesting an executive session.
- (c) The executive session shall only be held upon an affirmative vote of two-thirds (2/3) of the entire Council. A separate vote shall be held on each topic requested to be considered in the executive session. Following the vote and immediately prior to retiring into the executive session, the Mayor shall announce the topic or topics of the executive session.
- (d) Immediately upon retiring into the executive session, the requesting party shall explain in detail the nature of the topic and the reasons for requesting the executive session. At this time, those in attendance may discuss the propriety of the executive session.
- (e) Before any discussion on the merits of any topic in the executive session, the City Attorney or other attorney representing the City shall give an opinion as to the propriety of the executive session and shall provide guidelines as to the limitations that apply to the discussion.
- (f) At any time, any participant may object to the continuation of the executive session. Upon the making of such objection, all discussion shall cease and the Council shall reconvene in an open session for the purpose of determining the propriety of continuing the executive

session. An affirmative vote of two-thirds (2/3) of the entire Council shall be required to continue the executive session.

- (g) Upon completion of the executive session, the Council shall reconvene in an open session. The person who requested the executive session shall provide as detailed an explanation as allowed by law without disclosing any confidential matter or any matter which would adversely affect the interests of the City, and shall announce what procedure, if any, will follow from the executive session.
- (h) Discussions that occur in executive session shall be recorded, and access to the record shall be provided, in the manner and to the extent provided in the State statutes concerning open meetings and the State statutes concerning open records.

#### **Section 5-4. Executive Sessions - State or Federal Law.**

To the extent matters addressed in this article are also addressed in any applicable provisions of state or federal law, it is the intent of this Charter that the provisions which best preserve the principles of open government and public participation in the affairs of the City shall prevail.

#### **Section 5-5. Public Records.**

- (a) It is the policy of the City that the right to inspect the City's records, and to obtain copies of records at a reasonable cost, should be preserved to the maximum extent feasible.
- (b) The City's records shall be open for inspection by any person in accordance with the State statutes concerning public records and criminal justice records. The City shall provide access to records in alternative formats when practicable.
- (c) The City Manager shall prepare a procedure for timely access to the City's records. The procedure shall be consistent with the State statutes concerning public records and criminal justice records, and shall include a schedule of standard fees for the production of records.

#### **Section 5-6. Code of Ethics - Declaration of Purpose.**

- (a) Sections 5-6 through 5-17 shall be known as the Code of Ethics.
- (b) Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

While it is critical that persons holding positions in the City government follow both the letter and spirit of the Code of Ethics, it is equally important that they strive to avoid situations that may create public perceptions of violations of the Code of Ethics. Perceptions of such violations can have the same negative impacts on public trust as actual violations.

- (a) The Code of Ethics is intended to foster public trust by defining the parameters of honest government and by prohibiting the use of public office for private gain.

- (b) To the extent matters addressed in the Code of Ethics are also addressed in state or federal law, it is the intent of the Code of Ethics that the more restrictive provisions shall control.

## **Section 5-7. Code of Ethics - Definitions.**

For purposes of the Code of Ethics only, the following words shall have the following meanings:

- (a) "Business entity" means:
  - (1) Any corporation whether for profit or nonprofit, governmental entity, business, trust, limited liability company, partnership, association, or other legal entity; and
  - (2) Any other form of business, sole proprietorship, firm, or venture, carried on for profit.
- (b) "Contract" means any arrangement or agreement pursuant to which any material, service, or other thing of value is to be furnished for a valuable consideration or is to be sold or transferred.
- (c) "Domestic partnership" means an exclusive committed relationship between two
  - (2) unmarried adult persons who are unrelated by blood, maintain a mutual residence, and share basic living expenses.
- (d) "Interest" means a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss, but does not include:
  - (1) Any matter in which a similar benefit is conferred to all persons or property similarly situated nor does it include the ownership or control of shares of stock; or
  - (2) Any beneficial interest in shares of stock, the aggregate amount of which constitutes one (1) percent or less of the shares of stock of the business entity then outstanding.
- (e) "Official action" means any legislative, administrative, or quasi-judicial act of any officer, public body member, or employee, or of the City Council or any public body of the City.
- (f) "Public body" means any board or commission, or any task force or committee, except any task force or committee for which the City Council determines, in the resolution establishing, that Sections 5-6 through 5-17, or such portions thereof as selected by the Council, shall not apply because the public interest would be served by the participation of persons who would otherwise have an interest in the matters to be addressed by the task force or committee.
- (g) "Relative" means any person related to an officer, public body member, or employee by blood, marriage, or domestic partnership, in any of the following degrees: parents, spouse, children, brothers, sisters, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents, grandchildren, and children-in-law. A separation between spouses shall not

be deemed to terminate relationships described herein.

**Section 5-8. Code of Ethics - Related persons and entities; duration of interest.**

- (a) An interest of the following persons and entities shall be deemed to constitute an interest of the officer, public body member, or employee for purposes of the requirements of Section 5-9 and Section 5-10:
  - (1) Any relative of the officer, public body member, or employee; or
  - (2) Any business entity in which the officer, public body member, or employee is an officer, director, employee, partner, principal, member, or owner (other than stockholder);
  - (3) Any business entity in which the officer, public body member, or employee owns or controls shares of stock, or any beneficial interest in shares of stock, the aggregate amount of which constitutes more than one (1) percent of the shares of stock of the business entity then outstanding; or
  - (4) Any business entity in which the officer is an officer, director, employee, partner, principal, member, or owner (other than stockholder), where the business entity is seeking to advance its financial benefit through an official action of the City, if the officer would be directly or indirectly involved in making the decision.
- (b) For purposes of the Code of Ethics, participation in a stock mutual fund shall not be considered an interest in any business entity in which the mutual fund owns or controls shares of stock.
- (c) For purposes of the Code of Ethics, the parties to a domestic partnership shall be treated as the equivalent of spouses, and the domestic partnership shall be treated as the equivalent of marriage.
- (d) For purposes of the Code of Ethics, an officer shall be deemed to continue to have an interest in a business entity for a period of one (1) year after the officer's actual interest has ceased.

**Section 5-9. Code of Ethics - Standards.**

- (a) The following requirements shall constitute reasonable standards and guidelines for the ethical conduct of officers, public body members, and employees.
- (b) No officer, public body member, or employee who has the power or duty to perform, or has any influence over, an official action related to a contract, shall:
  - (1) Have or acquire an interest in a contract between a business entity and the City, unless the City's procedures applicable to the solicitation and acceptance of such contract are followed and unless the officer, public body member, or employee has complied with the provisions of Section 5-10;
  - (2) Have an interest in any business entity which is a party to the contract with the City,

unless the officer, public body member, or employee has complied with the provisions of Section 5-10;

- (3) Represent or appear before the City Council, any public body, or any other officer, public body member, or employee, on behalf of any business entity which is a party to the contract with the City;
  - (4) Have solicited or accepted present or future employment with any business entity which is a party to a contract with the City, if the offer or acceptance of such employment is related to or results from any official action performed by the officer, public body member, or employee with regard to the contract; or
  - (5) Solicit, accept, or be granted a present or future gift, favor, discount, service or thing of value from or for any person involved in the contract. Nothing in this paragraph shall prohibit any officer, public body member, or employee from accepting an occasional nonpecuniary gift of fifteen dollars (\$15.00) or less in value, or from accepting an award, publicly presented, in recognition of public service. However, no officer, public body member, or employee shall accept a nonpecuniary gift of any value if the gift is or may be in any way associated with a contract that is or may be one for which the officer, public body member, or employee has the power or duty to perform an official action.
- (c) No officer, public body member, or employee shall be directly responsible for the hiring, appointment, retention, or supervision of, or influence or attempt to influence the hiring, appointment, supervision, or retention by the City of, any relative of the officer, public body member, or employee.
  - (d) No officer, public body member, or employee shall influence or attempt to influence the compensation, benefits, or other terms and conditions of City office or City employment applicable to a relative of the officer, public body member, or employee.
  - (e) No relative of an officer, public body member, or employee shall be hired as an employee unless the City's personnel procedures applicable to such employment have been followed.
  - (f) No officer, public body member, or employee shall use for personal or private gain, or for any other personal or private purposes, any information which is not available to the public and which is obtained by reason of his or her position with the City, or disclose any such information except as required by law or for City purposes.
  - (g) No employee shall engage in or accept any employment or service, other than employment by the City, if such employment or service reasonably would tend to impair the employee's independence of judgment in the performance of the employee's duties. This restriction shall not be construed to prohibit any other restrictions or prohibitions on outside employment applicable to an employee.
  - (h) Neither the City Manager, nor any employee who is the head of a City department, shall be appointed to serve as a member of a public body.
  - (i) No officer, public body member, or employee shall request or direct the use of an employee's working time for the City, and no employee shall use his or her working time for

the City, for personal or private purposes.

- (j) No officer, public body member, or employee shall request, direct, or permit the personal or private use of any City vehicle or City equipment except in the same manner and under the same circumstances applicable to any person who is not an officer, public body member, or employee, unless such use will substantially benefit the City.
- (k) No officer, public body member, or employee shall request, or grant to any person, any special consideration, treatment, or advantage beyond that which is available to every other person in similar circumstances or need.
- (l) No officer, public body member, or employee shall, at any time within two (2) years after termination from the City:
  - (1) Appear on behalf of the officer's, public body member's, or employee's interest, or on behalf of the interest of any other person, before the City Council, any public body, or department of the City, in relation to any matter concerning which the officer, public body member, or employee performed an official act; or
  - (2) Represent the interest of the officer, public body member, or employee, or of any other person, in any other matter before the City Council, any public body, or department of the City, without disclosing to the City the officer's, public body member's, or employee's prior relationship to the City and present relationship to the interest.
- (m) Except as provided in Subsection (n), no officer, public body member, or employee shall appear before the City Council or any public body on behalf of any business entity.
- (n) A member of a public body may appear on behalf of a business entity before the City Council or before a public body other than the public body of which he or she is a member, so long as the appearance does not concern any matter that has or may come before the public body of which he or she is a member.
- (o) Nothing in the Code of Ethics shall preclude an officer, public body member, or employee from appearing before the City Council, any public body, or any other officer, public body member, or employee on behalf of any person which is not a business entity, so long as the appearance does not concern the officer's, public body member's, or employee's interest.
- (p) No officer or public body member shall offer or promise to give his or her vote or influence in favor of or against any proposed official action in consideration or upon condition that any other officer, public body member, will promise or assent to give his or her vote or influence in favor of or against any other proposed official action.
- (q) No officer shall become a City employee at any time during the term of office, or for two (2) years after leaving office.
- (r) No officer shall acquire or seek to acquire any real estate or interest therein if the officer knows, or reasonably should know, that the Council is evaluating, proposing, or pursuing the acquisition of such real estate or interest therein. The officer's knowledge shall be presumed if the minutes or other record of any Council meeting or study session reflect

any discussion of the same, or if the officer was present at any executive session at which the same was discussed. The prohibitions of this subsection shall continue to apply until after the Council has abandoned any effort to acquire such real estate or interest therein, and such abandonment has been reflected in the minutes or other record of a Council meeting.

**Section 5-10. Code of Ethics - Disclosure of Interest; Non-Participation in Discussion or Action.**

- (a) The procedures of this section shall be followed by:
  - (1) Each officer who has an interest in, or whose interest would be affected by, any proposed official action before the City Council; and
  - (2) Each public body member who has an interest in, or whose interest would be affected by, any proposed official action before the public body of which the person is a member.
- (b) Each officer or public body member, when required to follow this section, shall:
  - (1) Immediately and publicly disclose the nature and extent of the interest;
  - (2) Not participate in any discussion or decision concerning the proposed action; and
  - (3) Leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- (c) With respect to any official action in which an officer, public body member, or employee has an interest, the officer, public body member, or employee shall not:
  - (1) Participate in any discussion with the City Council, any public body, or any other employee, concerning such an action to be taken by the City Council, the public body, or the other employee; or
  - (2) Attempt to influence publicly or privately, the City Council, any public body, or any other employee, in connection with an official action described in Paragraph (1).
- (d) With respect to any official action that would affect the interest of a competitor of a business entity in which an officer, public body member, or employee has an interest, the officer, public body member, or employee shall not:
  - (1) Participate in any discussion with the City Council, any public body, or any other employee, concerning such an action to be taken by the City Council, the public body, or the other employee; or
  - (2) Attempt to influence publicly or privately, the City Council, any public body, or any other employee, in connection with an official action described in Paragraph (1).

## **Section 5-11. Code of Ethics - Filing of Financial Disclosure Statement.**

- (a) Within three (3) working days after a person has filed a nomination petition or write-in affidavit of intent for the office of Mayor or Councilmember, and within five (5) working days after a person has been appointed to fill a vacancy in such office, the person shall complete, sign, and file with the City Clerk a disclosure statement that contains:
  - (1) The person's employer and occupation and the nature of any income in excess of one thousand dollars (\$1,000.00) per year per source, including without limitation, capital gains whether or not taxable, dividends, interest, wages, salaries, rents, and profits;
  - (2) The name, location, and nature of activities of any business entity with holdings of real or personal property or with business dealings in Boulder County, in which the person has any interest, and the nature of the interest;
  - (3) The location of any real property within Boulder County in which the person has an interest or, if the person has a controlling interest in an entity or enterprise disclosed pursuant to Paragraph (2), in which the controlled entity or enterprise has any interest and the nature of such interest;
  - (4) A sworn or verified statement signed by the person, under penalty of perjury, stating that to the best of the person's knowledge, information, and belief, the person has provided, accurately and completely, all of the information required by the disclosure form in compliance with the Code of Ethics. The statement shall contain:
    - A. An acknowledgment that, for the purposes of Sections 5-9 and 5- 10, the person is deemed to have an interest in his or her own financial affairs, and in that of the person's spouse and other relatives as specified in the Code of Ethics; and
    - B. An acknowledgment that, for the purposes of Sections 5-9 and 5-10, the person understands that he or she must disclose such an interest pursuant to Section 5-10 and comply with the non-participation provisions thereof, and that it is a violation of the Code of Ethics to fail to file the statement within the time required herein; and
    - C. Such additional information as the person making the disclosure desires.
- (b) Except as specifically provided herein, the form and content of the disclosure statement referred to in Subsection (a) shall be established by resolution of the City Council.
- (c) Notwithstanding any other provision of this section, no candidate, officer, or public body member shall be required to disclose any confidential relationship protected by law.
- (d) By no later than September 10 of each year, each officer shall file an amended disclosure statement with the City Clerk, or notify the City Clerk in writing that the officer has no change

of financial condition regarding the disclosed items since the previously filed disclosure statement.

## **Section 5-12. Code of Ethics - Enforcement.**

(a) The provisions of Sections 5-9 through 5-11 shall be enforced as follows:

- (1) The City Prosecutor shall have the primary responsibility for administration of said provisions.
- (2) Any person who believes that an officer, public body member, or employee has violated any of said provisions and wishes to initiate proceedings on such alleged violations shall file a written complaint with the City Prosecutor. The complaint shall state in detail the facts of the alleged violation, shall specify the section or sections of the Code of Ethics alleged to have been violated, and shall contain a sworn or verified statement signed by the complainant and stating under penalty of perjury that the information in the complaint is true and accurate, and that the complaint is filed in good faith and not out of malice or any other improper motive or purpose. Any complaint which does not contain such a signed statement shall be returned forthwith to the complainant without action.
- (3) If the complaint is made against an officer or public body member, within ten (10) days after receipt of the complaint the City Prosecutor shall forward a copy of the complaint to the officer or public body member against whom the complaint is made, and to an advisory judge referred to in Section 5-13. The City Prosecutor shall request the advisory judge to appoint a qualified disinterested attorney to serve as special prosecutor. If, within ten (10) days after the request, the advisory judge has not appointed a special prosecutor, the City's municipal judge shall appoint a qualified disinterested attorney to serve as special prosecutor. The reasonable expenses and fees of an advisory judge making such an appointment and of the attorney serving as special prosecutor shall be paid by the City. The attorney recommended or appointed pursuant to this paragraph shall serve as special prosecutor for purposes of investigation and action on the complaint, and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Before completing the investigation, the special prosecutor shall provide the officer or public body member against whom the complaint is made an opportunity to provide information concerning the complaint.
- (4) If the complaint is against an employee, the City Prosecutor shall investigate the complaint and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Within ten (10) days after receipt of the complaint the City Prosecutor shall forward a copy of the complaint to the employee against whom the complaint is made and, before completing the investigation, shall provide the employee an opportunity to provide information concerning the complaint.

(b) A person commits false reporting of a complaint under this section if:

- (1) The person makes a complaint of a violation under Sections 5-9 through 5-11 or knowingly causes the transmission of a complaint to the City Prosecutor of such a violation when the person knows that the violation did not occur; or
  - (2) The person makes a complaint or knowingly causes the transmission of a complaint to the City Prosecutor pretending to furnish information relating to a violation of Sections 5-9 through 5-11 when the person knows that he or she has no such information or knows that the information is false.
- (c) A person who is convicted of false reporting of a complaint under this section shall be punished as provided in Section 16-7 of this Charter.

### **Section 5-13. Code of Ethics - Advisory Opinions.**

- (a) The municipal judge shall maintain the consent of one (1) or more judges of municipalities other than the City, to provide advisory opinions with respect to the applicability of Sections 5-9 through 5-11. The names of such advisory judges shall be provided to the City Council, the City Manager, and the City Attorney. The reasonable expenses and fees of an advisory judge providing such an opinion shall be paid by the City.
- (b) If any officer, public body member, or employee is uncertain as to the applicability of Sections 5-9 through 5-11 to a particular situation, or as to the definition of terms used in said sections, the officer, public body member, or employee may apply in writing to the City Council, Mayor, or City Manager for an opinion from an advisory judge pursuant to this section, and the City Council, Mayor, or City Manager may submit an application to the advisory judge for procurement of an opinion. Any officer or public body member may apply directly to an advisory judge for an opinion. The application shall state in detail the applicable facts and the section or sections of the Code of Ethics concerning which the opinion is requested.
- (c) Any person who requests and acts in accordance with an advisory opinion issued pursuant to this section shall not be subject to any penalties for such action under the Code of Ethics, unless material facts were omitted or misstated in the request for the advisory opinion.
- (d) An opinion rendered by an advisory judge pursuant to this section shall be disclosed to the public by posting, unless the advisory judge who issued the opinion determines it in the best interest of the City to delay such posting, in which case the opinion shall be posted as soon as the judge determines that the best interest of the City will no longer be harmed by public disclosure of the opinion.

### **Section 5-14. Code of Ethics - Violations - Penalties.**

An officer, public body member, or employee who is convicted of a violation of any of the provisions of Sections 5-9 through 5-11 shall be punished as provided in Section 16-7 of this Charter.

### **Section 5-15. Code of Ethics - Violations - Voiding of Contract.**

Any contract which was the subject of any official action of the City in which there was or is an

interest prohibited by the Code of Ethics shall be voidable at the option of the City, if legally permitted. Where the City Attorney determines that the public interest may best be served by not voiding such contract, it may be enforced and an action or proceeding may be brought against any officer, public body member, or employee in violation of the provisions of the Code of Ethics for damages in an amount not to exceed twice the damages suffered by the City or twice the profit or gain realized by the officer, public body member, or employee, whichever is greater.

**Section 5-16. Code of Ethics - Violations - Injunction.**

The City Prosecutor shall have the power, where a violation of the provisions of the Code of Ethics is threatened or has occurred, to bring a civil action or proceeding at law or in equity for a judgment enjoining any violation of the provisions of the Code of Ethics.

**Section 5-17. Code of Ethics - Distribution.**

The City Clerk shall cause a copy of the Code of Ethics, and any forms required for compliance with the Code of Ethics, to be distributed to each officer, public body member, and employee of the City within twenty (20) days after the adoption of the Charter, and to each officer, public body member, and employee elected, appointed, or hired thereafter, before entering into any duties with the City, and to each candidate for elective office at the time the candidate obtains a nomination petition. In addition, the City Clerk shall cause a copy of any amendment to the Code of Ethics to be distributed to each officer, public body member, and employee of the City within twenty (20) days after the enactment of the amendment.

-----End of Code of Ethics-----

## Employee Relations Philosophy

*Eligible employment status:*

- All Employees

It is in the spirit of mutual cooperation and communication that the City of Louisville makes the following pledges:

- To provide a safe working environment.
- To maintain competitive wages and benefits within the City's ability to pay.
- To welcome employee input, ideas, and constructive suggestions.
- To work together with trust and respect, through one-on-one contact and communication, with no need for third party representation.
- To encourage the highest quality workforce by providing professional growth and career development through training, education, and internal promotions.
- To keep all employees informed of City events and changes affecting them and their families.
- To promote the best quality of service for all, because the success of our City reflects and depends upon the happiness and satisfaction of our citizens, customers, and visitors.

Each of us, as an employee, is responsible for:

- working safely, efficiently, and giving our best effort.
- regular attendance.
- cooperating with fellow employees openly and honestly to achieve the best results.
- constructive participation in the operation of the City by contributing individual ideas and becoming personally involved as opportunities arise.
- providing the highest possible service to everyone at every opportunity.

## Equal Employment Opportunity

*Eligible employment status:*

- All Employees

It is the City's responsibility to ensure that you, and all potential employees, are evaluated only on the basis of your qualifications and ability, without regard to age, sex, race, color, religion, national origin, disability, or veteran status. Although this is considered a City responsibility, each of us must take an active part to put these principles into practice in our daily work environment and in our relationships with the community we serve and with our coworkers.

It is the City's firm conviction that equal opportunity will contribute to the success of the City, its employees, and the community. Employees are urged to contact the Human Resources Office immediately if they feel there is a violation of this policy. The matter will be fully investigated and, if appropriate, immediate action taken. Where practical, the employee's identity will be kept confidential.

## Organization Charts

The City of Louisville is organized in a Council-Manager form of government which combines the strong political leadership of elected officials with the strong managerial and professionally trained experience of an appointed City Manager. The City Manager is hired to oversee the delivery of public services to the community. The City of Louisville is organized into ten distinctive departments as a means of providing those services to the community. The

departments are as follows:

- City Manager's Office
- Community Development Department
- Cultural Services Department
- Finance Department
- Human Resources Department
- Information Technology Department
- Parks, Recreation and Open Space Department
- Police Department
- Public Works Department

## Protection From Reprisal

*Eligible employment status:*

- All Employees

Employees are protected from reprisal for the lawful disclosure of information which you believe to be evidence of the following:

- Violation of any law, rule, policy or regulation;
- Mismanagement, a substantial waste of funds, abuse of authority or substantial and specific danger of public health or safety.

Any such disclosure should be submitted directly to your immediate supervisor, your Department Director, the Human Resources Director, or the City Manager for investigation and may be submitted verbally or in writing. Where practical, your identity will be kept confidential. At the same time, employees are expected to respect the confidentiality of others involved in the situation.

## Scope of Personnel Guidelines

*(updated February 2025)*

*Eligible employment status:*

- All Employees

The Personnel Guidelines, sometimes referred to as the "handbook" is intended to provide you with guidelines about the City's rules and policies in effect at the time of publication and supersedes previously published City of Louisville Employee Handbooks. Its purpose is to foster a better workplace during your employment relationship and provide you with information about your job responsibilities as an employee of the City of Louisville. It is also designed to try and answer questions you may have concerning your work at the City.

The handbook does not constitute an express or implied contract of employment.

As provided in Section 8-3(b)(2) of the Home Rule Charter, it is the responsibility of the City Manager to approve amendments or changes to these Personnel Guidelines from time to time. Such changes will typically be made in consultation with Human Resources.

While the City hopes to continue the benefits and policies outlined in this handbook, it reserves the right to change, modify, eliminate or add to any and all of the provisions herein without prior notice to employees. Because all of the terms and conditions of your employment cannot be set forth in such a document, this handbook is not all inclusive. If you have a question about a

particular section or about the City's policy on a given subject not mentioned in this handbook, please talk to your immediate supervisor or to a representative from Human Resources.

This handbook applies to all employees of the City, except the following:

- The Mayor and members of City Council
- Municipal Judge
- City Attorney
- Prosecuting Attorney;
- And persons engaged by the City on an independent contractor basis.

This handbook applies to the City Manager, except as it pertains to discipline and separation.

Efforts were made to address issues that are relevant to all employees, although some sections are specific only to certain groups. Some policies may not apply or may differ for temporary employees, seasonal employees, or part-time employees. Whenever this occurs, it is noted throughout the handbook.

**It is the responsibility of each employee to read this handbook and be familiar with its provisions. Failure to do so does not excuse non-compliance with the policies or procedures.**

Sometimes a department policy may be more detailed than the general City policy presented in this handbook. However, if conflicts exist between the Personnel Guidelines and the departmental rules and regulations, the Personnel Guidelines shall govern, except as otherwise determined by the City Manager.

Department Directors, Managers, and Supervisors are responsible for the day-to-day administration of the provisions in the Personnel Guidelines. No employee handbook can anticipate every circumstance or question. After reading this handbook, if you have questions or suggestions, please feel free to talk with your immediate Supervisor, Manager, Department Director, or Human Resources Staff. The Human Resources Staff or the City Manager may clarify sections that seem unclear or open to interpretation.

Please note, wherever the words, "City Manager" are used, they apply to the City Manager or the City Manager's designee. Wherever the words, "Department Director" are used, they apply to the Department Director or the Department Director's designee. Wherever the words, "Human Resources Director" are used, they apply to the Human Resources Director or the Human Resources Director's designee.

-----End of Section 1-----

# **Section 2**

## **BENEFITS**

## SECTION 2 - BENEFITS

As part of its compensation strategy, the City 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 the required premiums and other contributions. The City complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in civil union.

Benefit plans offered by the City are defined in legal documents such as insurance contracts, summary plan descriptions and the benefit guide. 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 the Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time as the City's discretion as permitted by law. The City and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

Employees will have an opportunity to make changes to their benefit selections during the City'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 an employee takes a leave of absence, please consult Human Resources to determine the impact the leave may have upon benefits, including eligibility and/or making any required premium payments.

Please see the current year [Benefit Guide](#) for a complete list of benefits offered by the City. Be sure you are reviewing the correct guide based on your employment status.

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

### Administrative Leave

*(updated February 2025)*

Administrative Leave may be used at the discretion of the Department Director, subject to review by the Human Resources Director. Administrative Leave may be used for a temporary absence from work with or without pay, to allow time to conduct an investigation, audit, gather additional information, or solve a problem related to an individual's work performance.

### Bereavement Leave

*(updated February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Full-time employees may receive up to five (5) days of paid bereavement leave, which should include the day of the funeral, upon the death of a spouse/domestic partner, parent/stepparent/in-law, child/stepchild, sibling/sibling-in-law, grandparent, grandchild, aunt/uncle, first cousins,

niece/nephew, or great-grandparent. The employee is responsible for notifying his or her supervisor as soon as possible when bereavement may be requested. In the event an employee requests additional time off, the employee would use available PTO. In all cases, the employee is responsible for keeping the supervisor informed of the anticipated duration of absence. The City reserves the right to request proof of relationship and/or proof of attendance at the funeral, such as an obituary clipping, funeral card, or other similar document.

## Bonus Leave

*(Updated June 1, 2021)*

*Eligible employment status:*

- *All Employees*

All employees are eligible to receive Bonus Leave in the form of paid time off in recognition for a variety of reasons including but not limited to:

- Going above and beyond expectations
- Taking on a special project
- Used as a retention or hiring tool
- And other situations as deemed appropriate by the Department Director

The Department Director must write a memo to the City Manager outlining the reasons for his/her recommendation for the Bonus Leave and the number of hours requested for the Bonus Leave. If approved, the City Manager will forward the memo to Human Resources to be placed in the employee's personnel file. Human Resources Staff will input the approved number of Bonus Leave Hours into the employee's Bonus Leave Bank (BLB).

BLB must be used during employment with the City and will not be paid out upon separation from the City.

## Computer Loan Program

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The purpose of the City's Personal Computer Loan Program is to assist employees with purchasing a new personal computer in order to increase the employees' computer skills for use at home or at work. The City offers benefited part-time and full-time employees the opportunity to apply for an interest-free loan of up to \$2,400 for the purchase of a new personal computer, tablet and related peripheral equipment. Employees may have one loan, for one computer/tablet, at a time.

Items not covered by this program are scanners, cameras, extended warranties, technical support, on-site service, printer ink, printer paper, surge protectors, expendable supplies, software that does not have a work application, and other peripherals outside of a work application.

To qualify for the program, you must be employed by the City for at least one year in a benefited position. Before making the purchase, employees must obtain prior approval by completing a Computer Loan Application accompanied by a description and quote for the desired equipment. Once the Computer Loan Application has been approved, the employee may make the purchase and submit the invoice for reimbursement. Sales tax must be paid, if applicable.

Loans up to \$1,200 must be repaid through payroll deduction over 26 consecutive pay periods.

Loans above \$1,200 may be repaid through payroll deduction over 52 consecutive pay periods.

Applications for computer loans may be obtained from the Human Resources Staff.

## Court Appearance

*Eligible employment status:*

- All Employees

Time spent performing this type of work shall be considered hours worked. If you are subpoenaed as a witness in your official capacity as a City employee, your court and travel time are computed and compensated as hours worked. Compensation will not be paid if you are called as witness in any action not involving the City of Louisville.

## Crime Victim Leave

*(updated February 2025)*

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

Employees subjected to domestic abuse, or a victim of a crime may be eligible for a leave of absence. Please see the Human Resources Department for more information.

## Deferred Compensation

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

The City participates in the International City/County Management Association's (ICMA) deferred compensation program. The plan, known as a Section 457 plan, allows you to take a portion of the money you earn now and set it aside as a retirement supplement. Under current law, contributions are free of federal and state taxes.

To participate, you must be at least eighteen years old and be a benefited part-time or full-time employee. You may obtain information and enrollment forms from the Human Resources Staff.

## Domestic Abuse Leave

*(updated February 2025)*

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

The City provides leave to employees who are the victims of domestic violence or abuse, stalking, sexual assault, or a crime found by the court to include an act of domestic violence. To be eligible for this leave, an employee must be employed for at least 12 months preceding the leave. Upon reasonable advance notice (except in cases of imminent danger to the health or safety of an employee), an employee may take up to three working days of leave in any 12-month period. The 12-month period will be measured forward from the date the first domestic violence leave begins. Leave is unpaid although employees may use PTO. Employees must use the leave to:

- Seek a civil protection order to prevent domestic abuse.

- Obtain medical care or mental health counseling for themselves or their children to address physical or psychological injuries resulting from the domestic abuse, stalking, sexual assault, or other crime involving domestic violence.
- Make their home secure or seek new housing to escape the perpetrator.
- Seek legal assistance and prepare for and attend court-related proceedings arising from acts of domestic violence.

Employees must contact Human Resources to request leave. The City requires appropriate documentation to approve this leave. Appropriate documentation may include police reports, court orders, confirmation of court appearances, or documentation from medical and other professionals.

## Family and Medical Leave (FMLA)

*(updated February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The City of Louisville complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. As such, the City provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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

**Eligibility** – to be eligible for leave under this policy, employees must have been employed by the City for at least 12 months prior to requesting the leave and have worked at least 1,250 hours in the 12 months preceding the leave. The 12-month period of employment does not need to be consecutive.

**Basic Leave Entitlement** – the FMLA requires covered employers to provide up to 12 weeks or unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Employees requesting leave under this policy must contact the Human Resources Staff or their Supervisor who will contact HR.

The City will provide individual notice of rights and obligations to each employee requesting leave within five business days. When an employee plans to take leave under this policy, the employee must give the City 30 days' notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

An employee who fraudulently obtains FMLA leave is not protected by FMLA's job restoration or maintenance of health benefit provisions and will face discipline up to and including termination. Authorization for outside employment is suspended for any employee on FMLA leave for their own

health condition. If an employee has questions about this policy or would like a complete description of their rights and responsibilities under the Family and Medical leave Act, contact the Human Resources department.

## Family and Medical Leave Insurance (FAMLI) Participation

*(updated February 2025)*

The City has voted to opt-out of participating in the FAMLI state-run family leave program. All employees of the City have the ability to participate in FAMLI on an individual basis. FAMLI provides benefits and protections, including partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a calendar year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Please see Human Resources to obtain additional copies of the required notices to employees of local government employers who have opted out of FAMLI that are distributed upon hiring.

## Flexible Schedules

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The City of Louisville is committed to working with employees to establish mutually beneficial flexible work schedules while considering the needs and expectations of our internal and external customers.

Supervisors are responsible for establishing work schedules. Employees may request a change to their work schedule by submitting a written request. The request should include the proposed start date, proposed flexible work schedule, how this new schedule will benefit the organization, and any potential adverse impact. The supervisor and Department Director may approve or deny the flexible work schedule.

Should the request be to change a work schedule to reduce or increase the employee's FTE status (number of work hours allocated to work each week) or requires changes to the hours that City facilities are open and available to the public, the Human Resources Director and City Manager must also review and approve the request.

The supervisor and/or the Department Director may change the schedule back to a traditional work schedule

## Holidays & Holiday Pay

### 1. Purpose

The purpose of this policy is to define the City of Louisville's official holidays, holiday observance practices, and compensation provisions related to Holiday Pay, Holiday Premium Pay, and Unscheduled

Holiday Pay for eligible employees.

## 2. Policy

The organization provides holiday leave and/or holiday pay to eligible employees for designated holidays, in accordance with established guidelines. This policy ensures fair and consistent administration while maintaining necessary services and operations.

## 3. Scope/Eligibility

This policy applies to all Full-Time and Variable hour employees. Eligibility for Holiday Pay, Holiday Premium Pay, and Unscheduled Holiday Pay is determined by employment status, exemption classification, and scheduled or unscheduled work requirements.

## 4. Definitions

**Actual Holiday:** The calendar date on which a holiday occurs.

**Observed Holiday:** The day on which the City officially observes a holiday for operational, payroll, and leave purposes when the actual holiday falls on a weekend.

**Holiday Pay:** Paid leave equal to eight (8) hours at an employee's regular rate of pay, automatically provided for each City-observed holiday in accordance with this policy.

**Holiday Premium Pay:** A form of premium compensation paid at one and one-half (1½) times an employee's regular hourly rate for hours worked on an Actual Holiday by eligible employees whose regular schedule includes working on holidays. For Full Time employees, Holiday Premium Pay is paid in addition to Holiday Pay. Variable hour employees will be paid Holiday Premium pay for all hours worked on an actual holiday.

**Unscheduled Holiday Pay:** A form of premium compensation paid at one and one-half (1½) times an employee's regular hourly rate for approved hours worked on an Actual Holiday due to an unscheduled or unplanned event.

Unscheduled Holiday Pay is paid in addition to Holiday Pay.

**Regular Rate of Pay:** The employee's standard hourly rate of compensation, exclusive of overtime, Premium Pay, stipends, or other additional compensation.

**Exempt Employee:** An employee classified as exempt from overtime requirements under the Fair Labor Standards Act (FLSA), excluding eligible 7K exempt employees as specifically identified in policy.

**Non-Exempt Employee:** An employee eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

**7K Exempt Employee:** A public safety employee subject to the partial overtime exemption under Section 7(k) of the Fair Labor Standards Act, as designated by the City.

**Unscheduled / Unplanned Event:** An occurrence that arises without prior notice or advance scheduling and requires an immediate or priority response to an emergency, to protect public safety, maintain essential services, or address an operational disruption, as declared by the City Manager, Department Director, or their designee.

## 5. City-Observed Holidays

The City of Louisville observes the following holidays each calendar year:

- a. New Year's Day
- b. Martin Luther King, Jr. Day
- c. President's Day
- d. Memorial Day
- e. Juneteenth
- f. Independence Day
- g. Labor Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Day After Thanksgiving
- k. Christmas Eve
- l. Christmas Day

5.1 Holiday Observance- The observed day will be considered the official holiday for payroll and leave purposes.

- a. When a City-observed holiday falls on a Saturday, City offices will be closed on the Friday immediately preceding the holiday.
- b. When a City-observed holiday falls on a Sunday, City offices will be closed on the Monday immediately following the holiday.

## 6. Holiday Pay

6.1 Eligibility- Employees eligible to receive Holiday Pay include all full-time and benefitted part-time employees.

6.2 Holiday Pay may only be used on Actual or Observed Holidays. Holiday Pay is compensated at the employee's regular rate of pay.

- a. Employees shall record Eight (8) hours of Holiday Pay on each City-observed holiday. Sworn officers and employees who mandatorily work more than 8-hour days shall record up to 10 hours of Holiday Pay on their timesheet. Employees who work more than 8-hour days as part of voluntary flexible work schedule must use PTO to cover any additional hours above their allotted 8 hours of Holiday Pay.
- b. Holiday Pay is earned upon the occurrence of the City-observed holiday and shall not be available for use before the holiday date.
- c. With the exception of the provisions outlined in section 7.4.b. and exempt employees who are required to work on a holiday, Holiday Pay is to be used to cover City-observed holidays and may not be used to cover any other type of absence.
- d. If a City-observed Holiday falls on an employee's regularly scheduled day off, the employee may use their Holiday Pay for that holiday as Floating Holiday hours. These hours can be used at any time during the remainder of the same calendar year, with supervisor approval.
- e. Unused Holiday Pay hours will not be paid out to employees upon separating employment with the City.

- f. Holiday Pay hours will not count toward the calculation of overtime or comp time hours in a week.

## 7. Holiday Premium Pay

7.1 Eligibility - Employees eligible to receive Holiday Premium Pay include full-time, non-exempt employees; and 7K exempt employees whose regular schedule includes working on holidays. Variable hour employees are eligible for Holiday Premium pay for all hours worked on an actual holiday.

### 7.2 Holiday Premium Pay Rate

- a. Holiday Premium Pay is compensated at a rate of one and one-half (1½) times the employee's regular hourly rate for all hours worked on the Actual Holiday.
- b. Full Time non-exempt employees are eligible to receive Holiday Premium pay for all hours worked on an Actual Holiday. They will also receive eight (8) hours of Holiday Pay at their regular rate, or they can retain their Holiday Pay hours to be used at a later date in the same calendar year.
- c. Variable hour employees are eligible for Holiday Premium pay for all hours worked on an actual holiday.

### 7.3 Holiday Premium Pay time entry procedures

- a. Non-exempt employees who are required by their supervisor or required by their regularly assigned work schedule to work on a Holiday will enter Holiday Premium Pay for each hour worked on the Holiday, in addition to entering eight (8) hours of Holiday Pay for that particular holiday.
- b. Employees classified as exempt (other than eligible 7K exempt employees) are not eligible to receive Holiday Premium Pay. Exempt employees will instead be paid their regular hourly pay for any hours worked on a holiday. Exempt employees who work on a City-observed holiday are eligible to bank their unused Holiday Pay hours and use those at their discretion for time off taken during the same calendar year with supervisory approval.
- c. Variable hour employees will enter Holiday Premium pay for all hours worked on an actual holiday.

### 7.4 Limitations

- a. Holiday Premium Pay is considered a form of Premium Pay and may not be combined with any other type of Premium Pay for the same hours worked.
- b. Employees who work in departments or workgroups that are required to work on City holidays, may use their Holiday Pay as Floating Holiday hours throughout the entire year. This means that these hours can be used at any time during the calendar year, rather than only on actual or observed holidays, with supervisor approval. These employees are expected however to manage their Holiday Pay hours to ensure they have sufficient hours available to cover all holidays throughout the year. Supervisors should consider this when approving time off requests.
- c. Upon separation from employment, any holiday pay that has been used but not yet earned shall be deducted from the employee's accrued and unused PTO balance.

## 8. Unscheduled Holiday Pay

8.1 Eligibility- Employees eligible to receive Unscheduled Holiday Pay include:

- a. Full-time non-exempt employees whose regular work schedule may not include working on holidays, but who may be required to work due to unscheduled or unplanned events.
- b. Employees classified as exempt are not eligible to receive Unscheduled Holiday Pay and will instead be paid their regular hourly pay for any hours worked on a holiday. Exempt employees are eligible to bank their unused Holiday Pay hours and use those at their discretion for time off taken during the same calendar year with supervisory approval.

## 8.2 Unscheduled Holiday Pay Entitlement

Any work hours approved as part of an unscheduled or unplanned event that occurs on an Actual or Observed Holiday are eligible for Unscheduled Holiday Pay.

- a. Unscheduled Holiday Pay will be paid at a rate of one and one-half (1½) times the employee's regular hourly rate for all approved hours worked; and:
- b. Full-time non-exempt employees, will be paid for Eight (8) hours of Holiday Pay at their regular hourly rate, in addition to receiving Unscheduled Holiday Pay for all hours worked on the holiday, or they can retain their Holiday Pay hours to be used at a later date in the same calendar year.

## 8.3 Limitations

Unscheduled Holiday Pay is considered a form of Premium Pay and may not be used in conjunction with any other Premium Pay for the same hours worked.

## 9. Policy Administration

The Human Resources Department is responsible for administering this policy.  
(Updated 2026)

## Jury Duty

(updated February 2025)

Eligible employment status:

- All Employees

The City recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly. Employees receive regular pay for the first three days of jury duty if they are scheduled to work and they provide confirmation of juror service. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty more than three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty beyond this time is without pay from the City.

## Leave without Pay

(Updated June 1, 2021)

Eligible employment status:

- Full-Time Employees
- Benefited Part-Time Employees

In special and extenuating circumstances, a leave of absence without pay may be granted, subject to the approval of the supervisor, followed by the Department Director and finally the City Manager. Such leave may be granted when it is in the City's best interests to do so. During your absence the City may elect to fill your position with temporary personnel.

In order to be eligible for leave without pay, you must first use all accrued Paid Time Off time and any accrued compensatory leave. You must submit a written request to your director, supervisor and Department Director for the dates you expect to be on leave without pay. If they approve and support the request, the request will be forwarded onto the City Manager to review and make a final determination.

Leave without pay will not be granted for more than one (1) year. If your leave without pay exceeds 30 calendar days, you will be responsible for the whole premium payment of group insurance premiums beginning on the 31st day. If your leave without pay exceeds 90 calendar days, the City does not guarantee the same position will be available upon your return and on the 91<sup>st</sup> day all other employee benefits cease.

In addition, your computer loan must be paid in full on the 91<sup>st</sup> day. If your position is not available after 90 days, you will be placed on an eligibility list for 9 months to be considered for future openings for which you may be qualified.

The accrual of your PTO and EIB will cease while you are on leave without pay, unless you are on FMLA leave or Military Leave. Your performance review and length of service will be adjusted commensurate with your time off. A leave of absence will not be granted to a provisional employee. Should an employee take leave without pay without the approval of the City Manager, he/she may be subject to disciplinary actions.

This benefit is not intended to be used for intermittent leave without pay requests.

## Louisville Medical Leave (LML)

*(updated February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Employees who have worked at the City for at least 6 months but less than one year may be entitled to a Louisville Medical Leave of absence arising from the employee's illness, injury, pregnancy, or to care for a seriously ill family member. This leave may be approved under the following circumstances:

- The employee has worked for the City for at least 6 months; and
- The employee has worked for the City for less than 12 months or needs to care for a seriously ill family member who is not covered under FMLA

**Basic Leave Entitlement** – The Louisville Medical Leave provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Procedure for Requesting Leave** – All employees requesting leave under this policy must

provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the Human Resources Staff. If the leave is foreseeable, the immediate supervisor should have the employee contact Human Resources.

The City will provide individual notice of rights and obligations to each employee requesting leave within five business days. When an employee plans to take leave under this policy, the employee must give the City 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the city's operations. If approved, 40 hours of PTO must be used at the beginning of the leave of absence. An employee ready to return to work from leave must present a medical provider's statement indicating the ability to return to work.

## Military Family Leave Entitlements

*(updated February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

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

Eligible employees may also 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 a current member of the Armed Forces, 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 illness. Covered service members also include veterans of the Armed Forces, National Guard, or Reserves who were discharged (other than dishonorably) 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.

## Military Leave

*(updated February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

If you are a member of the National Guard or the military reserve forces of the United States you are allowed up to the equivalent of three weeks of work on the employee's regular work schedule for military training leave, without loss of pay and benefits, each calendar year. You are required to report to work as soon as your military obligation ends.

In situations where you may be required by proper military authority to exceed the three weeks allowed, you may elect one of two options.

- Use any accrued Paid Time Off or accrued compensatory leave to make up the difference between your military pay and your City pay.

- Apply for an unpaid leave of absence. A memo must be written to the City Manager outlining the reasons the employee is requesting unpaid leave along with information regarding the need for the leave to be unpaid. The City Manager must authorize all unpaid leaves of absence.

A military leave of absence will be granted if you enlist, are inducted, or are recalled to active duty in the Armed Forces of the United States for a period of up to four years (plus any involuntary extension for not more than one year) if you are a benefited part-time or full-time employee. You will retain all rights with respect to reinstatement, seniority, leave banks, layoffs, compensation, and other benefits as required by applicable Federal or State law.

You are eligible to continue participation in the City's health insurance plans under the provisions of COBRA while on active military service. You will not accrue Paid Time Off or Extended Illness Bank time during this period. Upon your return to work, your accrual rate for Paid Time Off will be adjusted to reflect your years of military service.

Upon your release from active duty you must reapply for your position within ninety (90) calendar days of your discharge. You will be required to provide either an Honorable Discharge Certificate or a Discharge from Active Duty (DD-214) as proof of satisfactory completion of military service. You must submit a copy of any orders for active-duty training, enlistment, induction, or recall to your immediate supervisor in advance of taking the leave. Failure to do so may result in the loss of your reemployment rights or in disciplinary action being taken.

## Paid Time Off (PTO)

*(Updated January 2026)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Paid Time Off (PTO) is established to provide for paid time away from scheduled work for vacation time, sick days, holiday observances, personal business, and for the first forty hours (40) hours of scheduled working hours of FMLA. Excluded from the requirements of using the PTO are time away from work due to the use of Civil Leave, Military Leave, Bereavement Leave, Voting Time, and Injury Leave. Separate policies cover absences for those reasons.

Paid Time Off provides at least 48 hours of paid sick leave to comply with the HFWA.

Paid Time Off accrues on hours worked each pay period. Included in the definition of hours worked are the following:

- All actual hours worked.
- Extended Illness Bank (EIB) hours used to replace scheduled hours. Paid leave provided under the provisions of the Civil Leave, Bereavement Leave, Military Leave, Injury Leave, and Voting Time policies.
- Compensatory Time

Adjustments to accrual rates take effect during the pay period of your anniversary date of employment.

Leave must be approved in advance, other than unscheduled illnesses. Department Directors may require leave to be approved in advance and may or may not require the use of leave slips.

Check with your Department Director regarding his/her requirements regarding leave slips. A Department Director may restrict PTO leave due to operational needs. PTO benefits earned will be prorated for benefited part-time employees at the Tier 2 level (30 – 35 hours per week).

## Paid Sick Leave (PSL)

*(Updated February 2025)*

*Eligible employment status:*

- *Part-Time Employees*
- *Seasonal Employees*
- *Temporary Employees*

In accordance with the Healthy Families & Workplaces Act of 2021, part-time, seasonal, and temporary employees earn 1 hour of paid sick leave for every 30 hours worked with a maximum accrual of 48 hours. Unused hours are not paid out upon separation from the City.

Paid Sick Leave is paid at the same rate of pay as the employee normally earns for hours worked. Paid Sick Leave can be used for:

- Mental or physical illness or injury, or health condition that prevents an employee from working
- To obtain a medical diagnosis or preventative care
- Caring for a family member who is ill
- The employee's family member has been the victim of domestic abuse, sex assault, harassment and the use of leave is to seek services from a victim services organization, obtain mental health or counseling, or seek relations due to these circumstances.

Employees begin earning Paid Sick Leave upon date of hire and any used hours carry forward to the subsequent year.

Paid Sick Leave Hours may not be loaned in advance. If an employee is rehired within 6 months, the City will reinstate any unused PSL hours the employee had accrued but did not use.

## Time Off to Vote

*Eligible employment status:*

- *All Employees*

If your work schedule on the day of an election requires you to work with less than three (3) hours (need not be consecutive) before you begin work and after you finish work, during which the polls are open, you will be allowed up to two (2) hours of time off to vote. You must make prior arrangements with your supervisor for time off to vote.

## Tuition Reimbursement

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

To provide you with the skills necessary for advancement, you may be eligible to participate in the City's tuition reimbursement program. Please visit the Louisville Employee [Hub](#) for more

information.

## Workers' Compensation

*(Updated February 2025)*

*Eligible employment status:*

- All Employees

You may be covered for medical treatment and lost wages in cases where you are injured on the job, or where you contract an occupational disease that is work related.

If you are injured on the job, notify your supervisor immediately (i.e. the same day as the injury). Failure on the part of the employee to report an injury or illness in writing within 10 days of the occurrence, as required by Colorado Revised Statutes 8-43-102(1), may result in the loss of benefits. If you require medical attention, your supervisor will authorize you to visit one of the City's designated medical providers for Workers' Compensation injuries.

The employee or the supervisor will complete a First Report of Injury form and send it to Risk Management for processing and notification to the City's insurance carrier.

In the event of a life or limb threatening emergency, proceed to the nearest emergency medical facility. Follow-up care must be given by the City's designated medical provider. If you are treated by an unauthorized medical provider, you may be responsible for payment of such treatment.

An employee may be subject to disciplinary action, up to and including termination, for making a fraudulent report.

### Return to Work

The injured worker should deliver a copy of the medical provider's work-status report to Risk Management within 24 hours of the medical visit, if feasible. The injured employee, Risk Management, the medical provider, and the supervisor are expected to maintain regular contact with one another during the course of the injury to stay informed about work restrictions and the recovery status of the employee.

### Temporary Modified Duty

An injured worker may be assigned temporary modified duty, provided it's approved by their treating medical provider and such work is available. This modified duty position is designed to gradually reintegrate the worker into their regular role through a progressive return-to-work plan.

Temporary Modified Duty will be permitted as long as it remains feasible, as determined by the supervisor and Risk Management. This arrangement will continue until the injured worker is fully cleared to return to regular duty or reaches Maximum Medical Improvement (MMI).

During their time on Temporary Modified Duty, the injured worker remains subject to all existing personnel policies and must maintain acceptable performance standards as a condition of employment.

Failure to accept a modified duty assignment may impact your eligibility for Workers' Compensation benefits. The City of Louisville has a "salary continuation" agreement authorized by the Colorado Department of Labor that allows the City to pay full wages for the first 200 hours of an injured employee's Workers Compensation claim. After the first 200 hours

of an employee's injury, the employee will be paid 66 2/3 of their average weekly wage as is the standard rate per the Colorado Worker's Compensation Act.

If you are injured while performing your job duties and seek treatment through the City's Workers' Compensation insurance, you may be eligible for Workers' Compensation pay while your claim is pending approval.

Workers' Compensation pay will only be granted until the Workers' Compensation Administrator determines that a compensable work-related injury has occurred. Workers' Compensation pay may not be granted for injuries resulting from a failure to follow standard City procedures and safety practices. The City will compensate you at your regular rate for a Workers' Compensation Administrator-approved work-related injury, up to 200 hours. Employees must adhere to the physician's treatment plan and accept any Temporary Modified Duty assignments arranged by the City.

Workers' compensation benefits can be reduced or denied if:

- the injury or occupational disease was due to a violation of safety rules or failure to use a safety device
- consumption of alcohol or use of drugs caused the injury
- the Workers' Compensation Administrator deems the injury as non-work related

Employees must comply with the Workers' Compensation Policy.

You will not receive Workers' Compensation pay for accidents resulting from non-work-related activities, negligence, or horseplay.

-----End of Section 2-----

# **Section 3**

## **CONDUCT**

## SECTION 3 – CONDUCT

### CONDUCT: GENERAL GUIDELINES

The City's expectation is that employees will conduct themselves in accordance with the City's values of Innovation, Collaboration, Accountability, Respect and Excellence (ICARE) in order to ensure that the needs of our internal and external customers are met.

#### Appearance

*Eligible employment status:*

- All Employees

Wearing apparel must be appropriate to the job function and must not compromise safety. Should you have questions contact your Department Director.

#### Attendance and Punctuality

*Eligible employment status:*

- All Employees

Your punctuality and regular attendance are essential for efficient operation. If you are going to be late or absent, notify your supervisor by the time set by your department so that other arrangements can be made to get the job done.

If you are absent without giving notice for three consecutive scheduled workdays, it will be assumed that you have abandoned your position, and you will be subject to termination.

#### Employee Conduct Expectations Policy

##### 1. Purpose

The purpose of this policy is to establish standards of professional conduct for all City employees.

##### 2. Policy

Employees must be accountable for their work-related conduct and to perform their job duties to the highest professional standards. In instances where employee conduct is not in accordance with policy, the City reserves the right to impose discipline, up to and including termination.

##### 3. Scope

This policy applies to all City employees, regardless of employment status.

##### 4. Standards of Conduct

This policy outlines expected employee behavior and examples of prohibited conduct. It is not an exhaustive list of all scenarios that could be encountered, but rather is intended to address some common potential scenarios. Individual departments may also establish additional policies and expectations specific to their department or work groups. Any employee acting in any manner or capacity found to be in violation of this policy may be

subject to disciplinary action, up to and including termination.

5. Prohibited Employee Conduct (includes, but is not limited to):

*5.1 Integrity and Truthfulness*

Employees must conduct themselves honestly and in a manner that maintains public confidence in municipal government.

Prohibited conduct includes:

- a. Providing false, misleading, or incomplete information in employment applications, during administrative investigations about any job-related matter, official documents, reports, or other City records.
- b. Falsifying, altering, destroying, or improperly accessing or using City records or data.
- c. Unauthorized disclosure or mishandling of confidential or sensitive information.
- d. Failure to report any Felony or Misdemeanor criminal charge, conviction or plea within 5 business days of the action.

*5.2 Professional Conduct and Workplace Behavior*

Employees must maintain professional, respectful, and work-related behavior while on duty or representing the City. Prohibited conduct includes:

- a. Conduct that disrupts or adversely affects City operations or customer service.
- b. Insubordination, including refusal to comply with lawful and reasonable directives.
- c. Abusive, threatening, harassing, or disrespectful behavior toward any person, particularly if based on the person's protected status as established by law.
- d. Failure to maintain required standards of appearance or hygiene where established by City or departmental policy.

Nothing in this section is intended to restrict rights protected by applicable law.

*5.3 Job Performance and Attendance*

Employees must perform assigned duties competently and reliably. Prohibited conduct includes:

- a. Failure or inability to perform essential job duties in a satisfactory manner.
- b. Inattention to duties, misuse of work time, or engaging in non-work-related activities while on duty.
- c. Unauthorized absences; failure to follow established call-in procedures; excessive absenteeism or tardiness; or failure to report to work as scheduled.
- d. Failure to obtain or maintain required certifications, licenses, or training necessary for their position.

*5.4 Safety and Workplace Security*

Employees are responsible for maintaining a safe and secure work environment. Prohibited safety related

conduct includes:

- a. Violating safety rules or procedures, failing to use required safety equipment, creating unsafe working conditions.
- b. Allowing unauthorized individuals access to restricted facilities, materials, systems, or equipment.
- c. Operating City vehicles or equipment in an unsafe, reckless, negligent, or unauthorized manner, including violations of traffic laws or distracted driving while conducting City business.

#### *5.5 Protection and Proper Use of City Resources*

Employees must use public resources for legitimate governmental purposes. Prohibited conduct includes:

- a. Theft, misuse, unauthorized use, or misappropriation of City funds, property, equipment, vehicles, technology, or other resources.
- b. Intentional or negligent damage to City property or the property of others.
- c. Use of City position, authority, identification, credentials, or insignia for unauthorized personal gain.
- d. Conducting personal business or outside employment while on duty unless expressly authorized.

#### *5.6 Conflicts of Interest and Ethical Obligations*

Employees must avoid actual or reasonably perceived conflicts between personal interests and official duties. Prohibited conduct includes:

- a. Failing to disclose financial or conflicts of interests involving City contracts or transactions.
- b. Engaging in outside activities, or relationships that materially interfere with the employee's ability to perform their official duties impartially.
- c. Engaging in political campaigning during working hours or while representing the City.
- d. Taking office as an elected member of the Louisville City Council.
- e. Engaging in an activity that violates the City's Code of Ethics (Sections 5-6 to 5-17 of the City Charter).

### **6. Investigations**

Investigations may be conducted by supervisors, department Directors, Human Resources, or other authorized individuals as approved by the Human Resources Director. Human Resources will handle investigations involving allegations of:

- a. Workplace Violence
- b. Retaliation
- c. Harassment or discrimination based on legally protected characteristics

### **7. Administration**

This policy shall be administered by the Human Resources Department. (Updated 2026)

## Harassment Policy

*(updated February 2025)*

*Eligible employment status:*

- All Employees

The City strives to maintain a work environment free of unlawful harassment. Unlawful harassment is unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy, including the sexual harassment policy, applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc. These harassment policies also apply to members of City Council, the Planning Commission, all other City-appointed commissions, boards, and committees.

### **Sexual Harassment**

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

The City does not tolerate 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 or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- 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.

### **Complaint Procedure**

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The City has established a program designed to prevent harassment, deter future harassers, and protect

employees from harassment. The City takes prompt action to investigate and/or address complaints of harassment or alleged discriminatory or unfair employment practices. The City also takes prompt remedial actions, when warranted, in response to complaints of harassment or discriminatory or unfair employment practices. The City therefore encourages employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Employees should report any alleged violation to a Manager, Department Director, or Human Resources Director. Managers and Department Heads shall promptly notify the Human Resources Director or City Manager, as appropriate, after receiving a report of an alleged violation.

The City will investigate the matter and, if appropriate, take corrective action. Your complaint will be kept as confidential as practicable.

The City prohibits retaliation against an employee for filing a complaint under this policy or participating in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated and, if appropriate, corrective action will be taken.

### **Anti-Retaliation**

The City is committed to maintaining a work environment that is free of retaliation for engaging in protected activity such as reporting violations or participating in an investigation pertaining to alleged violations of laws, policies, or procedures. Situations or behaviors protected from retaliation include, but are not limited to, (in each case a "Protected Activity"):

- Requesting a reasonable accommodation based on religion or disability.
- Refusing unwanted sexual advances or protecting others from unwanted sexual advances.
- Reporting fraud, waste of public funds, or unethical conduct.
- Testifying, assisting, or participating in an investigation regarding alleged discrimination, harassment, or misconduct.
- Raising reasonable concerns about violations of health or safety rules or about threats to health or safety in the workplace.
- Disobeying an order believed to violate City policies and procedures or local, state, or federal laws and regulations.
- Testifying, assisting, or participating in an employee disciplinary hearing.
- Engaging in other activity protected by local, state, or federal laws and regulations.

The City will not retaliate against any City employee who engages in a Protected Activity. Retaliation occurs when an employer takes an Adverse Action against an employee because the employee engaged in a Protected Activity. Adverse Action includes, but is not limited to:

- Demotion.
- Suspension.
- Termination.
- Failing to hire or consider for hire or promotion.
- Failing to give equal consideration in making employment decisions or to make impartial employment recommendations.
- Adversely impacting working conditions or otherwise denying any employment benefit to an employee.

- Creating a hostile or intimidating work environment.

The City prohibits retaliation even if the concerns raised are not confirmed following an investigation. However, an employee may be subject to Adverse Action if the employee knowingly made a false allegation, provided false or misleading information in the course of an investigation, acted with reckless disregard as to the truth or falsity of information provided, or otherwise acted in bad faith.

This anti-retaliation policy does not exempt employees from the consequences of their own misconduct or inadequate performance, and self-reporting such issues is not a Protected Activity. The policy also does not prevent the City from managing employee performance and addressing conduct issues after an employee has engaged in a Protected Activity, so long as the Protected Activity is not the reason for the performance management.

Any City employee who retaliates against an employee engaged in a Protected Activity or who otherwise violates this policy is subject to disciplinary action, up to and including termination of employment.

### Nursing Mothers Accommodations

The City will provide a private space and reasonable time 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), using Paid Time Off, 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 City will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated City refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers, and containers left for more than three days may be disposed of without notice. Alternatively, employees may bring in their own small refrigerator or cooler for the temporary storage of breast milk. Nursing employees are responsible for keeping lactation spaces clean for the next user.

The City will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy. Employees who participate in an investigation will not be retaliated against for participating in or advancing complaints or concerns. Any employee participating in an investigation who believes they have experienced any form of retaliation shall report this immediately to the Human Resources Staff.

### Outside Employment

*Eligible employment status:*

- Full-Time Employees

- *Benefited Part-Time Employees*

The City requires that your activities and conduct away from the job must not compete or conflict with or compromise the City's interests, or adversely affect your job performance and the ability to fulfill all of your responsibilities to the City.

It is a conflict of interest for you to have any personal interest (monetary, advisory, representing or appearing on behalf, etc.) in any business dealings with the City. This requirement, for example, prohibits you from performing any services on non-working time that are normally performed by City personnel during working hours. This prohibition also extends to the unauthorized use of any City tools or equipment and the unauthorized use or application of any confidential trade information or techniques. In addition, you are not to solicit or conduct any outside business during paid working time.

You must obtain prior written approval from management, on the form prescribed, before any outside employment or other work activity is undertaken.

The **AUTHORIZATION FOR OUTSIDE EMPLOYMENT** form may be obtained from the Human Resources office.

The City will not authorize outside work requests that:

- May reduce the employees' efficiency in working for the City;
- Creates a conflict of interest or creates the appearance of a conflict of interest or that violates the City's Ethics Code.

Employees who have accepted outside employment are not eligible for paid Extended Illness Bank leave when the absence is the result of an injury sustained on the outside job. In those cases, fraudulent use of EIB leave will be cause for disciplinary action. Authorization for outside employment is suspended for an employee on FMLA leave for his/her own serious health condition.

## Safety

*Eligible employment status:*

- *All Employees*

The City is committed to providing safe working conditions for all employees. Therefore, it is important that you follow all policies and procedures in order to ensure safe, efficient operating conditions which safeguard you, your fellow employees, and City equipment and facilities.

The City will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of City safety rules and regulations will result in disciplinary action.

The safety of employees and physical property can best be ensured by an awareness of its importance by all concerned. This is a shared responsibility on the part of both employees and management.

You are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to your immediate supervisor, Department Director, or a member of the Human Resources Staff

so that they may be corrected.

Where necessary, by reason of hazard, personal protective equipment is necessary to ensure your safety and well-being. Such equipment includes, but is not limited to: Safety glasses, gloves, aprons, safety shoes, reflective vests, hearing protection, and hard hats.

Some general safety rules that all employees must follow at all times are:

- Never operate any machine or equipment unless you are specifically authorized to do so by your supervisor.
- Do not operate defective equipment. Do not use broken hand tools. Report defective or hazardous equipment to your supervisor.
- Obtain full instructions from your supervisor before operating a machine with which you are not familiar.
- Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.
- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.
- Wear appropriate shoes for your job function.
- Do not burn candles, incense, or potpourri in City facilities.
- Do not wear loose, flowing clothing or long hair while operating machinery.
- Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your supervisor.
- Never oil, clean, repair, or adjust any machine while it is in motion.
- Never repair or adjust any electrically driven machine without opening and properly tagging the main switch.
- Put tools and equipment away when they are not in use.
- Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
- Keep all aisles, stairways, and exits clear of skids, boxes, hoses, equipment and spillage.
- Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shut-offs, machine or electrical control panels, or fire extinguishers.
- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery, and all City facilities which you use clean and neat.
- Do not participate in horse play, tease or otherwise distract fellow workers.
- Wear seat belts at all times in City vehicles.
- Do not operate any machinery or equipment when using a prescription drug or over-the counter medication which could cause [impairment](#).
- Lift with your legs, not your back. Get assistance with loads over 50 lbs.
- Never take chances where safety is concerned. If you are unsure, ask your supervisor. Let good common sense be your guide.
- Follow departmental safety procedures for your specific operations.

Employees are required to comply with all safety rules and regulations. Failure to do so will result in disciplinary action and a reduction of up to 50 percent in workers' compensation benefits if an accident occurs. If you have questions concerning your department's safety policies and

procedures, contact your supervisor.

## Substance Abuse Policy

*(updated February 2025)*

*Eligible employment status:*

- All Employees

The City recognizes the importance of a drug-free [workplace](#) for the safety and welfare of its employees, volunteers, contractors, and residents. This policy establishes City expectations that promote and support a drug-free working environment and complies with the [Drug-Free Workplace Act of 1988](#). The purpose of this policy is to meet the requirements of applicable laws and regulations to ensure that the workplace is free of illegal drugs.

It is the policy of the City of Louisville that employees, are free of the influence of alcohol, illegal drugs, or other intoxicants while in the workplace.

### Drug and Alcohol Testing

The City of Louisville requires testing for the presence of alcohol and/or [drugs](#) under any of the following circumstances:

- Pre-Employment – The City will require any candidate for the following positions to submit to pre-employment drug testing after a conditional offer of employment has been made and prior to the candidate's first day of employment:
  - Sworn police officers and other [safety-sensitive](#) positions
- Positions requiring the possession of a Commercial Driver's License or the operation of [Commercial Vehicles](#) as prescribed by state or federal regulations. The City adheres to all Department of Transportation regulations governing commercial driver licensing.
- Promotion or Transfer – Whenever an employee is promoted or transferred to a position identified as subject to mandatory pre-employment testing unless the employee is already serving in such a position.
- [Reasonable Suspicion](#) – Employees under reasonable suspicion of alcohol or drug use while on duty will be tested. Please see Reasonable Suspicion Procedures for more information.
- Post-Accident – Testing is required whenever an employee is involved in an [accident](#) while operating a City of Louisville vehicle or motorized equipment or when operating their personal vehicle while on-duty for the City of Louisville which results in:
  - a death;
  - an injury that warrants outside medical attention;
  - reasonable suspicion of [impairment](#);
  - a moving violation where the employee may have been at fault and/or is issued a citation after an accident;
  - equipment and/or vehicle is damaged or disabled as a result of an accident.Please see Post-Accident procedures for more information
- Return to Duty – Employees who have tested positive for drugs and/or alcohol must test negative prior to being released to duty and follow all required return to duty procedures.
- Random Testing – Employees with a Commercial Driver's License will be tested randomly as part of a consortium, based on Department of Transportation regulations. Such tests may be conducted quarterly or more frequently.

## **Prohibited Use or Activity**

- Prescription or Over-the Counter Drug Use – The use of prescription [drugs](#) which compromise safety in the [workplace](#), or the quality of the employee's work product, is prohibited. It is the employee's responsibility to check with their physician as to whether or not a prescription drug will impair performance and to notify their supervisor of the physician's opinion. Employees are specifically required to notify their immediate supervisors of any restrictions, hazards or affects when they are taking medications with warning labels.
- Drug Use Away from the Workplace – The use of a drug by an employee away from the workplace may be grounds for disciplinary action if it results in an adverse impact on the job performance or the confidence of the public in the City as an employer.
- Alcohol Possession and On-Duty Use of Alcohol – An employee shall not possess, use, or be impaired by alcohol while on-duty, including while operating a City vehicle or a personal vehicle on behalf of the City. The only exception to this would be if the possession is required as part of the employee's job duties. For example, Police Officers performing authorized undercover operations and/or when serving as the subject of an educational seminar or class that addresses alcohol use and/or intoxication.
- Pre-Duty Use of Alcohol – An employee shall not operate a City vehicle or equipment within four (4) hours after using alcohol. An On-Call employee who consumes alcohol within four (4) hours of being called in must acknowledge the use of alcohol and may not report for duty.
- Use of Drugs – An employee shall not report for duty or remain on duty, when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle, equipment or otherwise perform their job duties. Employees who are taking prescription or over-the-counter medication that may impair their ability to perform their duties safely and effectively should provide written notice from their physician or pharmacist with respect to the effects of such substances.
- Possession, Transfer, or Sell – Employees are prohibited from possessing, transferring, or selling controlled substances or alcohol while on duty. Additionally, prescription drugs must be prescribed to the employee personally and cannot be transferred, sold, or provided to another person.

## **Alcohol and Drug Tests**

- Alcohol and drug tests are not optional. Refusal to take a post-accident alcohol or drug test, a random alcohol or drug test, a reasonable suspicion alcohol or drug test, or a follow-up alcohol or drug test when required by this policy, or refusal to sign the release and consent form, shall be considered insubordination and shall be deemed the same as a positive test result.
- The City of Louisville shall pay the cost of any physical examination(s) and required tests, unless otherwise indicated.
- Physical examinations and/or specimens required by this policy will normally be obtained from the employee while the employee is on duty. If an employee is required to submit to examinations or testing other than during normal duty hours, the employee shall be paid for all the time required for the examination and testing.
- All test samples will be collected at a designated facility as arranged through Human Resources. An appropriate chain of custody will be established and maintained to

ensure the accuracy of the test result.

- Physical examinations and/or tests as described in this policy will be performed by medical personnel selected by the City of Louisville.
- Except for random testing, an employee will be removed from active duty and be placed on paid leave while awaiting the results of the test(s) as described in this policy.
- All records related to drug and alcohol testing will be maintained in a secure location with controlled access, separate from records pertaining to all other employees.

### Test Results

- Negative Drug or Alcohol Test – An employee who tests negative will be allowed to return to work. If an employee was on paid leave while awaiting the results, the employee will be compensated during the waiting period for all work time lost.
- Positive Alcohol Test – The alcohol limit for a positive test is 0.02% blood alcohol content (BAC) or higher. Procedures will be:

| Alcohol Concentration | Action                                                                 |
|-----------------------|------------------------------------------------------------------------|
| 0.04% or higher       | Immediately removed from duty and must follow return to work procedure |
| 0.020-0.039%          | Temporarily removed from duty for a period of 24 hours                 |
| Less than 0.02%       | No action required                                                     |

- Positive Drug Test - An employee who tests positive shall not report for duty or remain on duty.
- Tampering with a Required Test – An employee shall not tamper with, adulterate, alter, substitute or otherwise obstruct any testing process required under this policy.
- Refusal to submit to a test, or refusal to sign the release and consent form shall include, but is not limited to:
  - A failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing in accordance with the testing instructions.
  - Failure to provide adequate urine for drug testing without a valid medical explanation after the employee has received notice of the requirement for urine testing in accordance with the testing instructions.
  - Engaging in conduct that obstructs the testing process.

### Reasonable Suspicion Procedures

- Any employee shall submit to a drug and/or alcohol test when the City reasonably suspects that this policy may have been or is presently being violated. Employees who observe or suspect drug and/or alcohol use shall report the matter promptly to Human Resources or their supervisor who will notify HR. Testing may also be conducted as part of a [fitness-for-duty](#) evaluation where there is reasonable suspicion of drug or alcohol use. Appropriate reasonable suspicion testing may be done when:
  - A supervisor or person in a supervisory position personally observes, or receives a complaint, about an employee's conduct that suggests the employee is impaired by [drugs](#) or alcohol or any other substance. Such behavior may include,

but is not limited to, unusual demeanor, appearance, or conduct, slurred speech, lack of balance, excessive aggressiveness, docility, or drowsiness, or the smell of alcohol or illegal drugs. Please see the Reasonable Suspicion Determination Checklist to help document and assist with determining if someone may be under the influence.

- Actual possession of or use of alcohol, illegal drugs or any other substance on the job (unless required in the performance of the employee's job duties).
- Other facts or circumstances that suggest the employee is impaired by drugs, alcohol or any other substance.
- Transportation – If reasonable suspicion is determined, a supervisor or designee will accompany the employee to the testing site and will provide the employee with transportation to their home after testing is completed. If the employer deems the employee's behavior is belligerent and/or the employee refuses and demands to drive their personal vehicle, the City shall notify law enforcement.
- Relief of Duty – An employee shall not return to their position until a confirmed negative test result is received. The employee will be placed on paid leave pending receipt of the test results. If the results are positive (confirmed after split sample), the employee will be required to use their accrued paid time to cover shift(s) beginning with the date of the first test. A positive test may result in an investigation and possibly grounds for corrective action, discipline up to and including termination.
- If an employee is removed from duty based on reasonable suspicion of alcohol use the employee shall be removed from their duties. An alcohol test must be administered within 8 hours and the BAC must measure below 0.02% or 24 hours have elapsed since the determination of reasonable suspicion before a return to duty is authorized.

### **Post-Accident Procedures**

- Testing should occur as soon as possible but may not exceed eight (8) hours after the [accident](#) for alcohol testing and thirty-two (32) hours after the accident for drug testing. Transportation and relief of duty stipulations outlined in reasonable suspicion procedure will apply. An employee involved in any accident that will or may result in a drug test must remain available for testing and may not take any action to interfere with testing or the results of testing. They also may not leave the scene of an accident unless the employee is offering assistance or receiving medical attention, in which their testing will be delayed.
- Employees who do not comply with post-accident testing requirements will be considered to have refused to submit to testing and may be subject to disciplinary action for refusal to test as provided in this policy.

### **Random Testing Procedure**

- Random testing is done on employees that have a CDL. The testing will be spread reasonably throughout the year and will be unannounced to ensure that no driver receives advanced knowledge of the time of testing. All drivers will have an equal chance of being selected each time a random selection is made.
- If you are notified of a random alcohol or drug test, you must proceed to the test site immediately. If you are performing a safety-sensitive function when notified of a test, you will need to stop and proceed to the test site as soon as possible.
- Testing must be either just before, just after, or during the safety-sensitive function.
- Random Follow Up Tests – Any employee who is referred for assistance related to alcohol misuse and/or use of [drugs](#) is subject to random follow-up testing for a period

not to exceed sixty (60) months as directed by a [Substance Abuse Professional](#) and the City. The number and frequency of follow-up tests will be determined by the Substance Abuse Professional and the City. The employee may be subject to six (6) or more tests in the first twelve (12) months following the return to duty.

### **Return-To-Duty Procedure**

- Following a positive test, the employee will not be permitted to return to work unless they have:
  - been evaluated by a qualified Substance Abuse Professional and;
  - a verified negative result on a return-to-work alcohol test (measuring below .02%) and/or drug test and;
  - properly followed any rehabilitation prescribed by a Substance Abuse Professional.

Upon completion of recommended program and successful return to work, the employee may be subject to follow-up random testing.

### **Training**

The City complies with the Drug-Free Workplace Act of 1988 requirement to educate employees. Employees may be required to complete annual training on the Drug-Free Workplace Act to be offered by the City of Louisville.

### **Corrective Action**

All employees, regardless of disciplinary action taken, will be advised of resources available to the employee in evaluating or resolving problems associated with drug use or alcohol misuse. Any employee found to have violated this policy shall be subject to disciplinary action, up to and including termination.

### **Confidentiality**

In accordance with federal and State law, the City will maintain the confidentiality of an employee's medical information obtained in connection with this policy.

### **Employee Assistance Program/Voluntary Referral**

The City is committed to supporting employees undergoing treatment and rehabilitation for alcohol or other chemical dependency. The City will provide information to employees on available drug counseling and rehabilitation programs.

- The City supports employees who volunteer for treatment of alcohol or drug abuse. Employees are encouraged to seek treatment voluntarily and to utilize the Employee Assistance Program. The City will make every reasonable attempt to assist any employee who comes forth and notifies the City of alcohol or drug abuse.
- Such assistance may not interfere with the tests required by this policy. For example, a driver may not identify himself/herself as unfit to drive after having been notified of a random or reasonable suspicion test and expect to avoid the consequences for a positive test or refusal to test. In addition, voluntarily seeking assistance does not excuse any failure to comply with all of the provisions of this policy or other policies of the City. While the City may support an employee in obtaining assistance with an abuse or dependence problem, any work-related performance problems will be addressed through normal procedures.
- Approved leave with or without pay may be granted for treatment and rehabilitation as for other illnesses. Insurance coverage for treatment will be provided to the extent

of individual coverage. Confidentiality of information will be always as much as possible and in accordance with applicable law.

- Employees who violate this policy and receive correction action, which does not result in termination of employment, shall also receive mandatory compliance referral to a [substance abuse professional](#) for treatment, in addition to any other corrective action.

### **Drug-Free Workplace Act of 1988 Reporting Requirements**

Any employee convicted of violating a criminal drug statute in the [workplace](#) or while performing job duties must notify Human Resources within 5 days after the conviction. In accordance with the Drug-Free Workplace Act, the City must notify the appropriate federal contracting agency within 10 days of receiving this notice.

## **Tobacco and Vaping (E-cigarettes) Use**

*(Updated June 1, 2021)*

*Eligible employment status:*

- All Employees

The consumption of tobacco or tobacco-related products, vaping and/or the use of E- Cigarettes is prohibited in all City facilities and City vehicles. Smoking, vaping, and the use of E- Cigarettes, and the use of tobacco-related products is permitted only in designated areas outside City facilities. Outside areas where smoking is permitted will be determined in accordance with Colorado law and approved by the Department Director who has responsibility for that facility.

## **Use of City Property**

*Eligible employment status:*

- All Employees

The use of City property shall be for work purposes only. Any exceptions to this policy must have proper authorization from the Department Director or City Manager.

## **Workplace Violence**

*Eligible employment status:*

- All Employees

Employees need to feel safe from threats and any type of violent activity in the workplace. To ensure a safe workplace and to reduce the risk of violence, there are behaviors that will not be tolerated. These included but are not limited to:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury in another person, or subjects another individual to emotional distress.
- Intentionally damaging employer's property.
- Possession of a weapon (other than legally concealed) while on City property or while on City business unless required in the performance of job duties, such as Police Officers.
- Committing acts motivated by, or related to, sexual harassment or domestic

violence.

Employees are expected to immediately inform a supervisor of behavior that could be a sign of dangerous behavior. These types of behaviors include, but are not limited to:

- Bringing unauthorized weapons to the workplace.
- Displaying outward signs of extreme resentment, bitterness, hostility or anger.
- Making threatening remarks.
- Displaying irrational or inappropriate behavior.

## CONDUCT: CORRECTIVE ACTION

Corrective Action steps need not be followed in any particular order but should be used according to the particular circumstance(s):

### Administrative Leave

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

Administrative Leave may be used at the discretion of a Department Director, subject to review by the Human Resources Director. Administrative leave may be used for a temporary absence from work with or without pay, to allow time to conduct an investigation, audit, gather additional information, or solve a problem related to an individual's work performance.

### Performance Improvement Plan (PIP)

*Eligible employment status:*

- All Employees

This type of review is designed if your performance is inconsistent and unacceptable. Your supervisor establishes a highly specific program for corrective action using supervisor-imposed performance measurements and time frames. This program calls for monthly reviews and documentation of all incidents and review sessions. If your performance does not improve, you will be subject to further disciplinary action up to and including termination. If you are placed on a PIP, ***you will not be eligible for a merit increase due to your performance.***

## CONDUCT: DISCIPLINARY ACTION

*Eligible employment status:*

- All Employees

It is the responsibility of each employee to maintain a standard of conduct and performance essential for efficient, effective and safe operation of the City of Louisville. When employee conduct or performance falls short of standards or expectations, they may be subject to disciplinary action. Disciplinary action may take the form of a verbal warning, written warning, suspension, involuntary demotion, or termination, depending on the circumstances and one is not conditional upon the other. Action taken by the City in one case does not establish a precedent with respect to any other case.

### **1. Verbal Warning**

*Eligible employment status:*

- All Employees

Verbal warnings may be issued for minor performance or conduct problems. Supervisors will maintain a record of verbal warnings. There is no express or implied right to receive notice or hearing prior to or in conjunction with a verbal warning. Employees may not appeal verbal warnings.

### **2. Written Warning**

*Eligible employment status:*

- All Employees

Written warnings may be issued for repeated minor problems or for a more serious problem. Written warnings will be placed in an employee's personnel file. There is no express or implied right to receive notice or hearing prior to or in conjunction with a written warning. The employee will receive a copy of the written warning and the original will be placed in the employee's personnel file. Both the supervisor and the employee should sign and date the original document. Employees may not appeal Written Warnings.

### **3. Suspension**

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

Suspension may be used to respond to a serious problem and is intended to be used as unpaid leave. In addition, the City may place an employee on administrative leave (paid or unpaid depending on the circumstances) pending an investigation of the facts in question and a determination of the appropriate response. Suspensions are subject to review by the Human Resources Director or his/her designee, and approval of the Department Director.

Employees will be provided with a notice of intent to suspend, including the reasons for the proposed suspension. A hearing will be held with the employee's department director and a representative from Human Resources regarding the proposed suspension. At the hearing, an employee will have the opportunity to respond to the allegations and information contained in the notice of intent to suspend. The hearing date will be established, in writing, by the Department Director

After the hearing, the Department Director will issue a written determination. The Department Director may deny the suspension, affirm the suspension, or modify the discipline to be imposed, based on the Department Director's review and determination. A copy of any suspension will be placed in the employee's personnel file. ONLY full-time and benefited part-time employees may appeal a suspension decision as set forth herein.

### **4. Involuntary Demotion**

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

An involuntary demotion is a change in appointment status to a position of less responsibility, lower classification, and/or lower salary. A Department Director may

recommend an involuntary demotion for lack of job performance, lack of necessary job skills, or as discipline for a violation of the City's standards of conduct. Involuntary demotions are subject to review by the Human Resources Director and approval of the Department Director.

Employees will be provided with a notice of intent to demote, including the reasons for the proposed demotion. A hearing will be held with the employee's Department Director and a representative from Human Resources regarding the proposed demotion. At the hearing, the employee will have the opportunity to respond to the allegations and information contained in the notice of intent to demote. The hearing date will be established, in writing, by the Department Director. Employees may appeal an involuntary demotion as set forth herein.

After the hearing, the Department Director will issue a written determination. The Department Director may deny the involuntary demotion, affirm the involuntary demotion, or modify the discipline to be imposed, based on the Department Director's review and determination. ONLY full-time and benefited part-time employees may appeal an involuntary demotion decision as set forth herein.

## **5. Termination**

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

When, in the City's determination, performance issues or violation of standards of conduct warrant it, the City may terminate an employee. Terminations are subject to review by the Human Resources Director and approval of the Department Director.

Employees will be provided with a notice of intent to terminate, including the reasons for the proposed termination. A hearing will be held with the employee's Department Director and a representative from Human Resources regarding the proposed termination. At the hearing, an employee will have the opportunity to respond to the information contained in the notice of intent to terminate. Employees may be placed on Administrative Leave until a formal hearing can be held. The hearing date will be established, in writing, by the Department Director.

After the hearing, the Department Director will issue a written determination. The Department Director may deny the termination, affirm the termination, or modify the discipline to be imposed, based on the Department Director's review and determination. ONLY full-time and benefited part-time employees may appeal a termination decision as set forth herein.

## **CONDUCT: APPEAL PROCESS**

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Employees may appeal a determination by the City to:

- suspend,

- involuntarily demote, or
- terminate an employee.

Any appeal must follow the procedure outlined below. In computing any period of time described in this section, if the last day of the period falls on a Saturday, Sunday, or City holiday, then the period runs until the next day that is not a Saturday, Sunday, or City holiday.

Any appeal by an employee of a suspension, involuntary demotion or termination shall be filed in writing by the employee within seven (7) calendar days of the date of the notification of the suspension, involuntary demotion, or termination. Written appeals shall state the grounds for the appeal, shall refer to the provision or provisions of the City policy, practice, procedure, rule or regulation alleged to have been violated, and shall set forth the facts pertaining to the appeal. Appeals shall be addressed to the City Manager.

The City Manager will have fifteen (15) calendar days to schedule a hearing on the appeal and notify the employee of the date of the hearing. The City Manager may appoint an individual other than the City Manager to serve as the hearing officer for the hearing. The parties shall have the right to be present and to be represented at the hearing, to present evidence and witnesses, and to cross-examine the other party's witnesses. The City Manager or hearing officer has the authority to compel the testimony of other employees of the City.

The hearing shall not be subject to the rules of evidence governing judicial proceedings. The City Manager or hearing officer shall determine all objections and other matters raised concerning the conduct of the hearing, and may question witnesses.

The City Manager or hearing officer will have fifteen (15) calendar days from the conclusion of the hearing to render a written decision containing findings of facts and conclusions. Such decision shall be final and no further appeal shall be permitted except as provided in Rule 106(a) (4) of the Colorado Rules of Civil Procedure. The time frame may be extended by written notice to the employee.

The filing of an appeal under this section shall stay the imposition of any proposed disciplinary action pending the outcome of the appeal conducted pursuant to this section; provided, however, that this section shall not be deemed to prohibit the placement of an employee on administrative leave pending such appeal.

## CONDUCT: SEPARATION FROM WORK

### Exit Interview

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*
- *Or as requested*

Learning why employees leave is a valuable tool in showing management where changes could be made. This is accomplished through exit interviews. When you terminate your employment, you may be asked to meet with a Human Resources representative for a confidential interview. These interviews are voluntary and will not affect your ability to return to work for the City in the future.

## Lay-Off

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The City reserves the right to make all layoff decisions in its sole discretion, based on factors that the City deems relevant. Relevant factors may, but need not, include the City's staffing requirements, employee skills, knowledge, performance and experience. Seniority need not be considered if the City determines in its sole discretion that other factors are more relevant.

A Department Director, with the approval of the City Manager and in consultation with the Human Resources Director, may separate an employee for lack of funds, curtailment of work, and/or change in operations or organizational structure. The City may immediately relieve an employee of further duties and will compensate the employee's salary and benefits for at least two weeks. Full-time and benefited part-time employees will receive full compensation for accrued and unused Personal Leave Bank hours (PTO) and compensatory time.

All benefits will end in accordance with current plan year guidelines, unless other arrangements are approved by the City Manager. The employee will have an independent right to elect COBRA coverage to continue health, dental, and vision insurance. In the event of a layoff, the employee may elect COBRA for up to 18 months at the full premium plus any administrative fees.

## Resignation

*Eligible employment status:*

- *All Employees*

For resignations the City requests employees give a minimum of two weeks written notice. Managers and Department Directors are requested to give four weeks' notice. This notice must be given in writing to your supervisor, who will forward it to the Human Resources Office for processing. The Human Resources Office may schedule an exit interview to solicit your comments on City policies and practices, or on any other aspect of the job, and discuss benefits continuation policies, and your final paycheck.

Your final paycheck will be issued on the next scheduled pay day for the pay period in which your resignation is effective. Prior to issuance of your final paycheck, all City property assigned to you must be returned prior to your last day of employment.

The City does not recognize the concept of "terminal leave." Once you submit a resignation, a date certain for your last day of employment will be established. With the exception of intermittent leave approved by your Department Director, you are fully expected to be actively at work during your notice period. You may not use any balances in your Paid Time Off to extend your term of employment with the City.

-----End of Section 3-----

## **Section 4**

# **DEVELOPMENT OPPORTUNITIES**

## SECTION 4 – DEVELOPMENT OPPORTUNITIES

### Conference and Travel Expense

*(updated June 1, 2021)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

#### **Purpose and Scope**

This policy pertains to all travel and all travel-related expenses. This policy does not apply to social gatherings where the City encourages attendance of employees, elected officials, and their spouses. This policy does not apply to costs incurred for employee recruitment. All travel where an employee expects to incur reimbursable travel expenses, must be approved in advance by the employee's Department Director. The City Manager must approve travel requests from Department Directors. Both the employee's Department Director and the City Manager must approve all travel which an employee expects to incur over \$1,000 in reimbursable travel expenses. If more than one (1) employee is attending the same conference, seminar, or meeting, the \$1,000 threshold for Department Director and City Manager approval applies to the group, not the individual employees. All travel requests and signatures of approval will be documented on a Travel Request Form (See Appendix D).

#### **Acceptable Reimbursable Travel Expenses**

Upon proper approval of the Travel Request Form, the City will reimburse all travel-related expenses such as commercial transportation, lodging, meals, tips, registrations, parking fees, communication charges, and other business-related expenses at actual cost. The City will not reimburse travel-related expenses for the spouse or other personal guests of an employee or elected official, unless the City has required or encouraged their participation.

Examples of non-reimbursable entertainment expenses include, but are not limited to, alcoholic beverages, theater tickets, and sporting event tickets.

***Transportation.*** Reimbursement of transportation and related expenses will be based upon the least expensive mode of transportation available, unless a more expensive mode is necessary due to business-related requirements. In determining the least expensive mode, commercial bus service will be excluded. The City will reimburse the use of privately owned vehicles for City business at the mileage rate set by the Internal Revenue Service, at the time of travel.

***Lodging.*** Reimbursement of lodging and related expenses will be based on what is a normal and reasonable cost for the area. The City will reimburse lodging through VRBO, AirBNB and similar services at a reasonable cost compared to a hotel, unless a more expensive mode is necessary due to business-related requirements. Proximity to a conference, seminar, or meeting will also be taken into account. If a double room is required because a spouse or personal guest has accompanied an employee, the City will reimburse only the cost of a single room. The City will reimburse any business-related communications costs (telephone, fax, internet access, etc.). The City will not reimburse the costs of in-room movies or personal communications costs. If cancellation, cleaning, or other fees are incurred due to actions of the employee(s), the City will not reimburse those costs. The City will not reimburse deposit costs or reimburse an employee's stay with personal acquaintances.

***Meals.*** Reimbursement for meals will be based on a standard meal and incidental allowance.

This allowance will equal the maximum Continental United States (CONUS) rate as established by the U.S. Government Service Administration (GSA). To receive the standard meal allowance, an employee must be traveling away from home. Travel away from home is defined as travel during which an employee has to stop for sleep or rest. An employee not traveling away from home will receive an actual cost reimbursement for eligible meal expenses.

If an employee is not traveling for an entire 24-hour day, the employee must prorate the standard meal allowance by dividing the day into 6-hour quarters as follows:

- 1) Midnight to 6 a.m.
- 2) 6 a.m. to noon
- 3) Noon to 6 p.m.
- 4) 6 p.m. to midnight

Employees can claim 1/4 of the full-day standard meal allowance for each 6-hour quarter of the day during which they are traveling away from home.

If meals are included within a registration fee (for example, a conference banquet) the standard meal allowance will be reduced based on the GSA Rates Table shown below. Complimentary continental breakfasts are not considered meals and will not reduce a daily standard meal allowance.

#### **Employee Advance for Anticipated Travel Expenses**

Once the Travel Request Form has been approved, an employee is eligible to receive a cash advance up to the total amount of travel-related expenses estimated on the Travel Request Form. The Finance Department will determine whether an advance is made from petty cash or through the accounts payable process. To receive a travel advance, the employee must enter the amount requested in the appropriate area on the Travel Request Form, have it signed by the Department Director and submit it to the Finance Department. A Travel Request Form containing a request for travel advance should be submitted well in advance of the first day of travel. Employees are encouraged to use a City purchase card for major travel-related expenses, such as airline tickets, hotel charges, and conference registrations. Due to vendor categorization restrictions, a City purchase card may be rejected when attempting to reserve lodging through VRBO, AirBNB, or similar 'vacation rental' services.

#### **Request Travel Expense Reimbursement**

After travel has been complete and reimbursable travel-related expenses have been incurred, employees must complete a Travel Reconciliation Form to receive reimbursement or to reimburse the City for an overpayment of an advance. A Department Director must approve all Travel Reconciliation Forms. In the case of a travel reimbursement request by a Department Director, approval is required from the City Manager or Finance Director. In the case of a travel reimbursement request by an elected official, either the City Manager or the Finance Director must sign the Travel Reconciliation Form.

Within 2 weeks of returning from travel, employees shall submit a properly authorized Travel Reconciliation Form to the Finance Department. Only travel expenses for which the employee is entitled to reimbursement shall be entered on the Travel Reconciliation Form.

If an employee is requesting a reimbursement, the Travel Reconciliation Form along with

receipts shall be delivered to the Finance Department. If the City is due a reimbursement (due to an advance exceeding the actual costs), the Travel Reconciliation Form along with receipts and a sealed envelope containing the reimbursement funds shall be delivered to the Finance Department.

The Finance Department will maintain a file of all Travel Reconciliation Forms and will match each Travel Reconciliation Form to its corresponding Travel Request Form. Upon receipt of a completed Travel Reconciliation Form, the Finance Department will perform a review to determine compliance with City policy. Any non-compliance, missing information, etc. will be reported to the employee, the employee's Department Director, and/or the City Manager. If compliance is not achieved within 5 days from the Finance Director's notification, the City Manager will be notified, the employee will be prohibited from incurring any additional reimbursable travel expenses, and the necessary disciplinary action will be taken to gain compliance.

## Compensable Travel Time

Travel time for non-exempt (non-salaried) employees during normal off-duty time may be compensable and shall be compensated according to the Fair Labor Standards Act (FLSA).

**Home to Work Travel.** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not considered work time.

**Home to Work on a Special 1-Day Assignment in Another City.** An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent in traveling to and from the other city is work time, except that the employer may deduct (not count) that time the employee would normally spend commuting to the regular work site.

**Travel That is All in the Day's Work.** Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

**Travel Away from Home Community.** Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days.

## Performance Evaluation

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

The City's expectation is that all employees receive regular informal feedback. Supervisors would be encouraged to provide written feedback to new employees at the six months' time frame.

The City's system of performance evaluation provides a basis for the following:

- An annual evaluation of your work performance in a fair and consistent manner.
- A method for immediate corrective action when the work performance in any area of your assigned job duties does not meet expectations.
- An evaluation of your work performance recorded on a form which is easily visualized and understood by you.

After completing your initial provisional period, your performance will be reviewed annually on the anniversary date of your employment. This date will change if you are promoted to a new position, take a leave-of absence in excess of 90 days, are demoted, or your position is reclassified.

Performance evaluations are tools to discuss performance according to standards established for your position; to discuss your goal accomplishment; to provide you with feedback on your progress as well as opportunities for growth and development; and to determine any adjustments to your salary.

An employee may be placed on a Performance Improvement Plan when an employee's performance is inconsistent and/or unacceptable. (See Section 3 – Conduct/Corrective Action for more details).

## Professional Associations

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The City may approve memberships for employees in certain trade and professional associations in which it wants to be represented. Memberships are requested and approved through your Department Director, and are subject to budgetary considerations.

Employee participation in trade and professional association activities will be considered as hours worked for pay purposes, up to the amount of hours in your normal work day. Non-exempt employees who are afforded professional association membership will be compensated in accordance with the provisions of the Fair Labor Standards Act.

## Promotions

*(Updated January 1, 2021) Eligible employment status:*

- *All Employees*

A promotional opportunity exists when the City has or anticipates a vacancy in an existing or new position that could be considered a promotion for one or more employees in terms of compensation, benefits, status, duties or access to further advancement.

It is the City's policy to fill vacancies and new positions with individuals who are, in the City's opinion, the most qualified applicants. Whenever possible, new positions and vacancies will be filled from within the City. All new and vacant positions must be posted for a minimum of 7 calendar days.

Employees who have demonstrated good work habits, exemplary day-to-day performance and

have maintained good attendance records, and who want to accept more responsibility may be considered prime candidates for promotional opportunities where they meet minimum qualifications established for the position. Individual growth and initiative displayed by participation in both formal and informal job training and professional certification programs is also a consideration.

If an employee is promoted (moving at least one pay grade higher or the duties of the position are significantly different), the salary will be adjusted to the minimum of the new salary grade, or 10%, whichever is greater. The employee will be placed in a provisional status in his/her new position for a period of 180 calendar days and have as a new anniversary date the effective date of the promotion. Failure to satisfactorily complete the provisional period in the new position may result in the employee being returned to his/her previous position, if a position is still vacant and available. When that vacancy is not available, the employee may be terminated. The City will provide a list of open positions that he/she may apply for.

If the promotion is for a temporary period (of up to six months) is an Acting or Interim Assignment, different criteria apply per the Colorado Equal Pay for Equal Work Act. See "Temporary, Acting or Interim Assignments Policy" for more details.

## Reclassifications

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

When an employee believes his/her job duties have significantly changed, the employee should discuss this with his/her supervisor. If the supervisor agrees the employee's job duties have changed, a written request for reclassification must be submitted by the Department Director to the Human Resources Office. Requests for reclassification will be reviewed annually typically during the third quarter of the year.

The Human Resources Office will review the requests with the City Manager's Office. The City Manager will determine if an evaluation of the position is warranted. A Position Questionnaire will be sent to the employee and the supervisor to complete. Human Resources may conduct a job audit, interview, or any other evaluation method to determine the merits of the request. This evaluation may result in a decision to upgrade, downgrade, or leave the job at the same level.

The employee's annual performance ratings or length of service are not factors in determining if a reclassification should occur. The needs of the City and the actual change in duties and responsibilities are the factors that will be used.

If the position is reclassified, the employee will not be required to complete a new provisional period, but a new anniversary date will be established on the effective date of the new classification. If the position is reclassified upward the salary will be adjusted to the minimum of the new salary range, or 10%, whichever is greater. If the reclassification results in the position being placed in a lower salary grade, the salary will be adjusted to the closest step in the new range that does not result in a salary reduction, provided that the employee cannot exceed the maximum established for the range.

## Training Opportunities

*Eligible employment status:*

- All Employees

The City is committed to providing quality service to its citizens. It recognizes the need to provide training opportunities for employees to enhance their job-related skills and personal development. The Human Resources Office is responsible for the development of a training program that may include the following areas:

- supervisory training;
- customer service training;
- computer use and application training;
- human relations skills training; and
- general training.
- Etc.

In addition, City departments may provide technical training opportunities so that employees may obtain job-related certifications and skills. Attendance at seminars and training programs is limited to funds availability, and is subject to the approval of the Department Director.

## SECTION 5 – GENERAL POLICIES

### Badge (Employee ID) Policy

*(Updated February 2025)*

*Eligible employment status:*

- All Employees

This policy provides a consistent method of identifying City employees and protecting against unauthorized personnel and visitors from entering designated secure work areas.

- All employees are required to wear an Identification Badge at all times during their work hours/shift, except when the badge creates a safety hazard or risk. When the badge is unable to be displayed due to safety, it shall be readily accessible.
- Police Officers are exempt from this requirement if in full uniform and displaying a Police Badge.
- The badge must be worn or clipped on the employee's clothing at or above waist level and in such a fashion to be clearly visible at all times. Some departments may have more specific requirements.
- All badges may be obtained through the Human Resources Department, except for Police Officers. All Police Officers may obtain badges at the Police Department.

### Access

- In addition to providing identification, the badge will also serve as an access card to designated areas.
- Access to areas and/or buildings for each employee will be determined by the Department Director and designated on the New Employee Technology Needs form.
- Because the badge allows access to particular doors, employees must safeguard their badge and not lend it to any other person for any reason.

- Employees may not allow anyone without a badge to “piggy-back” into a City building or area.
- Departments will be issued Visitor Badges to provide to consultants and contractors to wear at all times while in City facilities.

### **Replacement**

- Lost, misplaced or stolen badges must be reported to Human Resources immediately.
- Badges will be re-issued if the badge is lost, stolen, damaged or malfunctioning at no cost to the employee.
- Employees may not attach any foreign object, such as stickers or patches, to the identification badge.
- Badges will expire every 5 years. Employees will not be charged for expired replacement badges.

### **Return of Identification Badges**

- Employee badges are City property and must be returned to the employee’s supervisor upon resignation or termination of employment.
- Employees who are on disciplinary or administrative leave must return their badge to their supervisor prior to the beginning of the leave.

## **Breaks**

*Eligible employment status:*

- All Employees

Departments are authorized to schedule work breaks at or about the midpoint of the first half of your shift, and at or about the midpoint of the second half of your shift. They are scheduled by your immediate supervisor. You are paid your normal wages while on a work break. These break periods may not exceed 15 minutes.

If your Department has formal, scheduled work breaks, and you choose to work through the authorized break, you will not receive any additional compensation for work done in lieu of your taking the break. Work breaks may not be combined with your lunch break.

Your lunch break will normally be scheduled to fall about the halfway point of your regular work shift. Lunch breaks will be determined according to the operational needs of your department and are unpaid. Variations in the length of your lunch break may occur due to operational considerations.

## **Cell Phone and Pagers**

*Eligible employment status:*

- All Employees

Please see Section 10 – Administrative Policies, for more information.

## **Certification**

*Eligible employment status:*

- All Employees

Some positions require certification. Prior to a new hire starting with the City and if required, a copy of the appropriate certification(s) is to be provided to the Human Resources Staff for placement in the employee's personnel file. The employee is responsible for maintaining his or her certification while employed. In order to ensure proper compensation and/or continued employment, copies of renewed certifications must be provided to the Human Resources Staff for placement in the employee's personnel file as well.

## City Vehicles

*Eligible employment status:*

- All Employees

The City provides a limited number of City vehicles for employees to use during the course of their work day for City business. When a City vehicle is not available you may be required to use your personal motor vehicle to conduct City business. Where this occurs, you will be reimbursed at the rate then in effect as set by the Internal Revenue Service. Forms for reimbursement are available from the Finance Department.

When conducting City business in your personal motor vehicle, you are expected to keep it clean, neat, and in good working condition. You are also required to maintain the minimum requirements of insurance coverage. Proof of insurance coverage may be required by the Finance Department on a periodic basis.

While on City business in your personal motor vehicle, should you be charged with a violation of the traffic ordinances of the City of Louisville or the vehicle and traffic laws of the State of Colorado, or are involved in an accident which results in damage to the person or property of a private citizen, business or other government jurisdiction, you must notify your immediate supervisor at once and notify and report the accident to the appropriate law enforcement officials. In addition, documentation outlining the event, date, time, and names and addresses of all involved may be required to be submitted to City's insurance company.

The City reserves the right to impose discipline up to and including termination when employees are involved in incidents that result in property damage or personal injury and to seek to recover from such employees' damages permitted by law relating to such losses.

An employee may be required to take a drug and/or alcohol test in cases of loss or damage to equipment or property (See Substance Abuse policy – See Section 3 – Conduct.

## Dogs in the Workplace Policy

### 1. Purpose

The purpose of this policy is to ensure consistent standards and safety in instances when employees bring their dog into the workplace. The City of Louisville values a positive, healthy, and productive work environment for all employees. This policy provides clear expectations to ensure that bringing dogs into the workplace does not compromise safety, public service standards, or operational efficiency.

## 2. Policy

The organization permits dogs in the workplace on a limited and controlled basis in accordance with this policy. All approved dogs must meet established behavioral, health, and supervision requirements.

## 3. Scope

This policy applies to all City of Louisville Full time and benefitted Part time employees working in City-owned facilities. The policy does not apply to service animals, which are permitted by law.

## 4. Definitions

**Aggressive Behavior:** Observable conduct by a dog that poses a reasonable risk of injury to a person or another animal, including but not limited to biting or attempting to bite, snapping, lunging, charging, or growling or baring teeth when accompanied by threatening posture or forward movement. Normal barking, playful behavior, or reasonable defensive reactions to immediate provocation do not, by themselves, constitute aggressive behavior.

**Service Animal:** A service animal is a dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act (ADA). The work or tasks performed by the service animal must be directly related to the individual's disability. Under certain circumstances, a trained miniature horse may also be considered a service animal. Please contact Human Resources for additional information.

Animals that provide comfort or emotional support but are not trained to perform specific tasks (often referred to as emotional support animals) are not considered service animals under the ADA. However, such animals may be considered as a reasonable accommodation through the interactive process.

## 5. Eligibility

Employees are eligible to bring a dog to the workplace only when:

- a. The employee has no current performance or disciplinary concerns.
- b. The employee has submitted a completed dog registration form, a dog in the workplace Waiver/Release and Acknowledgment, has provided the required vaccination records, and has received approval from their Department Director.
- c. The dog meets all health, and vaccination requirements.
- d. The dog has no history of displaying aggressive behavior.
- e. The dog does not disrupt the work environment or interfere with city operations or office/public interactions.
- f. The employee must supervise the dog at all times and contain the dog to their office or workspace without requiring assistance of other employees.

Eligible employees can bring one dog (no other types of animals) into the workplace at a time. A maximum of two dogs will be permitted to be in each department at a time. Department Directors possess full authority to prohibit dogs in their workplaces.

## 6. Program Requirements

### 6.1 Health, Licensing, and Vaccinations

All dogs must:

- a. Be at least 6 months old.
- b. Obtain a dog license from the City of Louisville.
- c. Be current on their rabies vaccination and core vaccinations (distemper, parvovirus, parainfluenza) and must submit these records to their department Director annually. All program application materials and pet vaccination records will be securely stored by their respective departments in a manner designated by the department Director. Copies of all required documents must also be provided to Human Resources to be placed in the employee's personnel file.
- d. Be free from fleas, ticks, and contagious health conditions.

## 6.2 Behavior

Dogs in the workplace must:

- a. Be housebroken and non-destructive.
- b. Not bark excessively, growl, whine, or behave disruptively.
- c. Be non-aggressive toward people and other animals and have no known history of aggressive behavior.
- d. Be comfortable in an office environment and always remain under the control of the dog owner.

Department directors should deny or revoke permission for any dog with documented behavioral concerns or prior incidents that pose a risk to employees, the public, or other animals.

## 7. Employee Responsibilities

Employees bringing dogs to work must:

- a. Supervise their dog at all times; dogs will not be left in vehicles, conference rooms, or tied in public areas.
- b. Keep the dog leashed while in common areas and hallways.
- c. Provide communication to all staff members in the workgroup about the presence of a dog.

Human Resources must be notified of all dogs that are approved in each work group.

- d. Ensure the dog is appropriately confined in a crate or supervised in some manner when the owner is away from their workspace, while they're away in meetings, or during high-traffic periods in the office.

- e. Ensure that the dog always has water available.
- f. Immediately clean up and properly dispose of all dog waste in a designated or appropriate outdoor trash receptacle.

- g. Provide all necessary supplies (water bowls, crate, food, bedding, toys, cleaning supplies) at their own expense and stored in a manner approved by management. Toys must not make any noise, and food will be stored in a manner that does not attract rodents.

h. Post notification in the office whenever a dog is present in the workplace to notify employees and personnel coming into the office who may be unaware or have needs, allergies, or concerns related to dogs.

i. Prevent any damage to City property; employees will be financially responsible for any repairs or cleaning. Employees are required to report any accidents or property damage resulting from their dog to both their supervisor and to Facilities maintenance.

j. Remove the dog from the workplace immediately if requested by a supervisor, or Human Resources.

Employees will not be granted any additional break time to care for their dog and will be responsible for properly recording any additional time needed above what policy allows for breaks.

## 8. Coworker & Public Considerations

Prior to approving a request for a dog in the workplace, supervisors will speak individually with other employees in the work group to address any concerns. When approving requests for dogs in the workplace, supervisors shall consider and where possible, reasonably accommodate:

- a. The needs of employees with allergies
- b. Employees with fear or phobias of dogs
- c. Operational constraints caused by having a dog in the workplace
- d. Public interaction concerns or requirements (e.g., front counters, public meetings)

Employees shall not be retaliated against for bringing forward needs, concerns, or complaints about another employee's dog. If the concerns or complaints cannot be reasonably addressed, a supervisor may deny or revoke the employee's request for a dog in the workplace or all such requests for the entire workspace.

## 9. Restricted Areas

Dogs will not be permitted in:

- a. Any public-facing counters or lobbies where their presence may disrupt service
- b. Food preparation or food storage areas
- c. Any conference rooms during public meetings or hearings, or in meetings where it causes disruption or concerns from other employees
- d. Any area a department Director or supervisor designates as restricted

## 10. Removal from the Workplace

A dog must be removed immediately if:

- a. It shows aggressive or fearful behavior.
- b. It barks excessively, growls, whines, or becomes disruptive.
- c. It damages City or employee property.
- d. It creates safety concerns or coworker complaints.

- e. The employee fails to adhere to this policy.

Department Directors and Supervisors may either temporarily or permanently revoke an employee's permission to bring a dog to work at any time.

## 11. Liability

All workplace bite incidents involving an employee's dog shall also be immediately reported to both their supervisor, and to the Police Department, to ensure the incident is investigated in accordance with city policy. Human Resources shall be notified of all animal bite incidents as soon as practical.

Employees will be required to sign a release of liability prior to bringing their dog into the workplace, and will assume full responsibility for:

- a. Any injuries caused by their dog.
- b. Any damage to employee property, or City property, equipment, or facilities.

The City of Louisville is not liable for loss, injury, illness, or incidents involving personal pets on City property.

## 12. Policy Administration

This policy will be managed by the Human Resources Department. Department Directors maintain the authority to impose additional rules or restrictions based on their operational environment. (Updated 2026)

## Driver's License

*(Updated June 1, 2021)*

*Eligible employment status:*

- All Employees

Many positions with the City require employees to have a valid Colorado driver's license as a condition of employment. You may be requested at any time to provide proof of a valid driver's license during your employment, if you are required to drive a City vehicle. Annual Motor Vehicle Record check may be required.

If your driver's license is suspended or revoked or denied or you receive a Driving Under the Influence (DUI) or a Driving While Ability Intoxicated (DWAI) conviction, and your job requires that you have a driver's license, you must notify your supervisor immediately. The supervisor must notify Human Resources. Failure to do so will result in disciplinary action, up to and including termination.

If your license is lost or in jeopardy for any reason, the situation will be evaluated. You may be given consideration for reassignment to a position that does not require driving if you meet the minimum qualifications of the position and have a satisfactory performance record with the City.

## Emergency Closures and Inclement Weather

*(Updated June 1, 2021)*

*Eligible employment status:*

- Full-Time Employees

- *Benefited Part-Time Employees*
- *Part-Time Employees*

The following policies must be followed in the event inclement weather or other events that require temporary emergency closure or delayed opening of City facilities:

1. City facilities will maintain normal operations and operating hours unless the City Manager issues a notice of emergency temporary closure or delayed opening. The decision regarding the emergency temporary closure or delayed opening of City facilities rests with the City Manager.
2. Except in instances of emergency temporary closure or delayed opening, City facilities will observe normal hours and operations. All employees unable to reach their worksite due to inclement weather must use accrued Paid Time Off, accrued compensatory time or leave without pay. Such absences shall be authorized by the employee's supervisor.
3. Employees will be notified by Alert Media text and/or voice mail that a closure is scheduled to occur.
4. These provisions do not apply to positions that are directly related to public safety, **or** any other City operated twenty-four (24) hour operations.

## Employment of Relatives

*Eligible employment status:*

- *All Employees*

Applications for employment from relatives of employees, public body members and officers will be considered with other qualified applicants. Restrictions will apply to prevent potential problems of supervision and security, specifically; relatives will not be hired, promoted, demoted or transferred in the following circumstances:

1. Relatives may not directly or indirectly supervise or be supervised by another family member.
2. Relatives will not be placed in positions where they work with or have access to sensitive or confidential information regarding relatives or where they would audit, verify, receive, or otherwise be entrusted with monies received or handled by a relative.
3. Relatives will not be placed in positions if such placement is a violation of any City Charter or ordinance.

The City may provide a reasonable time for related employees to resolve the matter if their working relationship is contrary to this policy, or if their relationship causes or, in the City's opinion, could cause a conflict of interest or management problems of supervision, safety, security or morale. If a resolution is not possible, subject to applicable law, the City may require one or both of the related employees to transfer or to resign.

For purposes of this section, a *relative* means any person related to a public body member, officer or employee of the City by blood or marriage, in any of the following degrees: parents, spouses, children (including step and adopted children), brothers, brothers-in-law, sisters, sisters-in law, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents,

grandchildren, and children-in-law. Additionally, *relative includes* domestic partnerships and other parties who are within the employee's immediate household. A separation between spouses does not terminate the relationships described herein.

## Food

(Updated June 1, 2021)

Eligible employment status:

- All Employees

City purchases for food are authorized for the following situations:

- Meals for staff required to perform emergency work beyond their normal shift, such as repairing a waterline break, plowing in a snowstorm, or performing duties during a major emergency.
- City sponsored training events and staff meetings
- Staff and/or volunteer recognition functions approved by the Department Director.
- Meetings hosted by the City with outside agencies or organizations
- Meetings approved by the Department Director during the breakfast, lunch, or dinner hours.
- Meals associated with recruiting candidates' positions.
- "Milestone" events approved by the City Manager.
- Other events approved by the City Manager or City Council.

City expenditures are not appropriate for Holiday celebrations (except when sponsored by the Employee Appreciation Committee), birthday celebrations, regular staff meetings, office candy, alcohol, or anything you would feel uncomfortable reading about in the media or explaining on television.

## Gifts

(Updated June 1, 2021)

Eligible employment status:

- All Employees

Employees are expected to use good judgement and avoid situations that create an actual or perceived conflict of interest and are in the letter and spirit of the City Charter, Section 5- 9, Code of Ethics-Standards, (5). Solicit, accept, or be granted a present or future gift, favor, discount, service or thing of value from or for any person involved in the contract.

Nothing in this paragraph shall prohibit any officer, public body member, or employee from accepting an occasional nonpecuniary gift of fifteen dollars (\$15.00) or less in value or from accepting an award, public presented, in recognition of public service. However, no officer, public body member, or employee shall accept a nonpecuniary gift of value if the gift is or may be in any way associated with a contract that is or may be one for which the officer, public body member, or employee has the power or duty to perform an official action.

### A. Prohibited Gifts-

- a. A gift in any amount received or accepted by an employee is prohibited if the gift creates the appearance of undue influence, if the gift creates a perceived or real conflict of interest, or if the gift is from a vendor with who the City has a contract with and the employee has influence over the contract.
- b. Tips – an employee shall not accept or keep tips.

- c. Tickets to events – an employee may not accept or attend entertainment or sports/athletic events given to them by a member of the public, contractor/vendor, or potential contractor/vendor.
  - d. Tickets, discounts, or gift cards for travel – an employee shall not accept any kind of ticket, gift card, or discount from a member of the public, contractor/vendor or potential contractor/vendor that may be used for travel or to purchase travel at a discount. This includes railroads, airlines, taxis, Uber, Lyft, etc.
- B. Permissible Gifts –
- a. A gift with a known or reasonable estimated fair market value of \$15.00 or less on an occasional basis in recognition of public service. This includes items such as coffee mugs, t-shirts, pens or other incidental items that have a fair market value of less than \$15.00.
  - b. Gift cards are permissible **ONLY** if they are received from a City-sponsored activities or events, with the understanding the IRS views this as wages/compensation and as such, it becomes a taxable item. When accepting a City-sponsored gift card the employee must report it in writing to payroll staff within seven (7) working days of the receipt of the gift card.
  - c. Refreshments may be accepted that are generally available to all meeting attendees. However, an employee shall not accept refreshments from a current vendor or a vendor who is in the bidding process for a contract. Alcohol is NOT considered a refreshment.
  - d. Raffles – An employee may accept complimentary prizes or raffle drawings issued at City-approved conferences, events, or activities if the opportunity to win the prize is offered to all attendees.
  - e. Free Training – An employee may accept an offer of free training from a vendor with the approval of his/her Department Director. Events that often follow or are in conjunction with free training such as meals, tickets to events, hospitality events, or the like, are to be declined by the employee.
- C. Special Occasion Waiver –
- a. With Department Director approval, a work group may accept normal and customary gifts such as food baskets or flowers from a contractor/vendor during the Holiday season. The food baskets and like items must be placed in a common area for all employees to share and enjoy.
  - b. A Department Director also has the option of declining food baskets or other gifts from vendors as described above.

## Hybrid Policy

*(Added February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Hybrid work is the concept of working remotely, from a location other than the office on a regular, scheduled and pre-determined time frame. City employees, depending on the position and needs of the City, may be eligible for hybrid work in accordance with this policy.

Hybrid work may be available to City employees for up to three (3) days per week. All City employees will work from their designated City location at least two (2) days per week. Hybrid

work shall be performed between core business hours of 6:00am to 6:00pm unless alternate hours are approved by the Department Director depending on the specific needs for the department.

Employees must complete the Hybrid Work Agreement form and must receive permission from their immediate Supervisor and Department Director before hybrid work will be allowed. Permission for hybrid work is not guaranteed.

**Periodic Review** - Supervisors will review hybrid work arrangements on an annual or as-needed basis. The City can refuse an employee's request, adjust the schedule, or terminate a Hybrid work arrangement at any time.

**Eligibility** - Before entering into a hybrid work arrangement, the employee, Supervisor, and Director will evaluate the sustainability of such an arrangement by considering the following:

- The job responsibilities and whether the job is appropriate for a hybrid work arrangement.
- Hybrid workers must exhibit work habits that align with traits of trustworthiness, accountability and dependability.
- Hybrid workers shall be responsible for providing hybrid site furniture, internet access and data communications and services needed to complete specified work tasks at their own cost. City-provided computers will be used for access to City technology resources.
- Hybrid work cannot be utilized as a means for employees to provide care for dependents during hybrid work hours.
- Hybrid work schedules may be changed or terminated at any time.
- A Hybrid Work Agreement must be executed by the employee and City.
- Employees on a performance improvement plan are not eligible to work a hybrid work schedule.

**Temporary Suspension** - Hybrid work arrangements are for the primary benefit of the City. If a temporary suspension of hybrid work is deemed necessary by leadership, all agreements will be suspended.

**Information Technology** - If hybrid work is allowed, the Supervisor and employee will consult with the IT Department on equipment and software needs.

- **Minimum Internet Speed Requirements:** Employees are expected to meet minimum internet speed requirements to ensure effective Hybrid work. The speed test available at <https://www.speedtest.net/> can be utilized for this purpose. Employees are required to have broadband speeds, as defined by the FCC, which should be at least 25 Mbps download and at least 3 Mbps upload. It is recommended to document this information for easy reference.
- **IT Resources:** While employees are working remotely, IT resources for troubleshooting are limited. IT will collaborate with employees to assess if assistance can be extended, but on-site troubleshooting at the employee's residence will not be provided. In the case of City-owned equipment, the employee may be obligated to bring the equipment to a designated onsite location for support. It's important to note that IT support is exclusively available for City-owned equipment and City of Louisville network devices, and assistance will not be provided for non-City owned equipment or devices not connected to the City of Louisville network.
- **Procedure for a Data Breach:** In case of a data breach, it is imperative to promptly communicate the incident to the IT Department. To report a data breach, please initiate

the process by submitting a ticket via email to !!Help@LouisvilleCO.gov or by contacting IT directly at 303-335-4560. Your swift notification is crucial in enabling our IT team to take immediate action and initiate the necessary protocols to address and mitigate the impact of the breach.

- **Equipment Needs:** The approval of all technical equipment needed for hybrid work rests with the Supervisor and Department Director of the respective employees. Any equipment (documented in the Hybrid Worker Agreement) required for effective hybrid work should be funded by the department. In the event of employee termination, the employee shall promptly return all City of Louisville- owned equipment. Once the Supervisor collects the equipment, they should keep it located in their respective Department for the next employee to use. This process ensures efficient equipment allocation and utilization within the organization.

**Compensation and Work Hours** - An employee's compensation, benefits, work status and work responsibilities will not change due to hybrid work.

- The amount of time an employee is expected or required to work per day or pay period will not change as a result of hybrid work.
- Hybrid work time will be recorded as regular hours worked in the payroll system and must be approved by the employee's Supervisor. Overtime must be arranged and approved by the Supervisor in advance.

**Communication and Availability** - Hybrid-working employees must be available during designated working hours by telephone, e-mail and approved online collaboration tools, as agreed upon with their Supervisors. Hybrid-working employees are also subject to being called in to work on site, during scheduled Hybrid work hours, depending on the needs of the department. All in-person meetings should be conducted at a City facility, property or work site. Employees working a hybrid schedule are expected to attend in-person staff meetings and other meetings deemed necessary.

**Security** - Hybrid workers shall maintain security and confidentiality at the same level as expected at all City worksites. Hybrid workers are responsible for ensuring that non-employees do not access any confidential City data, including in print or electronic form. Steps to ensure this security include the use of locked file cabinets and desks; regular password maintenance; and any other measures appropriate for the job and the environment.

**Out-of-State Work** - Occasionally and with Director and Human Resources approval, employees may be permitted to work outside the state of Colorado. However, working outside of the state may have tax implications. As such, these requests will be evaluated on a case-by-case basis.

## Job Descriptions

*Eligible employment status:*

- All Employees

Each position within the City is classified and identified with a job description and a job title. Job descriptions are prepared in cooperation with the Human Resources Staff and the Department

Directors. The purpose of a job description is to make the duties and responsibilities of the position clear to the employee and the supervisor, and in some cases, to detail the level of authority of the position.

If significant changes in job duties and/or job responsibilities have occurred, this may indicate a need to request an audit of the position. Any modifications to existing job descriptions will be reviewed and approved by the Human Resources Director.

## Keeping Employee Records Current

*Eligible employment status:*

- All Employees

You are responsible for keeping the Human Resources Office informed of any change of name, address, home and/or cell phone number. This is important in case the city finds it necessary to contact you in an emergency or for administrative purposes, and to ensure your payroll and tax records are correct.

## Media Relations

*Eligible employment status:*

- All Employees

The City of Louisville is a “public entity” and has a responsibility to provide certain information to the public. Because much of what we do is of interest to the general public, we receive many inquiries from the news media. Much of the information we possess or have access to is a matter of public record, and can be legally released to anyone who asks for it. However, some information we have may be confidential, privileged, or legally sensitive and may be subject to restrictions or prohibitions from public access.

Because there are situations where the definition of what is a “public record” and what is confidential or sensitive is not clear, we need to be careful about releasing specific information. It is impossible to “take it back” once a piece of information is released. Once a person hears what you say or reads a document you provide, it is public. Here are some guidelines to follow when dealing with the release of information:

- Never assume information will be held in confidence. Once information leaves your custody, you have no control over what is done with it. Nothing is “off the record.”
- Always check with your Department Director if there is any question about whether a piece of information should be released.
- Do not attempt to answer questions from the media if you are not sure whether the information should be released. Refer the media to your Department Director or to the City Manager.
- Be careful when offering opinions, inferences, conjecture in a context where they may be taken as facts. Clarify your statement as your opinion. Because you represent the City of Louisville, things you say will be considered “official.” You should not repeat anything publicly if you do not have personal knowledge of the facts.
- The City Manager may designate certain employees as authorized spokespersons to release information to the news media. Other employees should refrain from releasing information to the media regarding City business unless authorized by a Department Director.
- The City Manager, on advice of the City Attorney, will be the final authority on

matters of what is and is not a “public record.” Questions about what information may be released should be referred to the City Manager’s Office.

- Attorney/Client Communications should not be released.

## Personnel Files

*Eligible employment status:*

- All Employees

An employment history for each employee is on file in the Human Resources Office. You may review your personnel file in the presence of Human Resources Staff during normal working hours. Your file may also be reviewed by your Department Director, your immediate supervisor, prospective supervisor, the City Manager, and the City Attorney.

Unless otherwise required by law, the information in personnel files is confidential and may not be used or divulged to others without the employee’s written permission.

Occasionally, outside agencies call to verify employment or ask for information they need to conduct their business. Please direct all these phone calls to the Human Resources Staff. Human Resources Staff will only release the following information:

- Employee’s position title
- Employee’s length of employment with the City of Louisville
- Current status with the City: Active, Inactive, or Former employee
- If a former employee, the termination date may also be released.

Additional information requires a release signed by the employee, unless the “Colorado Open Records Act” mandates the release. Certain documents contained in your personnel file are considered to be a “public record,” as determined by the Colorado Revised Statutes (CRS ~24-72-204). These documents are: your application for employment or resume, and your most recent performance evaluation rating. These documents may be reviewed by a third party. Personal information will be redacted from the documents prior to a third-party review.

The official personnel records for all city employees are maintained by the Human Resources Staff. All personnel actions shall be forwarded to Human Resources for inclusion in the employee’s personnel file. The official personnel file includes but is not limited to the following: Personal Action Requests (PARs), records documenting promotions, reclassifications, pay increases, hiring and separation information, copies of all written disciplinary actions against the employee, letters of commendation, training certificates, copies of education and training request forms, performance evaluations, the employee employment application, and any other documents containing information directly related to the employee’s employment with the City. Documents placed in employees’ files are considered part of their permanent employment record.

## Public Involvement Policy

*Eligible employment status:*

- All Employees

Public participation is an essential element of the city’s representative form of government. To promote effective public participation city officials, advisory board members, city staff and participants should observe the City’s Public Involvement Policy guiding principles, roles, and

responsibilities. See Appendix C for complete policy.

## References – (Personal)

*Eligible employment status:*

- All Employees

The City requires all Department Directors, Managers, Supervisors, and co-workers who are approached either formally or informally and asked to provide information about a current or former employee of the City of Louisville to refer all such inquiries to the Human Resources Staff.

Department Heads, Managers, Supervisors, and co-workers, at the authorization of the Human Resources Director or the City Manager, may release references.

## Searches and Inspections

*Eligible employment status:*

- All Employees

The City reserves the right to conduct reasonable searches and inspections of employees, any City offices desks, city-owned electronic devices, tools, vehicles, equipment, papers, and documents or work space without notice. Employees should have no expectation of privacy in the workplace or on City property with respect to these searches or inspections at any time.

Searches can be authorized by a city supervisor or others in the supervisory chain.

## Service Animals in the Workplace

### 1. Purpose

The purpose of this policy is to provide guidance on the presence of service animals in the workplace, ensure compliance with applicable laws, and support a safe, inclusive, and respectful work environment for employees, applicants, and visitors. Animals are prohibited from City facilities and premises except for authorized service animals, and those approved dogs as outlined in the Dogs in the Workplace policy.

The City permits service animals in the workplace as a reasonable accommodation for qualified employees with disabilities, consistent with the Americans with Disabilities Act (ADA) and City policy.

### 2. Policy

The City complies with the Americans with Disabilities Act (ADA) and applicable state laws regarding the use of service animals in the workplace. Employees with disabilities may request the use of a service animal as a reasonable accommodation. Requests will be evaluated through an interactive process.

### 3. Scope and Eligibility

This policy applies to all City employees and all City-owned or City-leased facilities and premises.

### 4. Definitions

**Service Animal:** is a dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act (ADA). The work or tasks performed by the service animal must be directly related to the individual's disability. Under certain circumstances, a trained miniature horse may also be considered a service animal. Please contact Human Resources for additional information.

Animals that provide comfort or emotional support but are not trained to perform specific tasks (often referred to as emotional support animals) are not considered service animals under the ADA. However, such animals may be considered as a reasonable accommodation through the interactive process.

## 5. Procedures for Requests for Accommodation

### 5.1 Request for Accommodation

An employee who requires a service animal in the workplace must request a reasonable accommodation request/job modification request through Human Resources.

### 5.2 Authorization

Authorization must be obtained through the reasonable accommodation interactive process prior to bringing a service animal into the workplace, except where otherwise required by law.

### 5.3 Interactive Process

The City will engage in an interactive process with the employee to determine whether the service animal is a reasonable accommodation and whether any workplace adjustments are necessary and reasonable to ensure safety, operational effectiveness, and compliance with City policy.

## 6. Employee Responsibilities

Employees approved to bring a service animal into the workplace are responsible for ensuring that the service animal:

- a. Is always under the employee's control while in the workplace.
- b. Does not disrupt City operations or service; and
- c. Does not pose a direct threat to the health or safety of employees, the public, or other individuals.

## 7. Limitations

The City is not required to permit a service animal if the animal's presence would pose a direct threat that cannot be mitigated through other reasonable accommodation or would fundamentally alter the nature of City operations or would impose an undue hardship on City operations, as determined through the interactive process.

## 8. Policy Administration

This policy shall be administered by the Human Resources Department.  
(Updated 2026)

## Telephone Use and Personal Cell Phone Use

*Eligible employment status:*

- All Employees

Telephones should be answered promptly. All callers to the City should be treated with dignity and respect. When answering the phone, you need to greet the caller, and identify yourself and your department, division, or office. City telephones are to be used to conduct City business. Employees should not use the City telephone for personal long-distance phone calls or for any solicitations.

If you receive an abusive phone call that you feel you cannot handle, take the caller's name and number and advise him or her that you will have your supervisor return their call. You are not required to take any verbal abuse; you are also not to engage in an argument with a caller. Calls of this nature need to be referred to your supervisor at once.

Cell phone use for personal business should be kept to a minimum during employees' standard working hours and should not interfere with providing services to citizens, the public, or co-workers.

## Uniforms and Equipment

*Eligible employment status:*

- All Employees

The City may furnish uniforms, clothing and/or equipment. All uniforms, clothing and/or equipment provided by the City for employees are the property of the City and, if required, shall be returned to the City upon an employee's separation from employment. Failure to return City property upon an employee's separation from the City will result in a cash deduction from his or her final paycheck in an amount determined by the City to be equivalent to the replacement cost of such clothing and/or equipment.

Employees who purchase safety boots or are provided the uniform allowance, within the last 30 days of employment, will be required to reimburse the City for those expenses. This reimbursement will be deducted from the employee's final paycheck.

Some clothing may be considered a taxable fringe benefit and will be reflected on the employee's W-2 other than 7K Exempt employees as provided by law.

Please see Section 10 – Administrative policies, Uniform Policy, for more details on procedures.

## Volunteer Policy

### 1. Purpose

The purpose of this policy is to define the role of volunteers within the City, establish eligibility, screening, and oversight requirements, and ensure volunteer activities are conducted safely, ethically, and in support of City operations.

### 2. Policy

The City supports and encourages the use of volunteers to enhance services, programs, and community engagement. Volunteers are a valuable resource and shall be utilized in a manner that supplements, but

does not replace, the work of employees. All volunteer activities will be conducted in accordance with established policies, procedures, and applicable laws to ensure a safe, effective, and mutually beneficial experience.

### 3. Scope and Eligibility

This policy applies to all volunteers serving the City of Louisville, regardless of department, program, or duration of service.

### 4. Definitions

**Volunteer:** An individual who freely offers services to the City without expectation of compensation, wages, stipends, or employee benefits, and who performs assigned duties under the direction and supervision of City staff. **Volunteers:**

- a. Are not City employees and their work or assignments do not create an employment relationship with the City.
- b. Do not receive wages, stipends, or benefits, including without limitation, workers' compensation and unemployment benefits.
- c. Do not have authority to make policy decisions, or direct City staff.
- d. Serve at the discretion of the City and may be released at any time.

**Vulnerable Populations:** Includes, but is not limited to, minors, older adults, individuals with disabilities, and individuals who require care or supervision in connection with City programs or services.

### 5. Types of Volunteers

Volunteers are classified to ensure appropriate screening, training, and supervision:

#### 5.1 One-Day (Event-Based) Volunteers

Individuals who volunteer for a single day, event, or special project under supervision by city staff. One-time volunteers do not provide recurring services and are not expected to participate in ongoing volunteer activities. These volunteers typically assist with community events, or other short-duration events or programs that occur on a single day or over a brief event period.

#### 5.2 Ongoing Volunteers

Individuals who volunteer on a recurring or ongoing basis, lasting longer than the duration of a city event. These volunteers may perform duties in support of staff, operations, and ongoing City programs and activities.

### 6. Volunteer Eligibility and Onboarding Requirements

The City may reject a volunteer applicant or discharge a volunteer for any reason or reject a volunteer or volunteer applicant for providing any materially false information on a volunteer application, or for any arrest, conviction, or pending criminal charges. All volunteer candidates must complete the following prior to beginning their volunteer assignment:

#### 6.1 One-Day (Event-Based) Volunteers shall:

- a. Complete the Volunteer Acknowledgment and Liability Waiver.
- b. Receive day-of training related to duties, safety and conduct expectations. This training is to be completed by a department supervisor, assigned volunteer coordinator, or their designee.

- c. Receive oversight from an assigned City staff supervisor or their designee.

Candidates under the age of 18 shall provide age verification and a parental/guardian waiver regardless of which type of volunteer status held.

Background checks for adult one-day volunteers are not required in most instances unless requested by the department director or if deemed necessary for the requirements of the volunteer position.

## 6.2 Ongoing Volunteers shall:

- a. Complete a Volunteer application and sign a Liability Waiver.
- b. Complete all required training
- c. Complete an orientation or training on safety, conduct expectations, and receive training on their full scope of duties, responsibilities, and reporting requirements.
- d. Receive oversight from an assigned City staff supervisor or their designee.

## 7. Volunteer Role Limitations and Prohibited Activities

To maintain appropriate boundaries and reduce risk, volunteers may only perform duties assigned and approved by the City. Except in instances where expressly approved by the Department Director, volunteers shall not:

- a. Supervise City employees or other volunteers unless formally designated by a department Manager.
- b. Perform law enforcement, emergency response, or regulatory enforcement duties.
- c. Operate City vehicles or heavy equipment. Volunteers who use their personal vehicles while performing approved duties must maintain a valid driver's license and carry automobile insurance as required by Colorado law. The City may require a Motor Vehicle Record (MVR) review for volunteer roles involving driving.
- d. Handle cash or financial transactions. Volunteers who are approved for these tasks must first complete all required city training and follow all related city policies.
- e. Access confidential or restricted information. Volunteers who are approved for these tasks must first complete all required city training and follow all related city policies.
- f. Represent themselves as City employees.

City employees may not provide volunteer services for the City that are the same type of work they are employed to do. Employees may volunteer only when in a clearly different role or in a different department or program area, and only with prior approval from Human Resources.

## 8. Volunteers Working with Vulnerable Populations

Volunteers whose duties involve interaction with minors or at-risk adults may be considered mandatory reporters and are required to immediately report suspected abuse or neglect in accordance with C.R.S. § 19-3-304 (child abuse or neglect) and C.R.S. § 26.5-5-102 (at-risk adults).

Volunteers working with vulnerable populations shall:

- a. Perform all work with a supervisor or their designee present, or when paired with other staff or in a group.
- b. Complete all required training prior to beginning the volunteer assignment.

- c. Report suspected abuse, neglect, or safety concerns immediately to their designated supervisor or designee as required by law.

## 9. Background Checks and Screening

Background checks for volunteers will be conducted in accordance with the City of Louisville Background Policy.

## 10. Confidentiality

Volunteers must protect confidential information, comply with applicable privacy laws, complete all required training and follow City policies regarding records retention, information security, access to secure city facilities, and public records requirements. Volunteers with access to confidential or sensitive information must sign a Confidentiality Agreement and comply with all City policies governing information protection.

## 10. Alcohol and Drugs

The City provides a drug-free, smoke-free, healthy and safe environment. While volunteering in City buildings or facilities and conducting City volunteer activities away from City premises, a volunteer may not use, possess, distribute, sell or be under the influence of alcohol, marijuana or illegal drugs. Volunteers must advise their supervisor if they are taking any prescription or over-the-counter drug that could adversely affect safety or performance.

## 11. Policy Administration

The Human Resources Department is responsible for administering this policy.  
(Updated 2026)

## Work Assignments and Work Schedules

*Eligible employment status:*

- All Employees

Your daily work schedule, including starting time, lunch and work breaks, and ending time is set by your Department Director. This schedule is based on operational considerations in providing services to the citizens of Louisville.

You must get your immediate supervisor's advance approval for any adjustment or changes to your standard work schedule. Such changes may not be made unless it is compatible with operational needs. Non-exempt employees are required to maintain their standard work schedules, unless prior authorization is given to do otherwise. During an emergency, a supervisor may make temporary schedule changes.

## Work Periods

*Eligible employment status:*

- All Employees

The City's standard work week consists of forty hours. The work week begins at 0001 hours (one minute after Midnight) on a Saturday and ends at 2400 hours (Midnight) the following Friday. Your department's schedule is determined by the priority level of required citizen services. All hours worked in excess of 40 hours (for non-exempt employees), will be paid at

the overtime rate.

For 7K Exempt employees the City's standard work period consists of 80 hours occurring within 14 consecutive 24-hour periods beginning at 0001 hours (one minute after Midnight) on a Saturday and ending at 2400 hours (Midnight) the following Friday. All hours worked in excess of 80 hours (for 7K Exempt) employees will be paid at the overtime rate.

-----End of Section 5-----

# **Section 6**

## **HIRING**

## SECTION 6 – HIRING

### Background Checks

#### 1. PURPOSE

The purpose of this policy is to establish clear and consistent procedures for conducting background investigations for applicants, employees, interns, and volunteers in order to promote workplace safety, protect public trust, ensure compliance with applicable laws, and to support responsible hiring and employment decisions.

#### 2. POLICY

The City of Louisville will conduct background investigations for applicants and, when appropriate, current employees and volunteers who are eighteen (18) years of age or older in compliance with all applicable laws. Background investigations may occur during the pre-employment process, post-offer process, periodically during employment, or when job-related and consistent with business necessity. Background investigations are intended to verify qualifications, assess suitability for employment, and inform individualized employment decisions. The City will comply with all applicable fair hiring and laws restricting inquiry into criminal history on initial applications. Criminal history inquiries will occur only after an applicant has been identified as a finalist or has received a conditional offer of employment unless otherwise permitted by law. All required background checks shall be completed prior to employees and volunteers beginning employment.

#### 3. SCOPE

This policy applies to:

- a. All applicants for paid or unpaid positions, interns, and volunteers.
- b. All regular, temporary, seasonal, and part-time employees.

This policy only applies to individuals eighteen (18) years of age or older. Background screening for individuals under age 18 will be limited, and may include reference checks, prior work or volunteer history, and character references.

#### 4. DEFINITIONS

**Applicant:** means any individual applying for employment or volunteer service with the City.

**Employee:** means any individual employed by the City, including regular, part-time, temporary, seasonal, intern, and volunteer positions.

**Background Investigation:** means any lawful review or verification of an individual's criminal history, driving record, employment history, credentials, or other relevant information used to assess suitability for employment or volunteer service.

**Volunteer:** An individual who freely offers services to the City without expectation of compensation, wages, stipends, or employee benefits, and who performs assigned duties under the direction and supervision of City staff.

#### 5. PROCEDURES

##### 5.1 Timing of Background Investigations

### *Pre-Employment/Volunteer*

Background investigations may be required for applicants over the age of eighteen (18), who are applying for paid employment positions and some volunteer positions. Based on the requirements of the position, the City may review and verify information to determine qualifications, experience, and suitability for the position.

### *Rehire*

Employees who separate from employment and return more than six (6) months after their last day of employment must complete a new background investigation. The Department Director may shorten this timeframe at their discretion.

### *Internal movement*

Supervisors, in consultation with Human Resources, will determine whether an updated background investigation is required for employees applying for promotion, transfer, or assignment to a new position, based on the duties and risk level of the role.

## 5.2 Types of Background Investigations

The City will conduct background investigations consistent with applicable federal, state, and local laws in the following scenarios:

### *Pre-Employment– Application Stage*

The City will first review applications to verify the candidates' qualifications and experience, which may include a review of the following:

- a. Educational credentials
- b. Professional licenses or certifications
- c. Professional reference checks

### *Pre-Employment – Post Conditional Offer Stage*

For candidates receiving a conditional offer of employment, the City may conduct checks of the following, depending on the requirements of the job:

- a. Criminal history check
- b. Sex offender registry searches
- c. Child abuse registry searches (for positions involving interaction with minors or vulnerable populations)
- d. Driving record check
- e. Employment history verification
- f. Financial background check (only if job related)
- g. Professional reference checks
- h. Drug screening (for safety sensitive positions and CDL drivers)
- i. Polygraph examination- when job-related, the City may utilize polygraph examinations for specific public safety positions.
- j. Psychological evaluation

Arrest records alone will not be the basis for an employment decision. However, the conduct related to

an arrest may be considered if it is job-related.

When a background investigation is conducted through a consumer reporting agency, applicants will receive a disclosure and must provide written authorization before the investigation is conducted, in accordance with the Fair Credit Reporting Act (FCRA).

If information obtained from a consumer report may result in an adverse employment decision, the individual will first receive a pre-adverse action notice, including a copy of the report and a summary of rights under the FCRA, and will be given a reasonable opportunity to dispute the accuracy of the report before a final decision is made.

### *Pre-Volunteer – Application Stage*

The City may conduct the following background checks on volunteers if deemed necessary for the requirements of the volunteer position:

- a. Criminal history check
- b. Sex offender registry searches
- c. Child abuse registry searches (for positions involving interaction with minors or vulnerable populations)
- d. Driving record check
- e. Employment history verification
- f. Financial background check (only if position related)
- g. Educational credentials
- h. Professional and personal reference checks

### 6. Periodic Background Re-Checks

The City may conduct periodic background re-checks when position-related and consistent with business necessity for employees and volunteers whose positions:

- a. Have involvement with public safety responsibilities. In these instances, department Managers shall consult with Human Resources, and Human Resources will conduct the background re-check.
- b. Provide services to or work directly with vulnerable populations. Those employees and volunteers whose duties include working with vulnerable populations will receive an updated background check by Human Resources at least every three years.
- c. Require operation of motor vehicles- Motor vehicle records will be reviewed at least annually by Human Resources for employees or volunteers required to operate City vehicles or required to drive as part of their position.
- d. Require access to sensitive, confidential, or financial information. In these instances, department managers shall consult with Human Resources, and Human Resources will conduct the background re-check.

### 7. Cause based Re-Checks

The City may also conduct a background re-check in instances when:

- e. An employee or volunteer self-reports criminal charges, convictions, or pleas.

- f. The City receives credible information indicating conduct that may impact job/position suitability.
- g. An employee transfers, is promoted, or is reassigned to a position with different or elevated trust responsibilities; or
- h. When required by law or regulation.

In these instances, department managers shall advise and consult with Human Resources, and Human Resources will conduct the background re-check.

## 8. Notice and Consent

Employees and volunteers will be notified if a financial background re-check is required. Written authorization will be obtained when required by law (i.e. drug testing, psychological evaluation), but other investigations may be conducted without prior notice or written authorization.

## 9. Evaluation of Background Investigation Results

Background investigation results will be evaluated on a case-by-case basis, considering the nature and seriousness of any findings, the time elapsed, and their relevance to the duties of the position. A criminal record does not automatically disqualify an individual; however, findings that are directly related to the responsibilities of the role or that may pose a risk to the organization, employees, or the public may result in disqualification.

Falsification or omission of required information, failure to meet position qualifications, or other factors affecting suitability for the role may also result in disqualification. All decisions will be made in accordance with applicable laws and regulations.

## 10. Criminal History

Certain positions may require additional consideration for specific criminal convictions when such convictions are directly related to the essential duties of the position. These may include, but are not limited to, offenses involving violence, abuse of minors or vulnerable adults, financial fraud, theft, or offenses involving misuse of public trust.

Background investigation results will be evaluated in a manner consistent with Equal Employment Opportunity Commission (EEOC) guidance regarding the use of criminal history in employment decisions.

If an employee no longer meets job-related suitability standards, the City may terminate the employee's employment. Similarly, the City may remove a volunteer if their history makes them unsuitable for the position.

The Department Director, in consultation with the Human Resources Director, may consider the following:

- a. Nature, severity, and number of convictions.
- b. Whether there is a direct relationship between the conviction and the position's duties and responsibilities and the bearing, if any, the conviction may have on the applicant's fitness or ability to perform one or more such duties and responsibilities.

- c. The time elapsed since the conviction.
- d. The applicant's subsequent employment history.
- e. Any information produced by the applicant or on the applicant's behalf regarding the applicant's rehabilitation and good conduct.
- f. Any other relevant factors.

## 11. Adverse Determination

If Human Resources determines that an applicant is ineligible for hire based on background investigation results, the applicant will be notified by Human Resources of the decision. Human Resources may, but is not required, to notify volunteers of an adverse background investigation result.

## 12. Post-Employment Requirements

### 12.1 Self-Reporting

Employees and volunteers must notify the Human Resources Department within five (5) business days of any Misdemeanor or Felony criminal charge, conviction, or plea that occurs during employment.

### 12.2 Internal Movement

Supervisors, in consultation with Human Resources, are responsible for verifying the necessity for any updated background checks for employees applying for promotion, transfer, or new assignments in other areas of the City.

### 12.3 Confidentiality and Record Retention

Background investigation reports are confidential and will be maintained by the Human Resources Department separate from personnel files. Access to reports will be limited to individuals with a legitimate business need, as determined by the Human Resources Director.

Records will be retained in accordance with the City's records retention schedule and applicable law.

## 13. Administration

This policy shall be administered by the Human Resources Department. The City reserves the right to interpret and apply this policy consistent with applicable law and operational needs. (Updated 2026)

## Employment Status

*(Updated February 2025)*

During the course of your employment with the City, you will be classified in one of the following position categories:

Full –Time/Regular Employee (Tier 1) – Employees are regularly scheduled to work 36 hours or more per week. These employees are eligible to participate in all City-sponsored benefits.

Benefited Part-Time/Regular Employee (Tier 2) – Employees are regularly scheduled to work 30-35 hours per week. These employees are eligible to participate in all City-

sponsored benefits.

Part-Time/ Variable Employee – Employee are regularly scheduled to work less than 30 hours per week. Variable employees working less than 30 hours qualify for some City-sponsored benefits including Employee Assistance Program (EAP), Paid Time Off (PTO) and Paid Sick Leave (PSL).

Seasonal – Hired for a specific period and may work full-time or part-time hours and are not eligible for City-sponsored benefits except the Employee Assistance Program (EAP) and Paid Sick Leave (PSL).

Temporary Employee Classifications:

- Gig  
An employee may be classified as GIG for short-term assignments (6 months or less) GIG employees are generally hired to temporarily supplement the work force or assist in the completion of a specific project. The FLSA status of GIG employees is determined by job duties and project assignments.
- Acting  
An employee may be temporarily classified into an Acting role for a short period of time by their Department Director or the City Manager when there is an absence of a current employee. An employee serving in an acting role for more than 3 weeks may be provided out-of-title pay for the duration of the assignment. Upon completion of the Acting role the employee will return to their previous position and previous salary. Any market or merit adjustments that occurred while in the Acting role will be considered.
- Interim  
An employee may be temporarily classified into an interim role to address a vacancy or urgent need or to provide expertise during a transition period. Interim roles are temporary and have a clearly defined start and end date at the discretion of the City Manager. Upon completion of the interim role the employee will return to their previous position and previous salary. Any market or merit adjustments that occurred while in the acting role will be considered.
- Intern  
A paid temporary employee who works as an apprentice or trainee in an occupation or profession to gain practical experience.

Provisional – All new full-time and benefited part-time employees serve in a provisional period of six (6) months. Newly hired police officers serve in a provisional period of one (1) year. Current employees who are either promoted or demoted to new positions will serve a provisional period of six (6) months. Employees whose job performance has been unsatisfactory, or who are unable to perform the full duties of their position, may be placed on provisional status for up to ninety days to determine their suitability for continued employment with the City.

Eligibility List – A potential employee may be placed on an eligibility list for up to six (6) months. The eligibility list must be established at the time of hiring and will be retained in the Human Resources Office along with the interview file.

## Orientation

*Eligible employment status:*

- *All Employees*

The City's orientation program is designed to help you familiarize yourself with your new job. This is an opportunity to ask questions and get acquainted with other people who work for the City. You will attend a general orientation in Human Resources where you will complete the necessary new-hire paperwork and learn about the City's values and expectations as well as benefits and general safety guidelines.

You will also receive an orientation by your supervisor and/or Department Director that addresses issues specific to your job and department. This may include information on department policies and procedures, job description, job expectations, evaluation form, work schedule, time sheet/card, leave requests, how to report an absence from work, etc.

## Provisional Period

*(updated June 1, 2021) Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

The provisional period is designed to be a get acquainted time for both the employee and the City. All employees in a new position are placed in a provisional status for a minimum of six months (180 calendar days). The provisional period for sworn law enforcement personnel (7K Exempt) is one year (365 calendar days).

During the provisional period, the employee's performance will be evaluated by the supervisor and Department Director via a summary memo. The employee should use this period to evaluate how satisfying his/her work with the City will be. The 6-month review will be scheduled approximately 2-4 weeks prior to the end of the employee's provisional period.

During the employee's provisional period he/she may terminate his/her employment at any time, with the standard two weeks' notice to the City. Likewise, the City may terminate the employee's employment during the provisional period when the following procedure is followed:

- The supervisor must hold an informal meeting with the employee, and a member of the human resources staff to discuss the reasons for the termination. The employee must

be given an opportunity to provide any additional information he/she wishes the supervisor to consider regarding the possible termination.

- After the meeting, the supervisor must write a memo outlining his/her reasons for the termination or how the performance or other issues will be addressed and measured. The supervisor's decision must be approved by the Department Director and shall be reviewed by the Human Resources Director in advance. Employees may not appeal the supervisor's decision.

The supervisor may request an extension of the provisional period for up to 90 days if it is determined that the initial period is not sufficient to adequately assess satisfactory job performance. The Department Director is in agreement with the recommendation and the action has been reviewed by the Human Resources Director and approved by the City Manager.

During this extension of the employee's provisional period the employee is free to terminate his/her employment at any time, without prior notice to the City. Likewise, the City may terminate your employment at will.

All full and benefited part-time employees serve a provisional period following a new appointment, promotion, or demotion. The provisional period may not apply to positions appointed by the City Manager, or temporary and seasonal employees.

You will be eligible for a salary adjustment at the satisfactory completion of your first year.

## Recruitment and Open Position Postings

*(Updated January 1, 2021)*

*Eligible employment status:*

- All Employees

The hiring procedure begins when a Department Director receives approval from the City Manager to either fill a vacant or new position by completing and submitting a personnel requisition form to Human Resources. All open positions must be posted internally as well as externally and include the salary range for the position. The position must be posted for a minimum of seven (7) calendar days and all employees must be informed of the opening on the same day and prior to making a decision. Positions may also be posted longer depending on the type of job and ability to recruit and attract qualified applicants.

The Human Resources Staff will work with the hiring manager to determine where positions will be posted, advertised, and the appropriate length of time to post a position.

An Open Position may be filled from an Eligibility List if the following conditions exist:

1. The NEW vacant position is the same position as the original open position.
2. An Eligibility List was established at the time of the original recruitment.
3. The Eligibility List is not older than six (6) months.
- 4.

## Rehiring

*Eligible employment status:*

- All Employees

An employee may be rehired if he or she has left employment in good standing, had no major disciplinary actions issued during his/her last year of employment and he/ she provided the City with a two-week notice of resignation. Department Directors and managers should provide the city with a one-month notice of resignation.

If an employee is rehired for the same position within 180 calendar days from the date of his or her separation, the employee will be compensated at the same pay rate as when he or she left. The employee will not re-incur the provisional period and will be eligible to accrue benefits at the same rate as when he or she left employment.

## Selection and Hiring

*Eligible employment status:*

- All Employees

The Department Director or hiring manager will coordinate the selection and hiring process with the Human Resources Staff. The Human Resources Staff will provide assistance in updating the job description, screening the applicants, developing interview questions, arranging interviews, and if applicable, organizing the testing dates and times. The Department Director or hiring manager will make the hiring decision with the agreement of the Human Resources Staff and others as deemed appropriate for the position. A potential employee may be placed on an "Eligibility List" for up to six (6) months. The Eligibility list must be established at the time of hiring and will be retained in the Human Resources Office along with the interview file.

## Testing

*Eligible employment status:*

- All Employees

Job-related tests may be administered for any and all classifications to help determine job qualifications and will be administered on a non-discriminatory basis. Depending on the position, the City may also require the successful passing of a physical test and drug screen and other tests as deemed necessary for the position.

## Verification of Employment

*Eligible employment status:*

- All Employees

The Human Resources Staff will verify previous employment and education credentials for all potential employees unless otherwise agreed upon by the Human Resources Director.

-----End of Section 6-----

## **Section 7**

# **PAY AND COMPENSATION**

## SECTION 7 – PAY AND COMPENSATION

### Acting Pay

*Eligible employment status:*

- All Employees

See Section 7 – “Out of Title Pay” for additional information regarding acting pay.

### Bonus Policy

#### 1. Purpose

The purpose of this policy is to establish clear, equitable, and fiscally responsible standards for awarding employee bonuses consistent with the City’s compensation philosophy, pay plan, and applicable laws. Bonuses are discretionary, contingent upon available funding, and should be awarded only in extraordinary circumstances. This policy ensures bonuses are applied consistently, equitably, and transparently across the organization.

#### 2. Definitions

**Bonus:** An additional form of compensation or recognition provided outside of the City’s established pay plan.  
**Lump Sum Bonus:** A one-time monetary payment that does not increase base pay.

**Equity Adjustment:** A compensation adjustment made to address internal or external pay inequities and is not considered a bonus.

#### 3. Scope/ Eligibility

To be eligible for a bonus, an employee must:

- a. Be currently employed by the City. Bonuses may be considered for any employee type as defined in City policy.
- b. Have an overall performance rating of Good, Very Good, or Excellent on their most recent performance review period, and consistently demonstrate the City’s vision, mission, values and appropriate conduct in their daily work.
- c. Not have received a bonus within the preceding calendar year, unless related to a multi-year project or event.

#### 4. Bonus Types and Criteria

##### 4.1 Hiring Bonuses

A hiring bonus may be considered when recruitment conditions indicate that additional compensation is necessary to attract a qualified candidate to accept employment with the City. Hiring bonuses must be approved and supported by documented justification demonstrating a legitimate recruitment need.

A hiring bonus may be considered when:

- a. The position has been identified as hard-to-fill due to labor market shortages, specialized licensure or certifications, or repeated unsuccessful recruitment efforts.

b. Competitive market data supports that similar employers are offering higher starting compensation or sign-on incentives for comparable positions.

c. The position is critical to maintaining essential City services, public safety, regulatory compliance, or operational continuity, and extended vacancy would negatively impact service delivery.

d. The selected candidate possesses specialized, highly desirable, or difficult-to-recruit qualifications that exceed minimum requirements and are necessary to meet organizational needs.

e. The hiring bonus is necessary to secure the candidate's acceptance of employment, such as when the candidate has a competing offer or unique recruitment circumstances.

All hiring bonuses must be approved in advance in accordance with this policy.

#### 4.2 Lump Sum Bonus

For equity purposes, in most cases lump sum bonus amounts will be recommended in lieu of paying the bonus as a percentage of the employee's overall pay.

A lump sum bonus may be considered when supervisory documentation demonstrates that the employee:

a. Performed work beyond normal job expectations to meet organizational needs, such as covering vacancies, or completing stretch assignments.

b. Was a key contributor to a substantial or complex project with sustained positive performance.

c. Was a key contributor to an extraordinary event that was outside their normal job responsibilities as stated in their job description.

d. Developed or implemented innovative ideas or processes that improved service delivery, efficiency, effectiveness, or cost savings to the city.

#### 4.3 Paid Leave or Alternative Recognition

When appropriate, non-monetary recognition such as a Bonus Leave Bank donation may be considered and granted as a bonus, in consultation with the Department Director and Human Resources.

### 5. Determining Bonus Amounts

Bonus amounts will be determined in consultation with Human Resources to ensure compliance with pay equity laws.

For larger or multi-year projects, a bonus plan or matrix may be developed in consultation with Human Resources and Finance departments. Lump Sum Bonuses can be requested following completion of a major project or event, or after significant milestones in multi-year projects.

Flat dollar amounts will be the recommended method for determining the amount of the bonus to promote equity. Any deviation from this guideline will be considered only with the approval of the Human Resources Director.

The amount of a lump sum bonus shall be determined based on factors including, but not limited to:

a. The time spent on the project or event, relative to their normal assigned duties;

b. The duration, scope, and results of their project contribution;

c. Any other compensation or recognition provided for the same work or project; and

- d. The employee's level of responsibility and the complexity of the work performed.

## 6. Funding

- a. All bonuses are contingent upon available funding from the requesting department's budget. Department Heads are responsible for working with the Finance Department to confirm that bonuses can be funded within their existing department or project budgets.

- b. Vacancy salary savings may be used to fund bonuses only with City Manager approval.

## 7. Application, Review and Approval Process

Managers shall first consult Human Resources prior to submitting any bonus request. Human Resources will discuss the appropriateness of the request, provide a recommended bonus type, as well as an appropriate recommended compensation amount.

- a. The requesting manager will then submit their bonus request on a form provided by Human Resources. The request shall contain detailed information about their justification for the request.

Human Resources will then forward the request electronically to the Human Resources Director for review and approval to ensure pay equity, consistency, and policy alignment. If approved by the Human Resources Director, the request will then be routed to the Finance Director to confirm budgetary compliance and availability of funding. If approved by the Finance Director, the request will be forwarded to the City Manager for final approval consideration.

- b. The City Manager will have final approval of all bonuses.

## 8. Approval and Recordkeeping

- a. Approved bonuses will be paid after the request is approved by the City Manager and will not be applied retroactively.

- b. Human Resources shall maintain records of all bonuses awarded by calendar year.

## 9. Policy Administration

The Human Resources Department is responsible for administering and periodically reviewing this policy.  
(Updated 2026)

## Call Back Pay

(Updated June 2022)

*Eligible employment status:*

- All Employees

Sometimes it may be necessary to call an employee back to work either before or after their normal work schedule. If an employee is called back to work to assist with an unscheduled or unplanned emergency event that requires prompt attention and their position is non-exempt or 7K exempt, the employee will be paid a minimum of two hours at one and one-half (1 ½) times their regular hourly rate.

If a supervisor directs an employee to extend a shift or adjust a schedule (either earlier or later), Call Back Pay is not applicable and the extra hours of work will be deemed an extension

of the normal work schedule and may be used as hours worked in the calculation of Overtime premium pay.

Supervisors may change employee schedules to fit the needs of the organization. Call Back Pay shall not be used as an incentive to fill unpopular or hard-to-fill shifts or as a reassignment of duties within scheduled shifts.

\*Call Back Pay is considered a type of premium pay and may not be used in conjunction with any other types of premium pay for the same hours.

## Closure Leave Pay

*(Updated June 2022)*

*Eligible employment status:*

- All Employees

At the discretion of the City Manager, City facilities may be on a delayed start, closed early, or closed altogether due to inclement weather or an emergency.

The Closure Leave pay code is to be used to record only regularly scheduled hours not worked due to the closure or delay to make the employee “whole” during the time period. The Closure Leave pay code should not be used to cause an employee to exceed more than an employee’s scheduled hours (e.g. more than 40 hours in a one-week period for a full-time non-exempt employee or more than 80 hours in a two-week period for a full-time exempt employee). Both Exempt and Non-exempt employees must code the Closure Leave time. Employees who are able to work remotely during the closure are not eligible for Closure Leave pay.

Employees will be notified by an Alert Media text and/or voice message regarding the closure.

## Compensatory Time & Compensatory Pay

*(Updated June 2022)*

*Eligible employment status:*

- All Employees

**Non-Exempt employees** may elect to accrue Compensatory Time, in lieu of paid overtime, at the rate of one and one-half (1 ½) times for each hour worked over 40 hours in a one-week period, subject to the approval of the immediate supervisor and the Department Director.

The maximum accrual balance for non-exempt employees is 80 hours at any one time. Overtime hours worked beyond the 80 hour accrual limit will be paid at one and one-half (1 ½) times their regular hourly rate. However, non-exempt employees may not accumulate more than 240 hours of Compensatory Time in a calendar year. Upon separation, all accrued Compensatory Time will be paid at the employee’s regular hourly rate.

- Upon transfer to an exempt position, the employee is paid for unused Compensatory Time over the 40 hour maximum allowed for exempt employees at the time of transfer. Payment will be made at the non-exempt hourly rate of pay.
- 7K Exempt (Police Officers) are not eligible to accrue Compensatory Time. All hours worked over 80 hours in the 2 week pay-period (14 consecutive, 24 hour periods) will be

paid at the Overtime Pay rate.

**Exempt employees** may accrue Compensatory Time on an hour for hour basis for each hour worked over 80 hours in a pay period. The maximum accrual balance for exempt employees is 40 hours at any one time. Any hours earned above the 40 hour limit will be forfeited. Exempt employees may not accumulate more than 120 hours of Compensatory Time in a calendar year. Upon separation, all accrued Compensatory Time will be paid at the employee's regular earnings rate.

\*Compensatory Pay is considered a type of premium pay and may not be used in conjunction with any other types of premium pay for the same hours.

## Death of an Employee

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

Upon the death of an employee, all accrued salary and Paid Time Off hours (PTO) and comp time will be paid to the beneficiary designated on the employee's City paid life insurance designation forms. Retirement benefits will be paid to the beneficiary designated on the employee's beneficiary forms. Surviving spouse and children will be notified of COBRA benefits for medical and dental insurance if applicable.

## Demotions

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

An involuntary demotion is a change in appointment status to a position of less responsibility, lower classification, and/or lower salary. See Section 3, Involuntary Demotion, for more details.

## Direct Deposit

*Eligible employment status:*

- *All Employees*

In order to enhance security and minimize cost, the City requires employees to have their paychecks automatically deposited to a bank or credit union of their choice. The direct deposit must be deposited into an account that bears the employee's name. Full-Time and Benefited Part-Time employees may have their paychecks distributed in a combination of up to four (4) different banks or accounts. All other employees are limited to one (1) bank account for Direct Deposit.

## Exempt and Non-Exempt Status (FLSA Status)

*(updated February 2025)*

*Eligible employment status:*

- *All Employees*

Employees of the City of Louisville are classified under federal wage and hours laws, FLSA (Federal Labor Standards Act). For purposes of determining compensatory time and overtime the following definitions apply:

Exempt: Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and overtime pay requirements. Exempt employees must record their time on a bi-weekly basis for the purpose of tracking hours worked and leave.

7K Exempt: Law enforcement officer's standard work period consists of eighty (80) hours occurring within fourteen (14) consecutive twenty-four (24) hours periods. All hours worked more than eighty (80) hours in a work period will be paid at the overtime rate of one and a half (1 ½) times the regular rate.

Non-Exempt: Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemptions tests, and who are not exempt from minimum wage or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their regular rate of pay for any work more than forty (40) hours per workweek (excluding meal periods) or may elect to receive compensatory time off in lieu of overtime pay as provided herein. Non-exempt employees are paid on an hourly basis.

## Final Paycheck

*Eligible employment status:*

- All Employees

An employee's final paycheck will be available on the normal pay day for the pay period in which the employee's last day of service falls. An employee leaving City employment is responsible for notifying Human Resources of any change in address so that subsequent documents can be appropriately forwarded.

## Leave Without Pay

See Section 2 – Benefits for details regarding Leave Without Pay

## Merit Pay

*Eligible employment status:*

- Full-Time Employees
- Benefited Part-Time Employees

Employees who exhibit acceptable job performance may be recommended for a merit pay increase within the assigned salary range of the position and in accordance with the budget. The merit increase shall be supported by a performance appraisal completed by the immediate supervisor and approved by the Department Director. The pay increase raises the level of the employee's base salary and should not, in any case, exceed the maximum of the salary range for the employee's classification as established in the City's Pay Plan unless authorized by the City Manager. Employees who reach the maximum of their pay range, may be eligible for a "max of range" lump sum payment based on the completed performance appraisal rating. Employees not performing acceptable work are not eligible for merit increase and may be subject to a pay decrease.

## On-Call Pay

*(Updated June 2022)*

*Eligible employment status:*

- *All Employees*

Certain positions require that employees be available to return to work outside their normal work schedule. Employees in those positions must be reachable, able to respond in a timely manner and are considered On-Call. Being On-Call requires that the employee either be near a telephone or carry a cell phone or pager.

If the employee is placed On-Call and is a non-exempt employee, the employee will be compensated for one hour at the rate of one and one-half ( $1 \frac{1}{2}$ ) times their regular hourly rate for each twenty-four hour period of On-Call status. If an employee is actually called back to work from On-Call status, the provisions for Call Back Pay will then apply.

Employees who are On-Call must adhere to all City of Louisville's policies, including substance abuse and testing. Any variance from such policies may result in disciplinary action, up to and including termination.

\*On-Call Pay is considered a type of premium pay and may not be used in conjunction with any other types of premium pay for the same hours.

## Out of Title Pay

*(Added February 2025)*

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*

If an employee is temporarily performing the duties of a higher range position (such as Acting or Interim classification) or has an increased workload due to a vacancy, special project or assignment, that extends beyond three weeks, they may be eligible to receive out-of-title pay. For the length of the temporary assignment, the employee's pay will increase as approved by the Human Resources Director.

## Overtime Pay

*(Updated June 2022)*

*Eligible employment status:*

- *All Employees*

Occasionally an employee may be requested to work additional hours outside their regular shift. While the City is required to pay an employee for overtime worked, inappropriate or unnecessary overtime may result in disciplinary action. Employees need prior approval from their supervisor to work overtime. Exempt employees are not eligible for overtime pay. All non-exempt employees will be compensated for overtime work at the statutory rate of one and one-half ( $1 \frac{1}{2}$ ) times their regular hourly rate.

Overtime is calculated in the following manner:

- For non-exempt employees, the normal work period is defined as 40 hours occurring

within seven consecutive 24-hour periods beginning on Saturday at 0001 hours (one minute after Midnight), and ending on the following Friday at 2400 hours (Midnight). All hours worked in excess of 40 during the work period will be paid at the overtime rate or an employee may elect to receive Compensatory time. See Compensatory Time and Compensatory Pay policy for more details.

- For 7K Exempt employees, below the rank of Division Commander, the normal work period is defined as 80 hours occurring within 14 consecutive 24-hour periods beginning on Saturday at 0001 hours (one minute after Midnight), and ending on the second Friday at 2400 hours (Midnight). All hours worked in excess of 80 during the work period will be paid at the overtime rate.

When computing overtime hours, the following Leave hours are *not* counted as hours worked:

- Administrative Leave
- Civil Leave
- Closure Leave
- Comp Time
- Extended Illness Bank (EIB) Leave
- Family Bereavement Leave
- Injury Leave
- Military Leave
- Paid Time Off (PTO)
- Public Health Emergency (PHE) Leave

Time spent in City sponsored or job-related training programs, seminars, and meetings are considered hours worked for the purpose of determining overtime. Taking courses in a public or private institution or pursuing additional education outside of regular working hours is not considered hours worked for the purposes of determining overtime, regardless of whether the activity is job related.

\*Overtime Pay is considered a type of premium pay and may not be used in conjunction with any other types of premium pay for the same hours.

## Pay Period

*Eligible employment status:*

- All Employees

The City pays its employees on a bi-weekly basis, twenty-six (26) times in an average year. The pay period begins at 0001 hours (one minute after Midnight) on a Saturday and ends at 2400 hours (Midnight) on the second Friday. A schedule of pay days is published for each fiscal year. Pay is issued on the Friday following the close of the pay period. On pay day, your net pay is automatically deposited to a bank or credit union of your choice by 9:00 a.m.

## Pay Practice

*Eligible employment status:*

- All Employees

The City strives to provide compensation for employees that is competitive within an established labor market, is within the City's ability to pay, and where comparable positions in the City's Pay and Classification Plan receive similar pay. Pay ranges for employee classification levels are published in the City's annual Pay Plan.

The City Manager, in consultation with the Human Resources Director, establishes a compensation plan in which each job title is assigned to a pay range, taking into account factors such as the relative difficulty and responsibility of work and other criteria as deemed relevant.

Pay ranges are established annually via a salary survey with similar sized cities within the defined labor market. The purpose of this compensation survey is to obtain information concerning the wages that are generally prevailing in these surveyed cities for similar work performed (without regard to title only, but with regard to duties and responsibilities comparable to the position surveyed).

## Paycheck Deductions

*(updated February 2025)*

*Eligible employment status:*

- All Employees

Your pay is subject to the mandatory federal state deductions for taxes, and for Social Security (FICA) and Medicare contribution. The amount of federal and state tax deduction is determined by the federal form W-4 you file with the Human Resources Office.

If you are eligible to participate, an amount representing the current payment level will also be deducted for your Retirement Plan contribution.

Voluntary deductions may also be made to your pay. These deductions must be requested and authorized by you in writing. They are generally for voluntary insurance programs, deferred compensation, charitable contributions, and repayment of any City loans.

## Performance Appraisals

See Section 4 – Development Opportunities for details regarding Performance Appraisals.

## Promotion Pay

*(Updated July 2013) Eligible employment status:*

- All Employees

If an employee is promoted, the salary will be adjusted to the minimum of the new salary range, or 10%, whichever is greater. The employee will be placed in a provisional status in the new position for a period of 180 calendar days and have as a new anniversary date the effective date of the promotion. Failure to satisfactorily complete the provisional period in the new position may result in a demotion or termination.

## Simultaneous Personnel Action Requests (PAR)

*Eligible employment status:*

- All Employees

When two or more Personnel Actions Requests (PAR) are received affecting pay occur on the same effective date, the new pay range and rate are computed in the following sequence:

1. If more than one personnel action requests (PAR) occurs on the employee's evaluation date, a pay increase, if warranted, is first applied before other pay adjustments are made.
2. If the employee is promoted or demoted, the appropriate pay adjustment applies along with any pay range adjustments effective the same date.

## Special Duty Pay

*(Updated June 17, 2010)*

*Eligible employment status:*

- Police Department Employees

Special Duty Pay is paid to Police Officers when they volunteer for a special duty assignment based on a request from an organization to provide Police services at an event or activity. Special Duty Pay does not count as hours worked for overtime purposes according to the Fair Labor Standards Act (FLSA). Special Duty Pay is reviewed and set on an annual basis based on cost recovery standards set by the Police Department in conjunction with the Finance Department.

## Time Sheets/ Time Cards

*(Updated June 1, 2021)*

*Eligible employment status:*

- All Employees

All employees will have a time sheet to record all hours worked as well as to record all paid leave time for the week, such as PTO, EIB, comp time, and other types of leave. Leave must be approved in advance, other than unscheduled illnesses. Because operational needs vary, Department Directors may require overtime to be approved in advance. Check with your Department Director regarding his/her requirements regarding overtime and leave slips used to request time off from work.

Please note, "Leave Without Pay" requires approval of the City Manager and is only approved for special or extenuating circumstances. For more details see the Leave Without Pay guideline in Section 2- Benefits.

The employee must approve his/her time sheet which verifies that the information on the time sheet is accurate before he/she submits it to his/her supervisor for approval. It is the supervisor's responsibility to review the time sheet for accuracy and then to approve and submit it to Payroll for processing in accordance with the Payroll Deadlines established by the Finance Department.

Falsifying a time sheet is unacceptable and is subject to disciplinary actions up to and

including termination.

## Wage Garnishment

*Eligible employment status:*

- *All Employees*

The City is required to withhold a portion of your earned wages if served with a lawful wage garnishment. An employee may not be given any advance notice of the deduction. The City will not enter into any discussions or negotiations with the employee's creditors concerning a garnishment. Once an order is received, the City will comply with the order until either the amount of the garnishment is satisfied, or the order is vacated.

The City is required to withhold the amount stipulated when served with a Child Support Enforcement Order. The amount is non-negotiable and is between the employee and the appropriate Child Support Enforcement Unit.

-----End of Section 7-----

# **Section 8**

## **DEFINITIONS**

## **SECTION 8 – DEFINITIONS**

(updated February 2025)

### **Alphabetical Definitions:**

**7K EXEMPT EMPLOYEE:** A public safety employee subject to the partial overtime exemption under Section 7(k) of the Fair Labor Standards Act, as designated by the City.

**ACCIDENT:** Means an incident involving any vehicle or equipment which results in:

- A fatality or bodily injury to any person who immediately receives medical treatment away from the scene of the incident;
- Damage to any city-owned vehicle or equipment or employee's personal vehicle while on-duty.
- One or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle;
- A citation for a moving traffic violation arising from the incident where the employee may be at fault or the employee's conduct cannot be completely discounted as a contributing factor.

**ACTUAL HOLIDAY:** The calendar date on which a city-designated holiday occurs.

**ADAAA:** Americans with Disabilities Act Amendment Act, is Federal legislation which provides a comprehensive national mandate for the elimination of discrimination on the basis of disability.

**ADMINISTRATIVE LEAVE:** Paid leave as approved by the Department Director or City Manager for a variety of reasons to include: 1) Emergency conditions where no other leave option exists; 2) Resolve situations that cannot be addressed under existing workforce policies 3) When it is deemed necessary to remove an employee from the workplace while an investigation or review ensues.

**AGGRESSIVE BEHAVIOR:** Observable conduct by a dog that poses a reasonable risk of injury to a person or another animal, including but not limited to biting or attempting to bite, snapping, lunging, charging, or growling or baring teeth when accompanied by threatening posture or forward movement. Normal barking, playful behavior, or reasonable defensive reactions to immediate provocation do not, by themselves, constitute aggressive behavior.

**ANNIVERSARY DATE:** The date of initial hire or reinstatement of regular employment in a budgeted City position and the date from which Personal Leave Bank (PTO) and Extended Illness Bank (EIB) will be computed.

**APPEAL:** The employee's challenge to a decision made by a Department Director, Manager, or Supervisor with prescribed procedures as outlined in the Personnel Guidelines.

**APPEAL PROCEDURE:** The established procedure to follow when an employee files an appeal.

**APPLICANT:** any individual applying for employment or volunteer service with the City.  
**Employee:** means any individual employed by the City, including regular, part-time, temporary, seasonal, intern, and volunteer positions.

**APPRAISAL DATE:** The date an employee is scheduled to receive a written review of his/her work performance.

**AT- WILL EMPLOYMENT:** A condition where an employment relationship may be terminated at any time by either party, with or without cause or notice.

**BACKGROUND INVESTIGATION:** means any lawful review or verification of an individual's criminal history, driving record, employment history, credentials, or other relevant information used to assess suitability for employment or volunteer service.

**BEREAVEMENT LEAVE:** Personal time off from work granted to an employee to attend funeral services connected with the death of a family member.

**BONUS:** An additional form of compensation or recognition provided outside of the City's established pay plan.  
**Lump Sum Bonus:** A one-time monetary payment that does not increase base pay.

**BUDGETED POSITION:** A job/position that is funded in the City's annual budget.

**CALL BACK PAY:** Monetary compensation for hours worked when called back to work after an employee's normal shift ends as designated by the Fair Labor Standards Act (FLSA). *(See Policy in Section 7 for more details)*

**CANDIDATE:** An applicant who is participating in the recruitment for a position.

**CANDIDATE LIST:** A roster of applicants who have successfully completed portions of a recruitment process, (e.g., qualifying examination, panel review, etc.) but have not completed the full selection process.

**CHARTER:** The Home Rule Charter (Charter) of the City of Louisville. The Charter outlines laws and policies to govern the City. The Charter can only be changed by a vote of the people.

**CITY:** The City of Louisville, Colorado.

**CITY COUNCIL:** The legislative and policy-making body of the City of Louisville as defined in the Charter.

**CITY DEPARTMENT:** A major functional subdivision of City government that is accountable through the Department Director to the City Manager for specific duties.

**CITY MANAGER:** The Chief Administrative Officer of the City or his/her designee during his/her absence.

**CITY SERVICE:** The performance of official duties and responsibilities for the City.

**CIVIL LEAVE:** Jury Duty.

**CIVILIAN PERSONNEL:** Employee(s) not serving in the capacity as defined in Law Enforcement Personnel.

**CLASS or CLASSIFICATION:** A grouping of positions or jobs sufficiently similar in duties,

authority and responsibilities that: a) the same descriptive titles can be used; b) the same aptitude or proficiency tests can be used for selection and appointment; c) the same pay range can be applied to all positions within the class.

**CODE OF ETHICS:** Regulatory guidelines established in the Charter which regulates the manner employees must conduct themselves.

**COBRA:** The Consolidated Omnibus Budget Reconciliation Act of 1985, which provides for an employee or eligible dependent to continue group health care coverage for a specific period of time at his/her expense, following termination of coverage for reasons other than the employee's termination from his/her position for gross misconduct.

**COMMERCIAL VEHICLE:** One that either:

- Has a gross vehicle weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds);
- Is designed to transport 16 or more persons, including driver; or
- Is used to transport hazardous materials

**COMPENSATION:** The salary/wage and all other forms of valuable consideration earned by, or paid to, any employee in remuneration for services in any position.

**COMPENSATORY TIME:** Authorized time off, often in lieu of overtime pay, for hours worked above the standard work schedule.

**CONTROLLED SUBSTANCE:** A drug or other substance or an immediate precursor which is defined as a controlled substance under the Colorado Controlled Substance Act, Colorado Revised Statutes. Includes, but is not limited to, marijuana, marijuana concentrate, cocaine, and any scheduled drugs as defined by the Drug Enforcement Administration (DEA) and/or Statute.

**CORRECTIVE ACTION:** An action taken by the Department Director, Manager, or Supervisor with regard to an employee's performance/behavior that may include but not be limited to verbal warning, written warning, suspension, demotion, or dismissal.

**DEMOTION:** A voluntary or involuntary change in status of an employee from one class of work to a different class having less responsible duties, lower qualifications, and at a lower maximum rate of pay.

**DEPARTMENT DIRECTOR:** The individual responsible for the operation/administration of a City department.

**DEPARTMENT GUIDELINES:** Guidelines issued by a Department Director and approved by the City Manager designed for specific types of activities within a department's operation.

**DEPENDENCE:** Habituation to, abuse of, and/or addiction to a drug, including alcohol.

**DISABILITY:** A physical/mental impairment that substantially limits major life activities to include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, etc. and may be episodic in nature or in remission.

**DISCIPLINARY ACTION:** See Corrective Action.

**DISMISSAL AND/OR DISCHARGE:** A disciplinary termination of employment.

**DOMESTIC PARTNER:** An exclusive committed relationship between two (2) unmarried adult persons who are unrelated by blood, maintain a mutual residence, and share basic living expenses.

**DRINK OR DRINKING:** The consumption or ingestion of any beverage containing any alcoholic content whatsoever, except for the reasonable ingestion of medications containing alcohol, which ingestion shall be subject to the restrictions set forth in these Policies.

**DRIVER:** Includes all employees whose positions may involve driving a City vehicle

**DRUG:** Any substance which is recognized as a drug in the official United States pharmacopoeia or a supplement thereof; intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or animal; and other than food, is intended to affect the structure of any function of the body of man or animal.

**DRUG USE:** The ingestion or consumption of any drug, whether prescription or non-prescription, or any legal, or illegal, controlled substance.

**DRUGS OR ILLEGAL DRUGS:** for the purposes of this policy, in accordance with the applicable federal regulations and regardless of whether the substance may be legally used pursuant to state law, “drugs” or “illegal drugs” refers to the following five categories of substances: marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines.

**EFFECTIVE DATE:** The date at which a personnel action (change in pay, reclassification, change in job title, etc.) is to occur.

**ELIGIBILITY LIST:** A roster of applicants who have been found fully qualified, (no further process is necessary) through a testing/interview procedure for appointment to a specific position or classification.

**EMERGENCY:** A serious, unexpected and often dangerous situation requiring immediate action.

**EMPLOYEE OR INCUMBENT:** A person who receives monetary compensation from the City in return for services or work performed on a non-contractual basis, or who is on leave of absence without pay which has been approved by the City Manager. This definition shall exclude elected municipal officials, all volunteer personnel, and retirees from the City.

**ESSENTIAL WORKER:** An essential worker is an individual who conducts a range of operations and services that are considered vital, especially during emergencies or disruptions, to ensure the continuity of critical functions for the City of Louisville. These workers often provide essential services that are necessary to maintain public health, safety, and welfare of the City’s employees and residents.

An essential worker designation may vary depending on the nature of the emergency or disruption.

**EQUITY ADJUSTMENT:** A compensation adjustment made to address internal or external pay inequities and is not considered a bonus.

**EVALUATION DATE:** See Appraisal date.

**EXEMPT EMPLOYEE:** An employee exempt from the overtime provisions of the Fair Labor Standards Act as an executive, administrative, or professional employee, excluding eligible 7K exempt employees as specifically identified in policy.

**EXTENDED ILLNESS BANK (EIB):** Please see the Louisville Employee Benefit [Guide](#) for more information.

**FAIR LABOR STANDARDS ACT (FLSA):** A federal law, enacted by the United States Congress in 1938, which sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for employees who are covered by the Act.

**FAMILY MEMBER (BEREAVEMENT & EMPLOYMENT OF RELATIVES):** This includes blood, marriage, or domestic partnership in any of the following degrees: parents, spouse, children, brothers, sisters, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents, and grandchildren.

**FAMILY MEMBER FOR FAMILY MEDICAL LEAVE ACT (FMLA):** Eligible family members include spouse, child or parent.

**MEMBER FOR LOUISVILLE MEDICAL LEAVE (LML):** Eligible family members include spouse, child, parent, grandparent, grandchild or sibling.

**FIT-FOR-DUTY:** An individual is in a physical, mental, and emotional state that enables the employee to perform the essential tasks of their work assignment.

**FRINGE BENEFITS:** All benefits authorized by the City other than the direct salary paid to a given employee including but not limited to Personal Leave Time, Extended Illness Bank, paid holidays, insurance coverage, etc.

**GENDER:** Males or females as a group, a sex-based category. Note: the terms of this Personnel Policy apply in the same manner to both men and women.

**HARASSMENT:** Unsolicited or unwelcome advances, requests for sexual favors or other verbal, physical or intimidating behavior that is unwelcome.

**HIS OR HER:** Whenever the masculine or feminine is used in these Policies, such designation isn't intended to reflect a specific gender but is used only for administrative conveniences.

**HOLIDAY PREMIUM PAY:** A form of premium compensation paid at one and one-half times an eligible employee's regular hourly rate for all hours worked on an Actual or Observed Holiday.

**HUMAN RESOURCES:** A division of the organization assigned with the responsibilities of interpreting and administering the philosophies, personnel policies, laws, procedures and practices related to the management of the work force within the organization.

**IMPAIRMENT:** Any detectable level of an intoxicant in a person's system, including prescription

medication

**INJURY LEAVE:** Leave granted to an employee who has suffered a job-related injury or illness as determined by the City, its worker's compensation or other insurance carrier.

**INSUBORDINATION:** An action demonstrating non-submittal or compliance to authority, insolence, defiance, disobedience or display of rebelliousness.

**INTERIM APPOINTMENT:** A short-term change of status made to fill a job vacancy due to a position that is temporarily vacant.

**INTERMITTENT LEAVE SCHEDULE:** Leave, taken by an employee in conformance with an approved leave schedule under the Family and Medical Leave Act, results in a reduction in the regular hours worked by the employee on an intermittent basis over a consecutive 12-month period. An employee on an intermittent leave schedule will work some portion of his/her regular work hours during the consecutive 12-month period.

**INTOXICATION:** A condition an employee is in when unable to perform or is hindered in the performance of his/her duties because the employee has been drinking.

**JOB DESCRIPTION:** A detailed statement about the general responsibilities, essential functions, specific duties, and minimum qualifications of a specific position within a given classification, as well as, decision-making responsibilities, level of supervision received and exercised, working conditions, and equipment operated.

**JOB TITLE:** A name assigned to a position that indicates a particular level of rank and specific duties and responsibilities.

**JOB VACANCY:** A position currently not occupied which the City Manager has determined should be filled.

**LAW ENFORCEMENT PERSONNEL:** An employee meeting the following criteria:

1. The employee is a uniformed or plain-clothed member of a body of officers and subordinates who are empowered by statute or local ordinance to enforce laws designed to maintain public peace and order and to protect both life and property from accidental or willful injury and to prevent and detect crimes;
2. The employee has the power to arrest; and
3. The employee is presently undergoing or has undergone or will undergo on-the-job training and/or a course of instructions and study which typically includes physical training, self-defense, firearm proficiency, criminal and civil law principles, investigative and law enforcement techniques, medical aid and ethics.

**LAY-OFF:** The separation of an employee from the City without fault or delinquency on the employee's part. Reorganization, privatization, the lack of work, or the lack of funds may result in the lay-off of an employee.

**LEAVE WITHOUT PAY:** A leave or absence from work for which no pay is due unless otherwise provided by these Policies.

**LIGHT DUTY:** A reassignment of duties, as a result of injury and/or illness, established within the conditions set forth by a physician and subject to the availability of the prescribed duties.

**MANAGER:** An employee who has been placed with the responsibility of managing multiple programs and supervises professional and support staff in a division within a City department and who is directly responsible to a Department Director.

**MARKET RATE OF PAY:** A rate or range of pay for specific positions as defined by a study of a specific labor market as determined by the City Manager.

**MAY:** As used in these Personnel Policies, “may” is permissive.

**MILITARY DUTY:** Training and service performed by an inductee, enlistee, reservist, or any entrant into any of the Armed Forces of the United States and their auxiliaries.

**MILITARY LEAVE:** Leave from an employee’s job to fulfill military obligations.

**NON-EXEMPT EMPLOYEE:** An employee eligible for overtime compensation under the Fair Labor Standards Act (FLSA).

**OBSERVED HOLIDAY:** The day on which the city officially observes a holiday for operational, payroll, and leave purposes when the actual holiday falls on a weekend.

**ON-CALL PAY:** See Stand-By Pay.

**ON-CALL STATUS:** See Stand-By Status.

**ON-DUTY:** Employees that are regularly scheduled or providing services in an official capacity and are being paid.

**OUTSIDE EMPLOYMENT:** Any work other than the employee’s primary position in the City performed for monetary compensation including self-employment.

**OVERTIME PAY:** Monetary compensation for hours worked beyond the work period as designated by the Fair Labor Standards Act (FLSA).

**PAID TIME OFF (PTO):** Leave that provides eligible employees with compensated time away from work for personal reasons, vacation, illness, or other approved absences. PTO allows employees to use accrued leave paid at their regular pay rate to support work-life balance, employee well-being, and for all sick leave reasons covered under Colorado law. PTO is earned on an accrual basis at a rate determined by the City Manager. PTO balances will be paid out to employees upon separation of employment.

**PAY DATE:** The date on which an employee’s bi-weekly compensation is paid to him/her.

**PAY PLAN:** The array of pay ranges applying to job titles and job classifications.

**PAY RANGE:** The official range of pay established by the compensation schedule for a classification.

**PERFORMANCE APPRAISAL OR EVALUATION:** An appraisal or evaluation of the quality, quantity, effectiveness, and efficiency of work performed. The appraisal/evaluation is used to communicate with the employee about performance, expectations, department standards, provide positive feedback, define specific areas needing improvement, and to develop a

specific growth plan to address learning needs. At minimum, informal appraisals/evaluations are encouraged frequently; formal appraisals/evaluations are required annually.

**PERSONAL LEAVE BANK (PTO):** The hours of leave a benefited employee has accrued from their anniversary date to a particular pay period.

**PERSONNEL:** All persons employed by the City.

**PERSONNEL ACTION REPORT (PAR):** A form used to track changes in employment status or other internal payroll related items.

**PERSONNEL REQUISITION:** A form used to request a position be filled.

**POLICY:** An approved course of action established by the City Manager or other appropriate authority.

**PREMIUM PAY:** Additional compensation paid above an employee's regular rate of pay for qualifying work circumstances, including Holiday Premium Pay and Unscheduled Holiday Pay. Premium pay types may not be combined for the same hours worked unless expressly authorized by City policy.

**PRIMARY DUTIES:** Those tasks that an individual is required to perform on a regular basis which constitutes the major portion of the job.

**PROMOTION:** Advancement in rank, grade, or position whereby an employee vacates their position to receive the employment status in a higher classification with a higher rate of pay and increased responsibility. Promotions must involve a definite increase in duties and responsibilities, conform to the compensation pay principles, and shall not be made merely to affect an increase in the employee's compensation.

**PROVISIONAL PERIOD:** The length of time an employee serves in temporary status pending regular employment status.

**RANGE:** The distance between the minimum and maximum rates of pay within a given classification.

**RATE OF PAY:** The employee's standard hourly rate of compensation, not including overtime, Premium Pay, stipends, or other additional compensation.

**REASONABLE SUSPICION:** Determination based on specific observations derived from the Reasonable Suspicion Checklist.

**RECLASSIFICATION:** The reassignment of an individual job or position from one class of work into a different class of work as a result of a classification review (audit) and/or amendments to the classification plan based on changes in duties and responsibilities, excluding any action which is disciplinary in nature.

**REHIRE:** The appointment of a former employee of the City in any classification.

**REMOTE WORK:** Is a privilege and an alternative method of working to allow certain employees the flexibility of working from home or at an alternate, approved location on a full-time basis in Colorado. A City office, cubicle, or other designated workspace will not be

provided for remote workers.

**REPRIMAND:** An oral or written notice to an employee informing the employee of an action or course of conduct on their part that is cause for disciplinary action.

**SAFETY SENSITIVE POSITION:** A safety-sensitive position is a job where an employee's performance directly affects the safety of themselves or others. These may require:

- Physical coordination: Operating machinery, driving vehicles, handling hazardous materials, exercising law enforcement authority, or carrying a firearm.
- Mental acuity: Making quick decisions under pressure or in emergency situations.
- Substance-free judgment: Being free from the influence of drugs or alcohol.

These are jobs that if performed inadequately, negligently or while impaired, could result in a significant incident affecting the health or safety of employees, the public, property, or the environment. Positions and essential job functions will be reviewed on a case-by-case basis to determine whether the position is safety-sensitive. The nature of these positions can change over time due to various factors, such as: job duties, temporary assignments or City policies. Human Resources will typically designate a safety sensitive position on the job description and will maintain a list of safety sensitive positions, which may be updated periodically.

**SEPARATION DATE:** The last day an employee works for the City, after which no PTO leave or (EIB) is accrued or used and the rate of pay ceases.

**SERVICE ANIMAL:** A service animal is a dog that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act (ADA). The work or tasks performed by the service animal must be directly related to the individual's disability. Under certain circumstances, a trained miniature horse may also be considered a service animal. Please contact Human Resources for additional information.

Animals that provide comfort or emotional support but are not trained to perform specific tasks (often referred to as emotional support animals) are not considered service animals under the ADA. However, such animals may be considered as a reasonable accommodation through the interactive process.

**SHALL/WILL:** As used in these Policies and Procedures, "shall" and "will" are mandatory and generally reserved for policies governed by federal or state laws.

**STAND-BY PAY:** Monetary compensation for hours on stand-by status as designated by the Fair Labor Standards Act (FLSA).

**STAND-BY STATUS:** An employee required during an impending need to be available by a pager or telephone known to the employee's immediate supervisor and/or the Police Department. Such an employee is prepared to report for duty within a time limit, as established by their Department, and is considered to be on stand-by duty until relieved by the employee's supervisor.

**SUBSTANCE ABUSE PROFESSIONAL (SAP):** May be a licensed physician or licensed or certified psychologist, social worker, or Employee Assistance Professional with knowledge of and clinical experience in the diagnosis and treatment of alcohol related disorders; or drug abuse counselors certified by NAADAC Certification Commission. The SAP is responsible for evaluating employees with positive test results.

**SUPERVISOR:** An employee who has been delegated to direct, control, and evaluate the work of one or more employees and who, in the interest of the employee, has the authority to recommend to hire, promote, suspend, dismiss, lay-off, recall, or discipline other employees, or has the responsibility to direct such actions.

**SUSPENSION:** The temporary separation of an employee from his/her position, with or without loss of pay, for disciplinary action, or for another reason as determined necessary by the employee's supervisor, and for a defined period of time.

**SWORN PERSONNEL:** See Law Enforcement Personnel

**TELEWORK:** Is a privilege and an alternative method of working to allow certain employees the flexibility of working from home or at an alternate, approved location in Colorado, on part-time (hybrid) basis.

**TERMINATION OR SEPARATION:** Either voluntary or involuntary separation of an employee from his/her position with the City resulting from death, dismissal, lay-off, resignation, retirement, or the inability to perform the essential duties of the job/position.

**TIER 1:** Refers to the level of benefits a Full-Time employee is eligible to receive who is authorized to work 36 – 40 hours per week on a regular basis.

**TIER 2:** Refers to the level of benefits a Benefited Part-Time employee is eligible to receive who is authorized to work 30-35 hours per week on a regular basis.

**TERMINATION DATE:** See Separation Date.

**TRANSFER** - Movement of an employee from one position or class of work to a different position or class of work at the same pay range, or changing an employee from one position or class of work to a different department or division in the same pay range.

**UNAUTHORIZED LEAVE OF ABSENCE:** Failure of an employee to notify and receive permission from their immediate supervisor in advance of absence or failure of an employee to report for work at the beginning of their next regularly-scheduled work period. An unauthorized leave of absence includes all or any portions of a workday for which notice and approval have not been provided.

**UNSCHEDULED / UNPLANNED EVENT:** An occurrence that arises without prior notice or advance scheduling and requires an immediate or priority response to an emergency, to protect public safety, maintain essential services, or address an urgent operational issue, as declared by the City Manager, Department Director, or their designee.

**UNSCHEDULED HOLIDAY PAY:** A form of premium compensation paid at one and one-half times an eligible employee's regular hourly rate for approved hours worked on an Actual or Observed Holiday due to an unscheduled or unplanned event. Unscheduled Holiday Pay.

**VOLUNTEER:** An individual who freely offers services to the City without expectation of compensation, wages, stipends, or employee benefits, and who performs assigned duties under the direction and supervision of City staff. Volunteers:

- a. Are not City employees and their work or assignments do not create an employment relationship with the City.
- b. Do not receive wages, stipends, or benefits, including without limitation, workers' compensation and unemployment benefits.
- c. Do not have authority to make policy decisions, or direct City staff.
- d. Serve at the discretion of the City and may be released at any time.

**VULNERABLE POPULATIONS:** Includes, but is not limited to, minors, older adults, individuals with disabilities, and individuals who require care or supervision in connection with City programs or services.

**WORKER'S COMPENSATION:** The insurance or benefits statutorily required to be provided to employees injured on the job.

**WORKING HOURS:** The start of the work shift until the time the employee leaves the workplace at the end of the shift, whether the regular shift, overtime, call back or other time worked.

**WORKDAY:** An employee's scheduled daily hours of employment.

**WORKPLACE:** Any facility, premises, parking lot, and/or work site of the City of Louisville

including any place and/or function to which an employee is sent as a representative of the City. Workplace also refers to vehicles, remote workplaces, and equipment of the City, and to private vehicles used by the employee while on duty.

**WORK WEEK:** An employee's schedule of work hours within an appointed week.

-----End of Section 8-----

## **Section 10**

# **ADMINISTRATIVE POLICIES**

## **Cell Phones and Pagers – Effective June 1, 2009 (Revised October 2016)**

*Eligible employment status:*

- *Full-Time Employees*
- *Benefited Part-Time Employees*
- *Part-Time Employees*

### **Background and Intent**

The responsibilities of some positions make having a cell phone an important tool to maintain productivity. The City provides cell phones to employees through two programs: cell phone stipends (the City's preferred approach in most instances) and City-owned cell phones. Accordingly, this policy is intended to:

- Ensure that employees are fairly compensated for the additional costs they must incur because of the required business use of their personal cell phone
- Minimize the City's cost and administrative burden associated with acquiring, maintaining and monitoring the use of City-owned cell phones
- Avoid the unnecessary expense, resource use and inconvenience that would occur if the City required employees to carry a cell phone dedicated strictly to business use when they already have a personal cell phone
- Give employees the flexibility they need to choose a cell phone and service plan that fits their individual needs
- Provide clear criteria for explaining and documenting the City's expense associated with cell phones to address questions that auditors, the public or the media may have.

### **Cell Phone Stipends**

The majority of City employees own a personal cell phone and the City does not compensate anyone for the occasional use of their personal cell phone for business purposes. However, Department Directors shall identify each position for which the job responsibilities of the position make a cell phone: (1) an important tool to maintain productivity, (2) required to respond to emergency calls in a timely manner, or (3) important to maintain the employee's safety because their position requires significant unsupervised time in the field. For each position that a stipend is requested, the Department Director and the employee shall complete a Personal Cell Phone Stipend Agreement and submit it to the City Manager for consideration. The Agreement must include the cell phone number and an explanation demonstrating why a stipend is appropriate for the position. To qualify for a stipend, an employee must be away from his or her desk at least 50% of the time and/or

respond to phone calls, emails and/or access the internet for job-related duties after regular work hours. The stipend is **\$50 per month**.

Employees should choose a cell phone plan that provides sufficient service to accommodate anticipated personal and business use without incurring overage charges. Should an employee incur an exceptional amount of expense based on unique City business-related circumstances, he/she may request additional reimbursement for the “exceptional” business expenses through normal employee reimbursement procedures.

**Time Spent Using Cell Phones after Regular Hours.** As with other types of authorized work, all time spent by non-exempt or 7K exempt employees using electronic communications for work purposes will be considered hours worked. The time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by your supervisor. If your supervisor approves or requires you to use of your cell phone after hours for work purposes, please document that time on your timesheet accordingly. The City of Louisville compensates time in 15 minute increments. If you are required to report to work, you may be eligible for Call Back Pay. Please refer to the Call Back Pay policy for more details.

Employees receiving a stipend under a Cell Phone Agreement are personally responsible for:

- Purchase of equipment,
- Regular and reasonable use of cell phone for City business during working hours and non-working hours based on City business needs,
- Payment of bills and charges,
- Account Set up,
- Applicable taxes,
- Replacing the phone if it is damaged, and
- Keeping personal use to a minimum during business hours.

Stipends are to be reviewed annually by supervisors and employees to ensure that the stipend is appropriate for his or her position and reflects the expenses he or she is likely to incur by using a personal cell phone for City business purposes. Also, because a stipend is based on position requirements, if the employee changes positions or changes cell phone numbers, the Department Director and employee must submit a new Cell Phone Agreement for the new position.

### **City-Owned Cell Phones**

There are some instances where it is appropriate for the City to provide a City-owned cell phone for the employee to use. In some cases a City-owned cell phone is made available to multiple users within a work group or a department and “checked-out” as needed. In other cases, a City-owned cell phone may be used exclusively by or

assigned to a specific individual. In either case, a City-owned cell phone must be used exclusively for City business in accordance with the City's policies concerning use of phones, computers, and other information technology. The Information Technology Department staff may review the monthly cell phone bills on a periodic basis for compliance with this policy.

As with cell phone stipends, Department Director shall identify each position for which the job responsibilities of the position make a cell phone (1) an important tool to maintain productivity, (2) required to respond to emergency calls in a timely manner, or (3) important to maintain the employee's safety because their position requires significant unsupervised time in the field. For each position that satisfies one or more of these conditions, the Department Director and the employee shall complete a City Cell Phone authorization and submit it to the City Manager for consideration. The Authorization must include an explanation of (1) how using a City-owned cell phone would increase the employee's productivity or why it is required for emergency response or important safety reasons, and (2) why providing a City-owned cell phone is preferable to compensating the employee for the business use of their personal cell phone through a Cell Phone Stipend.

**Information Technology Department Administers City-Owned Cell-Phone Contracts.** The Information Technology Department is the main contact with the service provider for any additions, changes or deletions of City-owned cell phone or pager services. Employees shall neither contact nor sign agreements on behalf of the City for City cell phone or pager service agreements. Requests for service changes shall be processed by the Information Technology Department after they are approved by the Department Director.

Lost or stolen equipment shall be reported to the Information Technology Department immediately. The Information Technology Department will attempt to obtain replacement cell phones or pagers within 48 hours. If the equipment is lost or misplaced more than once, the cost of replacing that equipment may be deducted from the employee's pay. Proper care of City equipment is required at all times.

**Use Cell Phones Safely.** All users are prohibited from dialing or texting using cell phones or other handheld devices while driving or operating motorized equipment except in emergency situations. Instead, users are expected to pull over to the side of the road and/or suspend operation of machinery until the call has been completed.

**Cell Phone Numbers Are Published Internally.** City cell phone and pager numbers and personal cell phone numbers covered by a Cell Phone Agreement are published on the City's internal phone number listing.

**Open Records.** Employees who complete City business on any personal or City-owned cell phone may be subject to the Colorado Open Records Act and such content may be considered public record. Such cell phones may be withheld if there is a subpoena in conjunction with a legal case involving the City.



## **Social Media Policy**

*Updated: 10/20/2020*

### **Background**

The City recognizes the benefit of using web-based social media to provide information to the community and has established this Social Media Policy to ensure that City social media account administrators and members of the public have a clear understanding of the procedures to be followed.

### **Definitions**

“Social media site” means any Internet platform that allows for the exchange of information and cross-communication between or among people. Examples of social media sites include but are not limited to: Facebook, blogs, RSS, YouTube, Twitter, NextDoor, LinkedIn, Flickr, and Instagram. This policy is intended to include current social media platforms and all those created in the future.

“Account administrator” or “administrator” means the person(s) authorized by the City Manager to administer a City social media account.

### **Administrator Policy**

The City’s purpose in establishing a social media presence is to disseminate information to residents, employees, and visitors. Administrators are encouraged to post information regarding services, programs, events, and activities within the City and conducted or sponsored by the City, Boulder County, the State of Colorado, or other public agencies whose boundaries include all or a portion of the City. It may also be appropriate for administrators to post educational information, prepared by the City or another organization, or solicit comments or feedback for the benefit of the City and its residents. However, in no case should City postings be commercial, political, or religious in nature.

Administrators should recognize that social media sites are two-way mediums that invite public comments and feedback, some of which comments and feedback may violate City Use Guidelines; as such, all responses to City postings shall be reviewed by administrators in accordance with the City’s Use Guidelines. Administrators shall not respond to comments, questions or feedback posted by users, except to direct users to the appropriate City department for more information.

Before deleting a comment or blocking a user for violation of the City’s Use Guidelines, an administrator must first request the permission of the City Manager who shall determine whether to consult the City Attorney’s office. The administrator shall keep a detailed record of each post removed from City social media pages, listing, at minimum:

(i) the name (and social media handle, if applicable) of the user, (ii) the exact content of the post, (iii) the violated Use Guideline(s), (iv) the date of the posting, (v) the date of the removal, and (vi) the number of times a post by the particular user has been removed by the administrator. The administrator shall notify a user each time the administrator removes a post by that user. The notice should include a warning that, per the City's Social Media Use Guidelines, an additional violation could result in the user being blocked from the interactive spaces of the City's social media sites.

City social media sites shall not be used by account administrators or City employees or representatives to discuss sensitive and/or confidential information without prior written approval of the City Manager. City social media sites shall not be used by any account administrator, City employee or representative for private or personal use. Account administrators, City employees or representatives who use City social media sites for official City business are responsible for complying with applicable laws, regulations, and policies, as well as proper business etiquette. The City reserves the right to shut down any City social media account due to violation of the City's policies.

Any City department, employee or representative wishing to create a social media account and appoint an account administrator must submit a request to the City Manager. This will initiate the process to ensure that the City's array of sanctioned social media accounts comply with the City's Communications Plan and all other policies. An account may be established only after the request is approved. Only account administrators approved by the City Manager may post information to City social media sites.

### **Use Guidelines**

The City's use of social media sites is provided as a public service. While the City's social media sites allow for comments and postings relevant to particular discussions, users shall comply with the posting guidelines listed below. The City reserves the right to remove comments/materials that violate these guidelines.

The City intends all of its social media sites to strengthen the quality of life of its residents and small town character of Louisville. The City does NOT allow and will remove from its social media sites comments/materials that display any of the following content:

- Obscene, profane, explicit, racist, abusive, or hateful content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, veteran status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, political party, or any other status protected by applicable federal, state or local law;
- Sexual content or links to sexual content;
- Campaign related posts of any kind, including links to any sites that are associated with, sponsored by, or serve a candidate for elected office, any political party, or organization supporting or seeking to defeat any candidate for elective office or ballot proposal;
- Commercial solicitations or advertisements, including promotion or endorsement of any financial, commercial, or nongovernmental agency;

- Potentially defamatory or libelous, personal attacks, threats, harassment, insults, or language inciting violence;
- Content that infringes on copyrighted or trademarked material;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; and
- Private or personal materials published without consent.

The City reserves the right to ban or block a user from the interactive spaces of City social media sites for multiple violations of these Use Guidelines. Users of City social media sites participate at their own risk, taking personal responsibility for their comments, username, and any information provided. Except for comments by an account administrator, any comment posted on a City social media site is the opinion of the poster only and does not necessarily reflect the opinions or policies of the City. The City's social media sites should not be used for any official communications to the City (e.g., reporting crimes or dangerous conditions, giving notice required by the City Charter, by ordinance, or by state statute). Official communications should be directed to the appropriate City department for response. Posts made on the City's social media sites concerning public business or quasi-judicial matters will not be added to a public meeting packet or public hearing record.

If an entry includes a link to another website, the City does not verify or endorse the authenticity, accuracy, appropriateness or security of the link, site or content linked thereto. The City urges users to exercise caution when accessing any unfamiliar site.

All posts on the City's social media sites are considered open records under the Colorado Open Records Act and therefore will be open to public inspection. The City reserves the right and may choose to reprint comments/materials posted on its social media sites to other media (e.g., comments/materials to City staff or City Council).

If you have any questions or would like to report a violation of this policy, please contact the City's Public Information Officer by calling 303.335.4528 or emailing [PIO@LouisvilleCO.Gov](mailto:PIO@LouisvilleCO.Gov).

# **City of Louisville User Security Policy Guide**

**Version 1.3**  
**July 20, 2017**

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## Introduction

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The City of Louisville manages information technology security with an emphasis on confidentiality, integrity, and availability. Ensuring confidentiality means keeping all data private from unauthorized individuals or systems. Integrity is the assurance that only appropriate individuals can modify existing data. Finally, availability is achieved with infrastructure that provides reliable accessibility and performance. The City's comprehensive approach to security is focused on protecting each of these key security components.

This document details the City of Louisville's policy on security awareness and compliance as it relates to internal users. This policy applies to all resources that are owned, leased, or used by the City.

For the purposes of this policy, employees include contractors and part-time employees, volunteers as well as full-time staff.

This policy has been developed in an effort to support the City's business objectives and as a way to reduce losses associated with intentional or accidental information disclosure, modification, destruction, or denial of service. All users are responsible for knowing and complying with all components of this policy and must agree to them by signature. Nothing in this policy should be interpreted as limiting the rights and authority of law enforcement criminal or internal affairs investigation.

Questions about the policy should be directed to the City's IT department head.

## 1.0 Virus Protection

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### 1.1 Foundation

Viruses, worms, and Trojan horses are designed to infect, control, and damage computers and networks. They are discovered daily, and each is designed to serve a unique function or purpose. Viruses can spread from a disk, over the network, via email, or in a file, and they can do anything to a system from changing or deleting files to attacking other systems. The purpose of this section is to minimize the risk of these types of threats to City of Louisville workstations, laptops, and servers.

Virus protection software must be installed and maintained on all systems connected to the City of Louisville network.

### 1.2 Requirements

- **1.2.1:** The IT department will install and maintain virus protection software on all machines.
- **1.2.2:** Never open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source. Users should delete these attachments immediately, then “double delete” them by emptying their Trash.
- **1.2.3:** Delete spam, chain, and other junk email without forwarding.
- **1.2.4:** Never download files from unknown or suspicious sources.
- **1.2.5:** Avoid direct disk sharing with read/write access unless there is a business requirement to do so.
- **1.2.6:** Always scan a floppy diskette for viruses before using it.
- **1.2.7:** Contact the IT department if a virus has been detected.

## **2.0 Acceptable Use / Allowed Services**

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### **2.1 Foundation**

This section outlines acceptable use of City of Louisville computing resources, which include resources that are owned, leased, or used by the City. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, additional cost, and legal issues. These rules are in place to protect the City and its employees, as well as its constituents, contractors, vendors, and agents.

### **2.2 Requirements**

#### **2.2.1 General Use and Ownership**

- **2.2.1.1:** All information technology resources, including but not limited to computer equipment, software, Operating Systems, storage media, network accounts providing email, network browsing, and file transfer, are the property of the City of Louisville. These systems are to be used for business purposes in serving the interests of the City, and of the City’s constituents in the course of normal operations.
- **2.2.1.2:** Data jack access is restricted to City of Louisville employees unless approved by IT staff.
- **2.2.1.3:** Employees are not permitted to install or enable additional software, hardware, or services in their environment without the approval of their supervisor. For example, installing a multi-player network game is not permitted due to the possible security implications of such an activity. Supervisors are responsible for consulting with the IT staff for any necessary clarification in this area.
- **2.2.1.4:** Employees should be wary of solicitations by external people and programs to install or activate new functionality on their systems. “Download and install now?” pop-up boxes and the like should not be used without authorization from an employee’s supervisor.
- **2.2.1.5:** The City recommends that users refrain from storing sensitive or vulnerable

information on their computers, unless it is encrypted. For guidelines on encrypting email and documents, users should consult the IT department.

- **2.2.1.6:** For security and network maintenance purposes, authorized individuals within the City of Louisville may monitor equipment, systems, and network traffic at any time.
- **2.2.1.7:** The City reserves the right to audit networks and systems.
- **2.2.1.8:** The City's voice mail system is intended for transmitting business-related information. The City reserves the right to access and disclose all messages sent over the voice mail systems for any purpose.
- **2.2.1.9:** The City of Louisville does not currently support the use of PDAs, palmtops, or similar hand-held personal computers. Such devices may be installed on City computers with preauthorization from the IT department; however, no ongoing support for these devices will be provided by the IT staff.

### **2.2.2 Personal Use**

- **2.2.2.1:** Internet service is provided to City of Louisville employees with the understanding that it is intended for City business purposes. Personal use of the Internet is allowed on a limited basis and with the following guidelines:
  - Before or after work.
  - Limited to 30 minutes per day (timed in 5-minute increments) or less during scheduled work time.
  - Must not disrupt the operation of the City network or networks of other users.
  - Must not interfere with the employees' productivity.
  - No one may solicit, promote, or advertise any outside organization, product, or service through the use of electronic mail or anywhere else on City premises at any time.
- **2.2.2.2:** The City prohibits the display, transmittal, or downloading of material that is in violation of the City of Louisville guidelines or material that is otherwise offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or unlawful.
- **2.2.2.3:** If employees have questions about what personal use might be considered appropriate, they should contact their supervisor. Supervisors are responsible for contacting the IT staff to make an informed decision on any new issues.

### **2.2.3 Unacceptable Use**

The following activities are prohibited; however, employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., system administration staff may have a need to disable the network access of a host if that host is disrupting production services).

City of Louisville employees shall not engage in any activity that is illegal while utilizing City of Louisville-owned resources.

The lists below are by no means exhaustive, but they attempt to provide a framework for activities that fall into the category of unacceptable use.

### **2.2.3.1 System and Network Activities**

The following activities are strictly prohibited:

- **2.2.3.1.1:** Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the City.
- **2.2.3.1.2:** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which the City or the end user does not have an active license.
- **2.2.3.1.3:** Exporting software, technical information, encryption software, or technology in violation of international or regional export control laws. Users should consult the IT staff prior to exporting any material in question.
- **2.2.3.1.4:** Intentionally introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
- **2.2.3.1.5:** Revealing an account password to others or allowing use of an account by others. This includes family and other household members when work is being done at home.
- **2.2.3.1.6:** Attempting to make a network connection to a host in a vendor or affiliate’s network that is not specifically required for City of Louisville business.
- **2.2.3.1.7:** Making fraudulent offers of products, items, or services originating from any City of Louisville account.
- **2.2.3.1.8:** Making statements about warranty, express or implied, unless it is a part of normal job duties.
- **2.2.3.1.9:** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging in to a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forging routing information for malicious purposes.
- **2.2.3.1.10:** Engaging in any activity intended to be retaliatory toward another employee, management, a vendor, constituent, or any outside party.
- **2.2.3.1.11:** Port scanning or security scanning of City of Louisville systems, vendor systems, or of any third- party systems.
- **2.2.3.1.12:** Executing any form of network monitoring that will intercept data not intended for the employee’s host, unless this activity is a part of the employee’s normal job duties.
- **2.2.3.1.13:** Circumventing user authentication or security of any host, network, or account.
- **2.2.3.1.14:** Interfering with or denying service to any user other than on the employee’s host (for example, denial of service attack).
- **2.2.3.1.15:** Using any program/script/command, or sending messages of any kind,

with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via a network.

**2.2.3.1.16:** Providing any information about, or lists of, City of Louisville employees, constituents, or vendors to parties outside the organization.

- **2.2.3.1.17:** Using City of Louisville resources for business purposes not related to the City (e.g., hobby businesses, home businesses, personal businesses, or work for other companies).

## 3.0 Physical Security

---

### 3.1 Foundation

There are several types of physical security risks inherent in the City of Louisville's environment. Direct, physical access to a server provides multiple opportunities for an attacker to circumvent system and network access controls.

Unattended or unaudited physical network access presents a number of opportunities for unauthorized information access and exposure. Additionally, environmental concerns such as excessive heat and moisture can damage or destroy systems and data.

### 3.2 Requirements

- **3.2.1:** Sensitive areas and systems will require access tokens, such as proximity cards, to gain access. Entry and exit time logs will be reviewed in the event of an investigation.
- **3.2.2:** Access will be granted only to authorized personnel. Access will be revoked upon inappropriate use, security breach, or employee termination.
- **3.2.3:** Unauthorized personnel are not allowed entry to City of Louisville offices, communications and utility facilities, data centers, etc. Non-City of Louisville parties performing maintenance on facilities must be escorted and monitored by City of Louisville staff. Additionally, resources that are not exclusively owned or operated by the City of Louisville, such as shared telco entrance facilities, require escort and monitoring by City of Louisville staff. All non-City of Louisville parties must have a work plan approved by the IT staff prior to commencing work.
- **3.2.4:** Unused/inactive network connections will remain in a restricted-access state. Areas such as conference rooms and community access areas should also have network connections restricted when not in use. Activation of restricted ports must be approved by the IT staff. Restricted ports will have Internet access only.
- **3.2.5:** Access to community access terminals, such as kiosks, will be isolated from the City of Louisville internal network. Network access granted to the terminals should only remain active during periods of supervision by City of Louisville staff, i.e., business hours.
-

## 4.0 Authentication

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### 4.1 Foundation

As the front line of protection for user accounts, passwords are an important aspect of IT security. Passwords are used for various purposes at the City of Louisville. A poorly chosen password may result in the unexpected compromise of elements of the City of Louisville's network. As such, all City of Louisville employees (including contractors and vendors with access to City of Louisville systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

- **4.1.1:** All accounts, including accounts within major applications, must have a password.
- **4.1.2:** All passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 120 days.
- **4.1.3:** User accounts that have system-level privileges granted through group memberships or other privilege- conveyance programs must have a unique password from all other accounts held by that user.
- **4.1.4:** Passwords must not be inserted into email messages or other forms of electronic communication.
- **4.1.5:** Passwords must be documented and stored in a secure manner.
- **4.1.6:** All passwords must conform to the strong password requirements described below.

### 4.2 Requirements

#### 4.2.1 General Password Construction Requirements

- **4.2.1.1:** Strong passwords have the following characteristics:
  - Contain both upper and lower case characters (e.g., a-z, A-Z).
  - Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&\*()\_+|~- =\{}[]:~<>?,./).
  - Are at least eight alphanumeric characters long.
  - Are not words in any language, slang, dialect, jargon, etc.
  - Are not based on personal information, names of family, etc.
- **4.2.1.2:** Poor, weak passwords have the following characteristics:
  - The password contains fewer than eight characters.
  - The password is a word found in a dictionary (English or foreign).
  - The password is a common usage word such as:
    - Names of family, pets, friends, co-workers, fantasy characters, etc.
    - Computer terms and names, commands, sites, companies, hardware, or software.
    - The words “City of Louisville” or any derivation.
    - Birthdays and other personal information such as addresses and phone numbers.

- Word or number patterns such as aaabbb, zyxwvuts, 123321, etc.
  - Any of the above spelled backwards.
  - Any of the above preceded or followed by a digit (e.g., secret1, 1secret).
- **4.2.1.3:** Passwords should never be written down or stored online. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: “This May Be One Way To Remember” and the password could be: “TmB1w2R!” or “Tmb1W>r~” or some other variation.  
Note: Do not use either of these examples as passwords!

#### **4.2.2 Password Protection Standards**

- **4.2.2.1:** Users should not have the same password for City of Louisville accounts as for non-City of Louisville accounts (e.g., personal ISP account, benefits, etc.).
- **4.2.2.2:** Users must not share City of Louisville passwords with anyone, including administrative assistants or the IT staff. All passwords are to be treated as sensitive, confidential information.
- **4.2.2.3:** The following “do not” list applies to all users:
  - Do not write down your password.
  - Do not reveal a password over the phone.
  - Do not reveal a password in an email message.
  - Do not talk about a password in front of others.
  - Do not hint at the format of a password (e.g., “my family name”).
  - Do not reveal a password on questionnaires or security forms.
  - Do not share a password with family members.
  - Do not reveal a password to co-workers.
  - Do not store passwords on any computer system (including PDAs or similar devices) without being encrypted.
- **4.2.2.4:** If someone demands a password, refer him to this document or have him contact the IT staff.
- **4.2.2.5:** Users should not use the “Remember Password” feature of applications (e.g., Microsoft Outlook).
- **4.2.2.6:** Users are required to change passwords at least once every 120 days.
- **4.2.2.7:** If an account or password is suspected to have been compromised, report the incident to the IT staff and change all passwords.
- 

## **5.0 Ongoing Vigilance**

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### **5.1 Foundation**

The overall security of the City of Louisville, its assets, and ultimately each employee’s position requires daily attention from every member of the staff. The most important thing users can do for the City’s computer security is to remain vigilant and aware of security

issues.

## 5.2 Requirements

In the City of Louisville environment, users should consider the following activities particularly suspicious and contact the IT department:

- Anyone asking for their username and password — ever.
- Email attachments from any user outside the City of Louisville, especially generic messages or attachments with file types other than those they're familiar with.
- Strange files on their computer or the server.
- Strange files or programs on servers.
- Unusual or inconsistent log entries.
- Unexpected application or server failure.
- Significant changes in performance, response time, or usability.

## 6.0 Exception Handling

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### 6.1 Foundation

The key to effective security is to set policy that can be achieved, and to ensure compliance with that policy. The City of Louisville exception handling committee will review and maintain all policy exception requests.

### 6.2 Requirements

- **6.2.1:** All policy exceptions must be reviewed by the City's IT department head and IT staff.
- **6.2.2:** Exceptions must be submitted in writing.
- **6.2.3:** The IT department head and IT staff must approve or deny the policy exception request, and document the decision in writing.
- **6.2.4:** The IT department head and IT staff must annually review all previously granted exceptions and determine whether they still need to stand.
- **6.2.5:** Policy exceptions that have been granted must be available to the appropriate IT staff for viewing and consideration.
- **6.2.6:** The IT department head and IT staff must carefully balance security regulations, risk management, and precedent setting when granting policy exceptions.
- **6.2.7:** Policy exceptions must be only granted based on business need.
- **6.2.8:** Policy exceptions not approved by the IT department head and IT staff will be considered noncompliance and may be subject to disciplinary action.

## 7.0 Email Handling / Restrictions

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## 7.1 Foundation

This section establishes the City of Louisville's terms of the use of email for electronic communications.

The use of email at the City of Louisville is intended as a business tool. It serves as a fast, efficient way to communicate, and it can be used as an appropriate substitute for face-to-face meetings, telephone calls, or internal memorandums.

Email should be treated like any other company record.

### 7.1.3 Email and Confidential Information

Because email is the electronic equivalent of a postcard and anyone can read its contents along the delivery route, the City requires users to follow certain steps when sending confidential information via email.

Confidential information must be encrypted before being sent to users inside or outside of the City network. The use of encryption will be consistent with the City's standards. Users should consult the IT department for information on encryption.

City of Louisville email will not be automatically forwarded to an external destination without approval from the Head of IT. Confidential information will not be forwarded via any means.

Any request for confidential information shall be digitally signed and that signature verifiable. Users transmitting confidential information will digitally sign the message to demonstrate validity and traceability to the recipient. The use of digital signatures will be performed in accordance with the City's encryption standards.

## 7.2 Requirements

- **7.2.1:** Do not forward chain letters.
- **7.2.2:** Do not send messages of a hateful, harassing, or threatening nature.
- **7.2.3:** Do not send messages that support illegal or unethical activities.
- **7.2.4:** Do not send messages of a religious nature.
- **7.2.5:** Do not engage in unauthorized use, or forging, of email header information.
- **7.2.6:** Do not solicit email for any other email address, other than that of the poster's account, with the intent to harass or collect replies.
- **7.2.7:** Do not send unsolicited email originating from within the City's networks of other Internet/intranet/extranet service providers on behalf of, or to advertise, or to slander, any service hosted by the City of Louisville or connected via the City's network.
- **7.2.8:** Remember that email is the electronic equivalent of a postcard and that it should not be used to transmit sensitive information unless that information is encrypted.
- **7.2.9:** City emails must be addressed with an IT-approved email signature that only includes name, title, and contact information.

- **7.2.10:** Postings by employees from a City of Louisville email address to newsgroups, chat rooms, or other broadcast methods should only be made in the course of business duties, and they should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the City.

## 8.0 Information Sensitivity

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### 8.1 Foundation

This section is intended to help City of Louisville employees determine appropriate methods of handling electronic representations of sensitive information. The definition of what is not to be disclosed to the public is determined by the Louisville City Charter and Colorado statutes.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via any electronic means.

Please Note: The impact of these guidelines on daily activity should be minimal.

Questions about the proper classification of a specific piece of information should be addressed to the City Clerk's office. Questions about these guidelines should be addressed to your department head.

### 8.2 Requirements

The requirements below provide details on how to protect sensitive or confidential information; more or less stringent measures of protection may be required depending on the circumstances or the type of information.

- **8.2.1 Access:** Only those individuals (City of Louisville employees and non-employees) designated with approved access.
- **8.2.2 Distribution within City of Louisville:** Approved electronic file transmission methods.
- **8.2.3 Distribution outside of City of Louisville:** Unencrypted electronic distribution of sensitive or confidential information is not recommended.
- **8.2.4 Storage:** Individual access controls are highly recommended for electronic information. Physical security is generally used, and information should be stored in a physically secured computer.
- **8.2.5 Disposal/Destruction:** Strongly encouraged: In specially marked disposal bins on City of Louisville premises; electronic data should be expunged/cleared. Reliably erase or physically destroy media.
- **8.2.6 Penalty for deliberate or inadvertent disclosure:** For illegal acts, employees will be terminated and may be prosecuted. For violations of policy, employees may be terminated and are subject to civil action if the City of Louisville is harmed by the improper disclosure of information.

## 9.0 Application Installation

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## 9.1 Foundation

Each application installed on a City of Louisville computer measurably increases the risk of a security incident on the City's network. Because every application requires hours of maintenance to keep up to date, the City's IT department can support only certain applications. Some applications actually create serious risk to the security of the City's network and are explicitly disallowed.

All systems connected to the City of Louisville network must run only supported operating systems, software, and hardware. Users should contact the IT department if they need to install or use unsupported operating systems, software, or hardware.

## 9.2 Requirement

Users must contact the IT department before installing any applications on their computers.

## 10.0 Use of Personal Devices on the City of Louisville Network

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This section outlines requirements for vendors or other employees using personal devices onto our network.

- City of Louisville IT maintains a private and secure City Data Network. City IT does not allow the use of personal computing devices on the secure City of Louisville network. Exceptions can be requested to this policy directly to the IT Director for consideration. Exceptions may be granted if the following criteria are accepted and agreed upon.
  - There must be a compelling and departmental justification to require the use of a non- City owned and non-City secured device on the internal secured City of Louisville data network. Access may be granted and limited during specific timeframes and disabled at all other times. Explicit security rights shall be granted based on the systems and electronic resources required only. Open access and elevated permissions will not be granted to the entire network. Security credentials shall be provided by the IT Department and will be enabled for auditing.
  - The owner of the personal device will thoroughly read, acknowledge, and abide by the same policies and standards as internal City of Louisville users.
  - The owner of the personal device will maintain enterprise security standards on their personal device and will make the device available for inspection to ensure that the device is being maintained with the following:
    - The device will be password protected and will be screen locked

- when not in use.
- Current security patching and a supported operating system.
- Current Antivirus protection.
- The device will not persistently or temporarily map any City file shares directly to any local or logical drive.
- The device will be set for dynamic IP addressing and will not be maintained with a static IP address.
- Guest users and devices will not create additional user accounts or elevate any user account permissions to any systems without notifying the IT Department.
- No sensitive or confidential electronic City data shall be stored or transferred onto the non-City device without the explicit permission of the IT Department.
- City reserves the right to monitor all non-City owned devices and scan them when they are attached to the City network.
- At all times while connected to the secure City of Louisville network there will be no connections made to other outside networks not
- Network access can be terminated at any time if City of Louisville IT determine that the any of the aforementioned criteria are not being adhered to.

## 11.0 Glossary

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|                                    |                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3DES encryption</b>             | A block cipher formed from the Data Encryption Standard (DES) cipher by using it three times.                                                                                                                                                                                                                                       |
| <b>802.11</b>                      | IEEE 802.11, the Wi-Fi standard, denotes a set of Wireless LAN/WLAN standards developed by working group 11 of the IEEE LAN/MAN Standards Committee (IEEE 802). The term 802.11x is also used to denote this set of standards; 802.11b was the first widely accepted wireless networking standard, followed by 802.11a and 802.11g. |
| <b>AES encryption</b>              | Encryption using the Advanced Encryption Standard.                                                                                                                                                                                                                                                                                  |
| <b>Asymmetric cryptosystem key</b> | Also known as public-key cryptography. A system that requires one key for encryption and a different key for decryption. A user sends out his encryption key (public key) to allow other users to send him encrypted messages. He uses his decryption key (private key) to decrypt the messages he receives.                        |
| <b>Blowfish encryption</b>         | A keyed, symmetric block cipher used for encryption.                                                                                                                                                                                                                                                                                |

|                                 |                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cable modem</b>              | A modem designed to operate over cable TV lines, which provide much greater bandwidth than telephone lines and therefore allow for much faster Internet access speeds.                                                                                                                                                                                                  |
| <b>CDPD</b>                     | Stands for Cellular Digital Packet Data, a data transmission technology developed for use on cellular phone frequencies. CDPD uses unused cellular channels in the 800- to 900-MHz range to transmit data in packets, offering data transfer rates of up to 19.2 Kbps, quicker call setup, and better error correction than using modems on an analog cellular channel. |
| <b>Denial of service attack</b> | A type of attack on a network that is designed to bring the network down by flooding it with useless traffic.                                                                                                                                                                                                                                                           |
| <b>DES encryption</b>           | Encryption using the Data Encryption Standard.                                                                                                                                                                                                                                                                                                                          |
| <b>Digital signature</b>        | A digital code that can be attached to an electronically transmitted message that uniquely identifies the sender. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who he claims to be.                                                                                                   |
| <b>DSL</b>                      | Stands for Digital Subscriber Line. A technology for bringing high- bandwidth information to homes and small businesses over ordinary copper telephone lines.                                                                                                                                                                                                           |
| <b>DSSS</b>                     | Stands for direct-sequence spread program. One of two types of spread spectrum radio, often used for “wireless broadband” connections.                                                                                                                                                                                                                                  |
| <b>Email bomb</b>               | A type of denial-of-service attack in which a person’s email address is flooded with messages until the computer crashes. It usually involves subscribing the victim to thousands of mailing lists.                                                                                                                                                                     |
| <b>Encryption</b>               | The translation of data into a secret code. Encryption is the most effective way to achieve data security. Reading an encrypted file requires access to a secret key or passphrase that enables decryption.                                                                                                                                                             |

|                                    |                                                                                                                                                                                                                                                                           |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Executable file</b>             | A file that contains computer instructions in a form that it can act upon. Unlike source files, executable files cannot be read by humans. To transform a source file into an executable file, it needs to be passed it through a compiler or assembler.                  |
| <b>Forged Routing Information</b>  | Routing information that has been falsely inserted into the network, much like an impersonator.                                                                                                                                                                           |
| <b>IDEA</b>                        | Encryption using the International Data Encryption Algorithm.                                                                                                                                                                                                             |
| <b>encryption</b>                  | Short for IP Security, a set of protocols developed by the IETF to support secure exchange of packets at the IP layer. IPsec has been deployed widely to implement Virtual Private Networks.                                                                              |
| <b>IPSec</b>                       |                                                                                                                                                                                                                                                                           |
| <b>ISDN</b>                        | Stands for integrated services digital network, an international communications standard for sending voice, video, and data over digital telephone lines or normal telephone wires.                                                                                       |
| <b>LAN</b>                         | Stands for Local Area Network, a computer network that spans a relatively small area such as a single building or group of buildings.                                                                                                                                     |
| <b>LEA</b>                         | Stands for Lightweight Extensible Authentication Protocol, a proprietary wireless LAN authentication method developed by Cisco Systems.                                                                                                                                   |
| <b>P</b>                           | Stands for Lightweight Directory Access Protocol, a set of protocols for accessing information directories.                                                                                                                                                               |
| <b>LDA</b>                         | Use of a sniffer, a device attached to a network that monitors data traveling over that network, for an unauthorized purpose such as intercepting passphrases. A sniffer consists of a hardware device that records data and a software program that interprets the data. |
| <b>P</b>                           |                                                                                                                                                                                                                                                                           |
| <b>Network sniffing</b>            | Enables users to sign-on to their intranet and access other web applications without being asked for their login credentials again; also referred to as single sign-on.                                                                                                   |
| <b>Pass-Through Authentication</b> | Creating false packet content with the specific intent to violate security measures.                                                                                                                                                                                      |
| <b>Packet</b>                      | Stands for Personal digital assistants, handheld devices that were originally designed as personal organizers, but now commonly are also phones that can also connect to the                                                                                              |

|                                     |                                                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>spoofing</b>                     | Internet.                                                                                                                                                                                                                             |
| <b>PDA</b>                          | A type of denial-of-service attack in which the network interface is flooded, forcing it to crash and automatically reboot, thus dropping all connections. Until the rebooting process is complete, all services will be unavailable. |
| <b>Ping flood</b>                   | A program that grants special rights or access to a user, such as those held by the “Administrator” (Windows) or “root” (Unix/Linux) accounts.                                                                                        |
| <b>Privilege conveyance program</b> | A block cipher that has a variable block size (32, 64 or 128 bits), key size (0 to 2040 bits), and number of rounds (0 to 255).                                                                                                       |
| <b>RC5 encryption</b>               |                                                                                                                                                                                                                                       |
| <b>RSA encryption</b>               | An algorithm for public-key encryption.                                                                                                                                                                                               |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SSH</b>                        | Stands for Secure Shell (SSH), sometimes known as Secure Socket Shell. A Unixbased command interface and protocol for securely getting access to a remote computer. It is widely used by network administrators to control Web and other kinds of servers remotely. SSH is actually a suite of three utilities - slogin, ssh, and scp - that are secure versions of the earlier network utilities, rlogin, rsh, and rcp. |
| <b>Security breach</b>            | Any unauthorized access to an organization's computing resources, for example using someone else's username and passphrase or exploiting a defect in a system's security to modify files on a server.                                                                                                                                                                                                                    |
| <b>Software patch</b>             | A temporary fix to a program bug. A patch is an actual piece of object code that is inserted into (patched into) an executable program.                                                                                                                                                                                                                                                                                  |
| <b>Symmetric cryptosystem key</b> | A shared secret key used by the sender and receiver of an encrypted item. Examples of this type of encryption system include AES, DES, RC5, IDEA, and Blowfish.                                                                                                                                                                                                                                                          |
| <b>Trojan horse</b>               | A piece of malicious software embedded in some "normal" piece of software, designed to fool the user into thinking that it is benign.                                                                                                                                                                                                                                                                                    |
| <b>Twofish encryption</b>         | A symmetric key block cipher with a block size of 128 bits and key sizes up to 256 bits; related to the earlier block cipher Blowfish.                                                                                                                                                                                                                                                                                   |
| <b>User authentication</b>        | The process of determining whether a user is, in fact, who he claims to be. In private and public computer networks (including the Internet), authentication is commonly done through the use of logon passphrases.                                                                                                                                                                                                      |
| <b>VPN</b>                        | Stands for Virtual Private Network. A means by which certain authorized individuals (such as remote employees) have secure access to an organization's intranet via an encrypted point-to-point connection.                                                                                                                                                                                                              |
| <b>Virus</b>                      | A string of computer code that attaches itself to another computer program; once attached, it replicates by using the program's resources to make copies of itself and attach them to other programs.                                                                                                                                                                                                                    |
| <b>Worm</b>                       | A program or algorithm that replicates itself over a computer network and usually performs malicious actions, such as using up the computer's resources and possibly shutting the system down.                                                                                                                                                                                                                           |

# City of Louisville User Security Policy Guide

## 12.0 Acknowledgement

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I have read this policy and understand that violation of any the terms of this policy will be subject to administrative regulation.

---

Name (Please Print)

---

Louisville Email Address

---

Signature

---

Date



## **Volunteer Policy (Revised July 2013)**

The City will conduct criminal background investigations on all persons 18 years of age and older who volunteer on behalf of the City in positions that deal with vulnerable populations such as children and senior citizens. Volunteer positions subject to background investigations include but are not limited to, Library volunteers, Parks and Open Space Volunteers, Recreation & Senior Services volunteers, and coaches or assistant for any sports program such as hockey, soccer, or basketball. The City will conduct background investigations on returning volunteers on a bi-annual basis. Volunteers will be required to provide their social security number to Human Resources as a means in conducting the background investigation.

Volunteers who deal with non-vulnerable populations, and who are always supervised or paired with a City Staff member, and/or the volunteer work is performed in a group setting, are considered low risk. Low risk volunteers shall provide two adult, non-relative references for consideration by the City. Appropriate references include current or previous employers, neighbors, and/or clergy members. City staff members overseeing this group of volunteers may conduct the background checks and clear them with Human Resources prior for approval.

Persons under the age of 18 years shall provide two adult, non-relative references for consideration by the City. Appropriate references may include teachers, neighbors, or previous or current employers. References may be conducted by the City staff member overseeing the volunteer.

A City Volunteer application and background investigation shall be complete and cleared by Human Resources before any volunteer begins with the City in a volunteer position.

Background investigation reports are confidential and shall not be disclosed to the public unless the City is required by law to disclose the report. Human Resources shall maintain records of the background investigation reports.

Criminal Background checks include the following:

- Multi-state Criminal Database Check
- National Sex Offender Registry
- Colorado All County and District Court check

### Standards

The City may reject a volunteer applicant or discharge a volunteer for any reason or no reason at all. The City may reject a volunteer applicant or discharge a volunteer if a background investigation reveals an arrest, conviction or pending charge for any the

following:

- Sexual Assault on Adult or Child
- Domestic Violence Charge
- Crimes of Violence
- Any crime against at-risk adults or at-risk juvenile as prescribed by the Colorado Criminal code
- Any crime involving a weapon
- Theft
- Drug Charges
- Any pattern of criminal behavior
- Any pattern of DUI (driving under the influence) or DWAI (driving while ability impaired) related offenses.
- Any other crime which, in the City's determination, would make the applicant or volunteer undesirable for the volunteer position.

In addition, the city may reject a volunteer applicant or discharge a volunteer if the applicant or volunteer provides any material false information on a volunteer application.

#### Communications

Human Resources will contact the supervisor of the volunteer position to let them know the status of the background check. Either human Resources or the supervisor will contact the volunteer regarding the City's determination to reject or discharge the applicant/volunteer. The City will provide any applicant or volunteer who is rejected or discharged as a result of background investigation information on how to obtain the report and contact information for the reporting agency. Determinations to reject an applicant or discharge a volunteer as a result of the criminal background investigation report are final.



## **Uniform and Clothing Allowance Policy and Record Keeping (Updated July 2013)**

**This policy applies to non-public safety employees only.**

*Eligible employment status:*

- *Full-Time Employees(selected positions)*
- *Benefited Part-Time Employees (pro-rated benefit and selected positions)*
- *Part-Time Employees(pro-rated benefit and selected positions)*
- *Seasonal Employees (pro-rated benefit and selected position)*

### Policy

The City may furnish uniforms, clothing and/or equipment. All uniforms, clothing and/or equipment provided by the City for employees are the property of the City and, if required, shall be returned to the City upon an employee's separation from employment. Failure to return City property upon an employee's separation from the City will result in a cash deduction from his or her final paycheck in an amount determined by the City to be equivalent to the replacement cost of such clothing and/or equipment.

Employees who purchase safety boots or are provided the uniform allowance, within the last 30 days of employment, will be required to reimburse the City for those expenses. The reimbursement for boots or uniform allowance will be deducted from the employee's final paycheck

Some clothing may be considered a taxable fringe benefit and will be reflected on the employee's W-2, other than 7K Exempt employees as provided by law.

### Taxability Information

Per IRS regulations, in order for employer-provided clothing to be considered a uniform and therefore not a taxable benefit the following criteria must be met:

1. Employees must be required to wear uniforms as a condition of employment,
2. Uniforms should not be adaptable for general usage as ordinary clothing.

Shirts, jackets, and other outer-wear with City logos; uniforms provided through a rental program, and OSHA approved safety footwear, do meet the above IRS regulations and therefore will not be considered a taxable benefit.

### Safety Boot Allowance and Safety Equipment *(updated January 2024)*

The City will provide a safety boot allowance of up to \$225, for one pair of boots, for full time benefited employees on an annual basis or as needed to be determined by supervisor. Seasonal employees will be provided a \$75 boot allowance on an annual basis. If the cost exceeds the maximum amount, the employee will be responsible for the difference via payroll deduction.

Safety equipment such as work gloves, protective eyewear, hearing protection, hard hat or baseball cap for sun protection, reflective safety vests, coveralls, etc. will be provided by the City. Safety equipment shall be returned to the City upon separation of employment unless an exception is made in writing.

### Uniform Allowance

Jeans, shorts, and other clothing that could be adapted for general usage as ordinary clothing are a taxable benefit. The City may provide a Uniform Allowance to employees on an annual basis for the purchase of jeans, shorts, and other adaptable clothing. Clothing purchased with the Uniform Allowance, shall become the property of the employee.

The Uniform Allowance will typically be provided to employees during the first quarter of the year in coordination with the Supervisor, the Human Resources staff, and the Finance Staff. The allowance may vary by Department based on annual appropriation of departmental budgets.

It is the employee's responsibility to see that he/she comes to work dressed safely and appropriately for the job function he/she is performing that day.

### Uniform Inventory and Record Keeping

Each Division Manager shall keep complete, accurate and current records on each employee. The records shall indicate what items were issued to each employee as well as the date they were issued. The records are to be kept on file for a period of seven (7) years.

# **Appendix A**

## **City of Louisville Home Rule Charter**

## **City of Louisville Home Rule Charter**

For a complete copy of the City of Louisville Home Rule Charter, visit the City's web site at [www.louisvilleco.gov](http://www.louisvilleco.gov) and click on the "Government" tab and then on the "Home Rule Charter" option.

# **Appendix B**

## **Organization Charts**

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Employees can obtain the most current Organization Charts in the City Share Drive under Y:\City Manager's Office\Organizational Charts.

# **Appendix C**

## **Public Involvement Policy**

## City of Louisville Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

### Guiding principles for public involvement

- **Inclusive not Exclusive** - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.
- **Voluntary Participation** - The process will seek the support of those participants willing to invest the time necessary to make it work.
- **Purpose Driven** - The process will be clearly linked to when and how decisions are made. These linkages will be communicated to participants.
- **Time, Financial and Legal Constraints** - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.
- **Communication** - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- **Adaptability** - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.
- **Access to Information** - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.
- **Access to Decision Making** - The process will give participants the opportunity to influence decision making.
- **Respect for Diverse Interests** - The process will foster respect for the diverse values, interests and knowledge of those involved.
- **Accountability** - The process will reflect that participants are accountable to both their constituents and to the success of the process.
- **Evaluation** - The success and results of the process will be measured and evaluated.

## **Roles and Responsibilities Council**

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties.

Council must ultimately meet the needs of the entire community— including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

## **City Staff and Advisory Boards**

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- in all public involvement activities fostering long-term relationships based on respect and trust;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and
- being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

## **All Participants (Proponents, Opponents, Public, Council, Advisory Boards and Staff)**

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively consider everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.