



Wellington Fire Protection District REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District will be called to order at approximately 4:00 PM. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549 on **February 8, 2023**. Please contact our administrative office for social distancing guidelines or additional attendance accommodations. **Zoom Meeting information is listed below.**

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

Any member or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Guests or Presentations

Consent Agenda

- Regular Board Meeting Minutes for January 11, 2023

Chief's Report

District Business

1. **Monthly Financial Report**
 - i. Balance Sheet
 - ii. Reconciled Cash Balances
 - iii. Profit & Loss Report
 - iv. Income & Expense by Month
 - v. Monthly Disbursements
 - vi. Twelve-Month Cash Flow Report
2. Discussion Item: WFPD Board By-laws
3. Discussion Item: Fire Chief Performance Evaluation Process
4. Discussion Item: Employee Handbook Revision

Other

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

Calendar Items

Next Board Meeting – March 8th, 2023, at Station 16

Adjournment

Zoom Meeting Information

Wellington Fire Protection District is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82884978970?pwd=eU85K0N4aytlQnplaGtGT21HTGxkZz09>

Meeting ID: 828 8497 8970

Passcode: 443852

One tap mobile

+17209289299,,82884978970#,,,,*443852# US (Denver)

+13017158592,,82884978970#,,,,*443852# US (Washington DC)

Dial by your location

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+1 301 715 8592 US (Washington DC)

Meeting ID: 828 8497 8970

Passcode: 443852

Find your local number: <https://us02web.zoom.us/j/82884978970?pwd=eU85K0N4aytlQnplaGtGT21HTGxkZz09>

Agenda Posted to www.wfpd.org & at 8130 3rd St by Michael Patterson on 2/03/2023 @ 12:00 PM



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately 4:00 PM, on **January 11, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call *DIRECTORS PRESENT – PETTIT, MEYERS, GAITER, SARNO*
DIRECTORS ABSENT – PIERSON – M/S SARNO/GAITER to accept Director Pierson's absence as excused as he had notified President Pettit in advance of his inability to attend. Voice votes unanimous; motion approved.

Additions/Deletions to the Agenda - *None*

Conflicts of Interest - *None*

Correspondence - *None*

Public Comment

Any member or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

None

Guests or Presentations - *None*

Consent Agenda

- Regular Board Meeting Minutes for December 14, 2022

M/S PETTIT/GAITER to APPROVE the Consent Agenda. Voice votes unanimous; motion approved.

Chief's Report

Chief Patterson provided a brief update:

- *Thank JVG Staff Dominic, Sara, Ben and Gabe for assistance throughout 2022*
 - *Budget filing completed with Larimer Co 12/15/2022*
 - *DOLA filing in progress. Final review of submission completed*
 - *Updated chart of accounts now rolling into Bill and reporting next month*
- *New career FF hired & began 1/9/23 – Jael Morgan*
- *Career FF Recruitment closed Sunday, January 8th. Reviewing applications now*
- *2023 annual training calendar kicked off last week – staff developed, and content created*
- *Call Volume Reports*
 - *2021 – 1,133 incidents 67% EMS, 3% Fire, 28% other, +12% over prior year*
 - *2022 – 1,135 incidents 62% EMS, 7% Fire, 31% other, 0% over prior year*



Wellington Fire Protection District

District Business

- 1. Monthly Financial Report**
 - i. Balance Sheet**
 - ii. Reconciled Cash Balances**
 - iii. Profit & Loss Report**
 - iv. Income & Expense by Month**
 - v. Monthly Disbursements**
 - vi. Twelve-Month Cash Flow Report**

Dominic Filosa from JVG presented the financial report and answered questions.

M/S GAITER/MEYERS to ACCEPT the Monthly Financial Report. Voice votes unanimous; motion approved.

- 2. Discussion and Possible Action: FY 2022 Financial Audit Engagement Letter**

M/S MEYERS/GAITER to EXECUTE the audit engagement letter authorizing Haynie & Company to perform the 2022 Financial Audit. Voice votes unanimous; motion approved.

- 3. Discussion and Possible Action: 2023 Sworn Wage Scale Adoption**

Staff presented to the Board for approval, a proposed wage scale for all sworn line positions based upon the Board-approved 2023 Operating Budget.

M/S PETTIT/GAITER to APPROVE the proposed 2023 Sworn Wage Scale which reflected an approximately 3% Cost of Living Adjustment increase to the Firefighter and Fire Engineer ranks hourly rate effective January 8, 2023. Voice votes unanimous; motion approved.

- 4. Regular Board and Pension Meeting Calendar and Designated Notice of Meetings Posting Location for 2023**

M/S PETTIT/GAITER to ADOPT the District's official website as the official designated notice of meeting posting and to approve the proposed meeting calendar for 2023. Voice votes unanimous; motion approved.



Wellington Fire Protection District

5. Discussion Item: WFPD Board By-laws

A copy of the current WFPD District Bylaws was included in the Board Packet for review and potential discussion by the Board.

M/S PETTIT/MEYERS to TABLE any discussion on suggested updates to the By-laws until the February 8th, 2023, Regular Board Meeting, and to bring any suggestions for edits or revisions to the meeting for discussion. Voice votes unanimous; motion approved.

Other

Director Gaiter inquired about the process for conducting the Fire Chief's performance review. Chair Pettit indicated that the current evaluation form would be shared with all Board members for review.

Director Gaiter inquired about the District's process for notifying the community about the Board of Directors election process in May, 2023. Staff and Board discussed 2022 process and plan for 2023.

Director Gaiter inquired about the District Board's ability to charge for services delivered prior to ambulance arrival on EMS calls. Board and staff discussed our service model based upon tax receivables and the process involved with creating and operating a per-patient billing system for services rendered by the District.

Director Gaiter shared her views on individual Board Members fiduciary responsibility and other Board members discussed and shared their thoughts.

Calendar Items

Staff planning on presenting redlined version of Employee Handbook for initial Board presentation and review.

Next Board Meeting – February 8th, 2023, at Station 16

Adjournment

M/S MEYERS/PETTIT to ADJOURN the meeting at approximately 5:21 PM. Voice votes unanimous; motion approved.



Wellington Fire Protection District

Monthly Financial Report

Monthly Financial Report – January 2023

Attached are the following for your information and review:

1. Balance Sheet as of January 31, 2023.
2. Summary of reconciled cash balances on January 31, 2023.
3. Income Statement of Revenues and Expenditures for January 2023, including budget to actual and year-to-date balances.
4. Fixed assets additions and disposals for FY 23
5. January 2023 Check Detail Report.
6. 12-Month Cash Flow.

Key points:

- Revenue for the month of January is \$31,849, which is under budget by \$21,711.
 - Tax Revenue is under budget by \$31,006, which is driven by lower collection for the month.
 - Service Fee Revenue is over budget by \$13,558.
- Expenses for the month of January are \$173,122, which is \$50,492 under budget.
 - Personnel Expenses are under budget by \$17,104, driven by lower salaries and wages and associated benefits costs.
 - Managerial Expenses are under budget by \$11,530, driven by lower county treasurer fees and timing of insurance expenses.
 - Vehicles & Equipment Expenses are under budget by \$9,803, driven by lower vehicle maintenance costs than anticipated.

Please contact the Finance Director for any questions or concerns regarding this report.

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
CASH-CAPITAL FUND			
107.400 · Town Impact Fees-PW-3768	18,891.94	61,623.47	-42,731.53
107.500 · County Impact Fees-PW-3818	22,022.37	22,002.28	20.09
107.600 · FNBO Town Impact Fees - 9432	200,000.00	200,000.00	0.00
Total CASH-CAPITAL FUND	240,914.31	283,625.75	-42,711.44
CASH - GENERAL FUND			
107.000 · Operating - Points West - 5485	-9,719.36	86,744.27	-96,463.63
107.200 · Money Market - Points West 3800	69.93	17,364.92	-17,294.99
Total CASH - GENERAL FUND	-9,649.43	104,109.19	-113,758.62
Total Checking/Savings	231,264.88	387,734.94	-156,470.06
Other Current Assets			
OTHER CURRENT ASSETS			
120.000 · Property Tax Receivable	3,034,451.00	3,034,451.00	0.00
Total OTHER CURRENT ASSETS	3,034,451.00	3,034,451.00	0.00
1-140.0 · Prepaid Expense	36,621.32	28,554.00	8,067.32
1270 · Net Pension Asset	565,608.00	565,608.00	0.00
1275 · Deferred Outflows - Pension	1,048,031.00	1,048,031.00	0.00
Total Other Current Assets	4,684,711.32	4,676,644.00	8,067.32
Total Current Assets	4,915,976.20	5,064,378.94	-148,402.74
Other Assets			
FIXED ASSETS			
150.100 · Land	729,490.00	729,490.00	0.00
150.200 · Buildings and Improvements	2,841,483.00	2,841,483.00	0.00
150.300 · Fire Equipment	3,066,072.00	3,066,072.00	0.00
150.900 · Accumulated Depreciation	-3,084,612.00	-3,084,612.00	0.00
Total FIXED ASSETS	3,552,433.00	3,552,433.00	0.00
Total Other Assets	3,552,433.00	3,552,433.00	0.00
TOTAL ASSETS	8,468,409.20	8,616,811.94	-148,402.74
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
ACCOUNTS PAYABLE	1,158.28	13,679.78	-12,521.50
Total Accounts Payable	1,158.28	13,679.78	-12,521.50
Credit Cards			

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
2201 · Vectra Bank Colorado	3,947.10	0.00	3,947.10
Total Credit Cards	3,947.10	0.00	3,947.10
Other Current Liabilities			
Payroll Liabilities			
2100 · Payroll Liabilities	66,195.18	67,457.46	-1,262.28
2101 · FIT Payable	0.00	10,580.00	-10,580.00
2102 · SS Taxes Payable	0.00	834.92	-834.92
2103 · Medicare Taxes Payable	0.00	2,719.04	-2,719.04
2105 · 457 Plan Payable	0.00	-41.19	41.19
2110 · Colorado Withholding	0.00	3,808.00	-3,808.00
2120 · Colorado Unemployment	2,505.35	2,208.61	296.74
2130 · FPPA Employer Share	0.00	95.81	-95.81
2140 · FPPA Employee Share	-0.10	0.00	-0.10
2160 · Health And Dental (Pre-Tax)	-4,650.59	-10,309.39	5,658.80
2170 · End Leave Payout	90,298.60	92,316.44	-2,017.84
Payroll Liabilities - Other	0.00	3,972.86	-3,972.86
Total Payroll Liabilities	154,348.44	173,642.56	-19,294.12
2022 · FNBO - Line Of Credit	0.00	455,027.00	-455,027.00
2023 · SH of Colorado - Hwy 1	72,924.00	142,424.00	-69,500.00
2024 · Larimer Cty Impact Fees for Hwy	386,280.00	386,280.00	0.00
2111 · Direct Deposit Liabilities	0.00	15.00	-15.00
220.100 · Deferred Property Tax Revenue	3,034,451.00	3,034,451.00	0.00
2250 · Accrued Interest Payable	6,981.00	6,981.00	0.00
2270 · Net Pension Liab	873,465.00	873,465.00	0.00
2275 · Deferred Inflows - Pension	1,464,399.00	1,464,399.00	0.00
Total Other Current Liabilities	5,992,848.44	6,536,684.56	-543,836.12
Total Current Liabilities	5,997,953.82	6,550,364.34	-552,410.52
Long Term Liabilities			
8.24700 · Loan Payable			
2350 · Bunker Gear Loan	66,207.23	87,046.68	-20,839.45
2360 · Station Alerting System Loan	70,158.62	92,030.84	-21,872.22
2370 · Fire Truck Refurb	72,158.06	106,445.47	-34,287.41
Total 8.24700 · Loan Payable	208,523.91	285,522.99	-76,999.08
Total Long Term Liabilities	208,523.91	285,522.99	-76,999.08
Total Liabilities	6,206,477.73	6,835,887.33	-629,409.60
Equity			
EQUITY			
300.050 · Reserved Cont.	42,360.00	42,360.00	0.00
300.100 · Fund Balance - Undesignated	1,314,455.00	1,314,455.00	0.00
300.150 · Reserved For Capital Outlay	1,316,815.00	1,316,815.00	0.00
300.200 · Fund Balance - Restricted	1,398,769.00	1,398,769.00	0.00
300.300 · Investment in Fixed Assets	2,883,430.00	2,883,430.00	0.00

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
 As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
Total EQUITY	6,955,829.00	6,955,829.00	0.00
1.399.9 · RETAINED EARNINGS	-4,552,624.12	-4,951,418.74	398,794.62
Net Income	-141,273.41	-223,485.65	82,212.24
Total Equity	2,261,931.47	1,780,924.61	481,006.86
TOTAL LIABILITIES & EQUITY	8,468,409.20	8,616,811.94	-148,402.74

Wellington Fire Protection District
Summary of Reconciled Cash Balances
 Period Ending 01/31/23

	Points West Operating - 5485 1/31/2023	Points West Money Market - 3800 1/31/2023	Points West Town Impact Fees - 3768 1/31/2023	Points West County Impact Fees - 3818 1/31/2023	FNBO Town Impact Fees - 9432 1/31/2023
Beginning Balance	112,887.68	32,258.55	18,886.22	22,015.70	200,000.00
Cleared Transactions					
Checks and Payments	(169,666.44)	(49,300.00)			
Deposits and Credits	64,025.00	17,111.38	5.72	6.67	
Total Cleared Transactions	<u>(105,641.44)</u>	<u>(32,188.62)</u>	<u>5.72</u>	<u>6.67</u>	<u>-</u>
Cleared Balance	<u>7,246.24</u>	<u>69.93</u>	<u>18,891.94</u>	<u>22,022.37</u>	<u>200,000.00</u>
Uncleared Transactions					
Checks and Payments	(16,965.60)		-	-	-
Deposits and Credits		-		-	-
Total Uncleared Transactions	<u>(16,965.60)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Register Balance as of 01/31/23	<u>(9,719.36)</u>	<u>69.93</u>	<u>18,891.94</u>	<u>22,022.37</u>	<u>200,000.00</u>

Wellington Fire Protection District
Profit & Loss Budget Performance
January 2023

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Tax Levy Revenue	17,123.99	48,130.00	-31,006.01	17,123.99	48,130.00	-31,006.01	3,262,825.00
Non Tax Levy Revenue	14,725.00	5,430.00	9,295.00	14,725.00	5,430.00	9,295.00	215,200.00
Total Income	31,848.99	53,560.00	-21,711.01	31,848.99	53,560.00	-21,711.01	3,478,025.00
Gross Profit	31,848.99	53,560.00	-21,711.01	31,848.99	53,560.00	-21,711.01	3,478,025.00
Expense							
Personnel Costs	161,152.68	178,257.00	-17,104.32	161,152.68	178,257.00	-17,104.32	2,359,636.00
Buildings & Land	1,920.21	6,026.00	-4,105.79	1,920.21	6,026.00	-4,105.79	72,400.00
Vehicles & Equipment	138.77	9,942.00	-9,803.23	138.77	9,942.00	-9,803.23	119,247.00
Communication & IT	1,269.52	4,518.00	-3,248.48	1,269.52	4,518.00	-3,248.48	54,117.00
Travel & Training & Oper Supp	0.00	4,184.00	-4,184.00	0.00	4,184.00	-4,184.00	65,182.00
Managerial Expenses	7,994.75	19,525.00	-11,530.25	7,994.75	19,525.00	-11,530.25	253,165.00
Fire Prevention	646.47	325.00	321.47	646.47	325.00	321.47	3,823.00
Capital Outlay	0.00	837.00	-837.00	0.00	837.00	-837.00	10,000.00
Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	154,873.00
Total Expense	173,122.40	223,614.00	-50,491.60	173,122.40	223,614.00	-50,491.60	3,092,443.00
Net Ordinary Income	-141,273.41	-170,054.00	28,780.59	-141,273.41	-170,054.00	28,780.59	385,582.00
Net Income	-141,273.41	-170,054.00	28,780.59	-141,273.41	-170,054.00	28,780.59	385,582.00

Wellington Fire Protection District Profit & Loss Budget Performance January 2023

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Tax Levy Revenue							
4010 · PROPERTY TAXES	11.22	33,115.00	-33,103.78	11.22	33,115.00	-33,103.78	3,062,704.00
4013 · Tax Rebate Payment	0.00	-1,190.00	1,190.00	0.00	-1,190.00	1,190.00	-14,269.00
4011 · DELQ TAX & INTEREST	25.35			25.35			
4012 · SPECIFIC OWNERSHIP	17,087.42	16,205.00	882.42	17,087.42	16,205.00	882.42	214,390.00
Total Tax Levy Revenue	17,123.99	48,130.00	-31,006.01	17,123.99	48,130.00	-31,006.01	3,262,825.00
Non Tax Levy Revenue							
4014 · WILDLAND FIREFIGHTING	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00
4016 · SERVICE FEES	14,725.00	1,167.00	13,558.00	14,725.00	1,167.00	13,558.00	14,000.00
4017 · MISCELLANEOUS	0.00	413.00	-413.00	0.00	413.00	-413.00	5,000.00
4018 · DONATIONS	0.00	2,087.00	-2,087.00	0.00	2,087.00	-2,087.00	25,000.00
4019 · GRANTS	0.00	1,763.00	-1,763.00	0.00	1,763.00	-1,763.00	21,200.00
Total Non Tax Levy Revenue	14,725.00	5,430.00	9,295.00	14,725.00	5,430.00	9,295.00	215,200.00
Total Income	31,848.99	53,560.00	-21,711.01	31,848.99	53,560.00	-21,711.01	3,478,025.00
Gross Profit	31,848.99	53,560.00	-21,711.01	31,848.99	53,560.00	-21,711.01	3,478,025.00
Expense							
Personnel Costs							
5010 · Salaries and Wages	114,219.09	121,825.00	-7,605.91	114,219.09	121,825.00	-7,605.91	1,577,416.00
5020 · Wildland Salaries	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
5025 · District Board Compensation	400.00	1,000.00	-600.00	400.00	1,000.00	-600.00	12,000.00
5030 · Overtime	12,297.14	8,750.00	3,547.14	12,297.14	8,750.00	3,547.14	105,000.00
5040 · Vacation Pay/Sick Pay	0.00	1,663.00	-1,663.00	0.00	1,663.00	-1,663.00	20,000.00
5060 · Volunteer & Reserve Pay	350.00	598.00	-248.00	350.00	598.00	-248.00	7,176.00
5110 · Employer Taxes	2,386.92	3,983.00	-1,596.08	2,386.92	3,983.00	-1,596.08	47,807.00
5120 · Workers Compensation	5,158.33	5,000.00	158.33	5,158.33	5,000.00	158.33	60,021.00
5210 · Health, Dental & Visions Ins	8,236.29	11,613.00	-3,376.71	8,236.29	11,613.00	-3,376.71	139,400.00
5220 · Other Employee Benefits	0.00	3,124.00	-3,124.00	0.00	3,124.00	-3,124.00	37,499.00
5230 · FPPA Expense	14,192.02	15,717.00	-1,524.98	14,192.02	15,717.00	-1,524.98	203,487.00
5240 · 457 Expense	2,363.13	4,057.00	-1,693.87	2,363.13	4,057.00	-1,693.87	48,684.00
5260 · Uniform Expense	1,469.75	750.00	719.75	1,469.75	750.00	719.75	9,000.00
5270 · Awards & Recognition	80.01	177.00	-96.99	80.01	177.00	-96.99	2,146.00
Total Personnel Costs	161,152.68	178,257.00	-17,104.32	161,152.68	178,257.00	-17,104.32	2,359,636.00
Buildings & Land							
6010 · Utilities	1,684.23	3,950.00	-2,265.77	1,684.23	3,950.00	-2,265.77	47,400.00
6020 · Station Supplies	0.00	413.00	-413.00	0.00	413.00	-413.00	5,000.00
6030 · Building Repairs & Maintenance	235.98	1,663.00	-1,427.02	235.98	1,663.00	-1,427.02	20,000.00
Total Buildings & Land	1,920.21	6,026.00	-4,105.79	1,920.21	6,026.00	-4,105.79	72,400.00

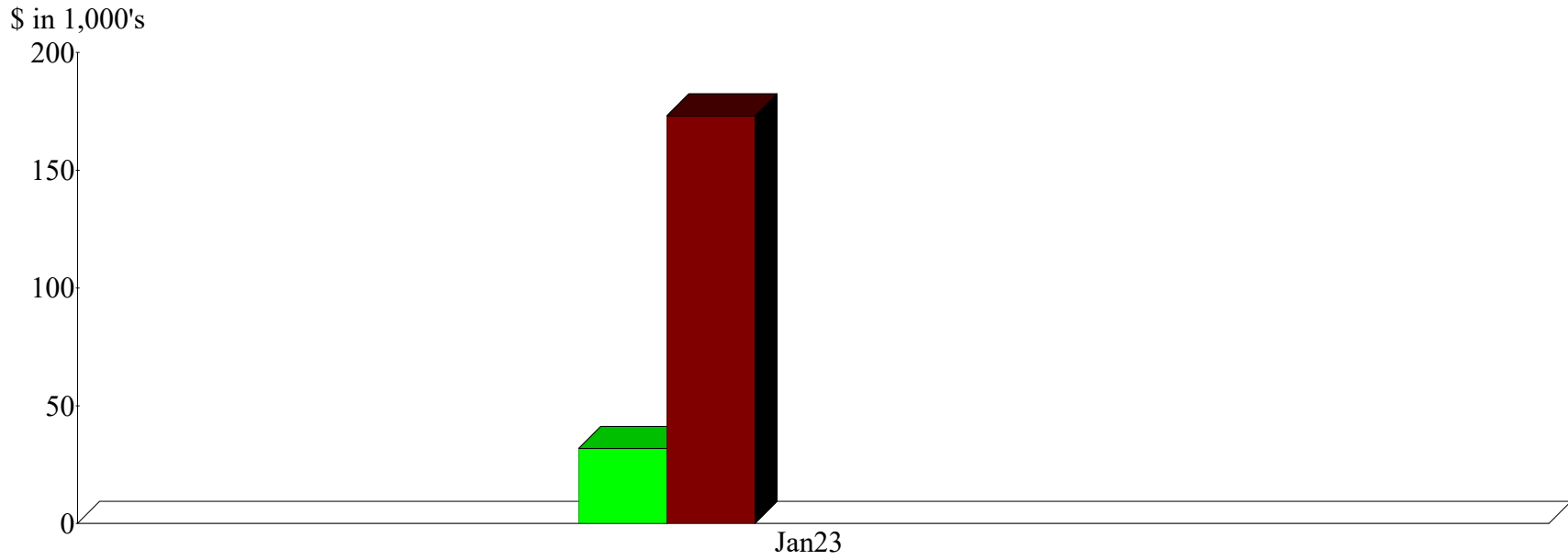
Wellington Fire Protection District Profit & Loss Budget Performance January 2023

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
Vehicles & Equipment							
6110 · Firefighting Equipment	0.00	500.00	-500.00	0.00	500.00	-500.00	6,000.00
6120 · Fuel Expense	0.00	2,250.00	-2,250.00	0.00	2,250.00	-2,250.00	27,000.00
6130 · EMS Supplies	21.77	500.00	-478.23	21.77	500.00	-478.23	6,000.00
6140 · Vehicles Repairs & Maintenance	117.00	5,424.00	-5,307.00	117.00	5,424.00	-5,307.00	65,022.00
6150 · EMS & Firefighting Equip Maint	0.00	413.00	-413.00	0.00	413.00	-413.00	5,000.00
6160 · Small Equipment	0.00	18.00	-18.00	0.00	18.00	-18.00	225.00
6170 · PPE	0.00	837.00	-837.00	0.00	837.00	-837.00	10,000.00
Total Vehicles & Equipment	138.77	9,942.00	-9,803.23	138.77	9,942.00	-9,803.23	119,247.00
Communication & IT							
6210 · I.T. Expenses	1,269.52	2,973.00	-1,703.48	1,269.52	2,973.00	-1,703.48	35,654.00
6220 · Radio Maintenance	0.00	212.00	-212.00	0.00	212.00	-212.00	2,500.00
6230 · Dispatch	0.00	1,208.00	-1,208.00	0.00	1,208.00	-1,208.00	14,463.00
6240 · Computer Equip & Maintenance	0.00	125.00	-125.00	0.00	125.00	-125.00	1,500.00
Total Communication & IT	1,269.52	4,518.00	-3,248.48	1,269.52	4,518.00	-3,248.48	54,117.00
Travel & Training & Oper Supp							
6310 · Health & Safety	0.00	2,337.00	-2,337.00	0.00	2,337.00	-2,337.00	28,000.00
6320 · Wildland Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
6330 · Training & Seminars	0.00	1,250.00	-1,250.00	0.00	1,250.00	-1,250.00	15,000.00
6340 · Medical Training	0.00	557.00	-557.00	0.00	557.00	-557.00	6,682.00
6350 · Firefighter Rehab	0.00	40.00	-40.00	0.00	40.00	-40.00	500.00
Total Travel & Training & Oper Supp	0.00	4,184.00	-4,184.00	0.00	4,184.00	-4,184.00	65,182.00
Managerial Expenses							
7010 · Office Supplies	0.00	154.00	-154.00	0.00	154.00	-154.00	1,890.00
7015 · Postage & Printing	30.49	0.00	30.49	30.49	0.00	30.49	0.00
7020 · Accounting & Finance	6,500.00	6,500.00	0.00	6,500.00	6,500.00	0.00	90,000.00
7025 · Legal Expenses	0.00	837.00	-837.00	0.00	837.00	-837.00	10,000.00
7030 · Professional Fees	377.00	625.00	-248.00	377.00	625.00	-248.00	7,500.00
7040 · Leases	0.00	163.00	-163.00	0.00	163.00	-163.00	2,000.00
7050 · Fees/Dues/Subscriptions	438.95	743.00	-304.05	438.95	743.00	-304.05	8,960.00
7060 · Payroll Processing Fees	616.09	650.00	-33.91	616.09	650.00	-33.91	7,800.00
7070 · County Treasurer Fees	0.22	5,438.00	-5,437.78	0.22	5,438.00	-5,437.78	65,256.00
7080 · Bank Service Charges	32.00	27.00	5.00	32.00	27.00	5.00	282.00
7100 · Insurance Expenses	0.00	2,750.00	-2,750.00	0.00	2,750.00	-2,750.00	33,000.00
7110 · District Board Expenses	0.00	212.00	-212.00	0.00	212.00	-212.00	2,500.00
7120 · Elections Costs	0.00	1,163.00	-1,163.00	0.00	1,163.00	-1,163.00	14,000.00
7130 · Grant Expenses	0.00	263.00	-263.00	0.00	263.00	-263.00	3,200.00

Wellington Fire Protection District
Profit & Loss Budget Performance
January 2023

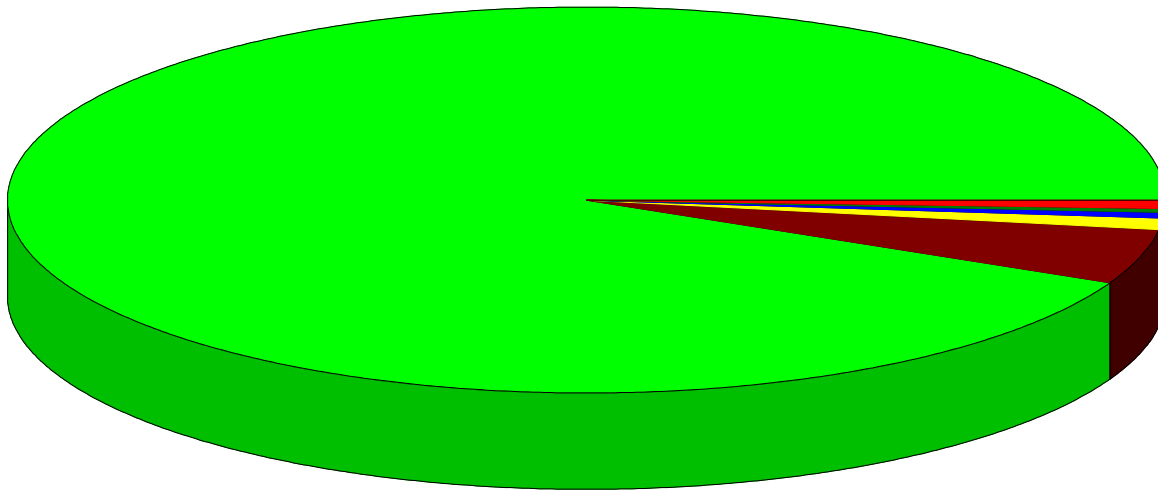
	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget	Annual Budget
7140 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	6,777.00
Total Managerial Expenses	7,994.75	19,525.00	-11,530.25	7,994.75	19,525.00	-11,530.25	253,165.00
Fire Prevention							
6401 · Public Education	0.00	87.00	-87.00	0.00	87.00	-87.00	1,000.00
6402 · Supplies-Enforcement	646.47	238.00	408.47	646.47	238.00	408.47	2,823.00
Total Fire Prevention	646.47	325.00	321.47	646.47	325.00	321.47	3,823.00
Capital Outlay							
7945 · C/O - Communicaiton Equipment	0.00	837.00	-837.00	0.00	837.00	-837.00	10,000.00
Total Capital Outlay	0.00	837.00	-837.00	0.00	837.00	-837.00	10,000.00
Contingencies							
8002 · Contingencies (Funding Reserve)	0.00	0.00	0.00	0.00	0.00	0.00	48,997.00
8003 · Volunteer Pension Contribution	0.00	0.00	0.00	0.00	0.00	0.00	105,876.00
Total Contingencies	0.00	0.00	0.00	0.00	0.00	0.00	154,873.00
Total Expense	173,122.40	223,614.00	-50,491.60	173,122.40	223,614.00	-50,491.60	3,092,443.00
Net Ordinary Income	-141,273.41	-170,054.00	28,780.59	-141,273.41	-170,054.00	28,780.59	385,582.00
Net Income	-141,273.41	-170,054.00	28,780.59	-141,273.41	-170,054.00	28,780.59	385,582.00

Income and Expense by Month
January 2023



Expense Summary
January 2023

Personnel Costs	93.09%
Managerial Expenses	4.76
Buildings & Land	1.11
Communication & IT	0.59
Fire Prevention	0.37
Vehicles & Equipment	0.08
Total	\$173,122.40



By Account

Wellington Fire Protection District Monthly Disbursements As of January 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
CASH-CAPITAL FUND									240,901.92
107.400 · Town Impact Fees-PW-3768									18,886.22
Deposit	01/13/2023			Interest	X	4011 · DELQ TA...	5.72		18,891.94
Total 107.400 · Town Impact Fees-PW-3768							5.72	0.00	18,891.94
107.500 · County Impact Fees-PW-3818									22,015.70
Deposit	01/13/2023			Interest	X	4011 · DELQ TA...	6.67		22,022.37
Total 107.500 · County Impact Fees-PW-3818							6.67	0.00	22,022.37
107.600 · FNBO Town Impact Fees - 9432									200,000.00
Total 107.600 · FNBO Town Impact Fees - 9432									200,000.00
Total CASH-CAPITAL FUND							12.39	0.00	240,914.31
CASH - GENERAL FUND									200,980.46
107.000 · Operating - Points West - 5485									125,484.20
Bill Pmt -Check	01/01/2023	N/A	Senergy Petroleum	# 952717	X	ACCOUNTS PA...		512.86	124,971.34
Bill Pmt -Check	01/01/2023	N/A	Senergy Petroleum	# 952716	X	ACCOUNTS PA...		811.84	124,159.50
General Journal	01/03/2023	2022-0...		BILL 01/03/23 ...	X	1072 · Bill.com ...		6,365.50	117,794.00
Check	01/03/2023	EFT	Intuit	monthly fee for ...	X	6210 · I.T. Expe...		20.00	117,774.00
Deposit	01/11/2023			Deposit	X	-SPLIT-	11,862.00		129,636.00
Bill Pmt -Check	01/11/2023	EFT	Pinnacol Assurance	# 21130138	X	ACCOUNTS PA...		4,832.00	124,804.00
Check	01/11/2023	EFT	Bill.com	Bill.com Monthl...	X	6210 · I.T. Expe...		169.55	124,634.45
Bill Pmt -Check	01/12/2023	N/A	Poudre Valley REA	# 8894001_12.22	X	ACCOUNTS PA...		232.71	124,401.74
Bill Pmt -Check	01/12/2023	N/A	Wex Bank	# 86079203	X	ACCOUNTS PA...		107.00	124,294.74
General Journal	01/12/2023	2022-0...		BILL 01/12/23 ...	X	1072 · Bill.com ...		3,159.11	121,135.63
Bill Pmt -Check	01/13/2023	N/A	AFLAC	# 185463	X	ACCOUNTS PA...		261.14	120,874.49
Bill Pmt -Check	01/13/2023	N/A	Town of Wellington	# 1628.01_11.22	X	ACCOUNTS PA...		64.25	120,810.24
General Journal	01/13/2023	2022-0...		PPE 01.07.2023	X	-SPLIT-		43,001.19	77,809.05
General Journal	01/13/2023	2022-0...		PPE 01.07.2023	X	107.000 · Opera...		11,041.60	66,767.45
Bill Pmt -Check	01/15/2023	N/A	BankCard Center	# 0839_12.22	X	ACCOUNTS PA...		1,705.00	65,062.45
Bill Pmt -Check	01/16/2023	N/A	Century Link	# 97056805428...	X	ACCOUNTS PA...		165.75	64,896.70
Deposit	01/17/2023			Deposit	X	-SPLIT-	520.00		65,416.70
Bill Pmt -Check	01/17/2023	N/A	Pinnacol Assurance	# 21159569	X	ACCOUNTS PA...		326.33	65,090.37
Check	01/17/2023	EFT32...	Rocky Mountain Reser...	Monthly Manag...	X	5210 · Health, D...		218.75	64,871.62
Bill Pmt -Check	01/18/2023	EFT	Pinnacol Assurance	# 21123654	X	ACCOUNTS PA...		217.32	64,654.30
General Journal	01/18/2023	2022-0...		BILL 01/18/23 ...	X	1072 · Bill.com ...		8,535.60	56,118.70
Check	01/19/2023	EFT	Family Support Registry	Confirmation #...	X	2100 · Payroll Li...		85.84	56,032.86
Check	01/19/2023	EFT	Paylocity		X	5110 · Employer...		24.70	56,008.16
Bill Pmt -Check	01/20/2023	EFT	Republic Services	# 0642-000389...	X	ACCOUNTS PA...		199.21	55,808.95
General Journal	01/20/2023	2022-0...		BILL 01/20/23 ...	X	1072 · Bill.com ...		979.69	54,829.26
Check	01/20/2023	EFT	Paylocity	37@ \$10.45 + ...	X	7060 · Payroll Pr...		616.09	54,213.17
Transfer	01/23/2023			Funds Transfer	X	107.200 · Money...	45,000.00		99,213.17
Transfer	01/23/2023			Funds Transfer	X	107.200 · Money...	4,300.00		103,513.17
Check	01/23/2023	EFT	Fire And Police Pension	PPE 01.21.2023	X	-SPLIT-		15,955.49	87,557.68
Deposit	01/24/2023			Deposit	X	4016 · SERVICE...	2,343.00		89,900.68
Bill Pmt -Check	01/25/2023	N/A	Black Hills Energy	# 7868 3317 16...	X	ACCOUNTS PA...		2,031.34	87,869.34
Bill Pmt -Check	01/25/2023	N/A	Anthem Blue Cross & ...	# 048118409911	X	ACCOUNTS PA...		2,226.02	85,643.32
Check	01/27/2023	EFT32...	Fire And Police Pension	PPE 01.21.2023	X	-SPLIT-		16,965.60	68,677.72
General Journal	01/27/2023	2022-0...		PPE 01.21.2023	X	-SPLIT-		44,691.47	23,986.25
General Journal	01/27/2023	2022-0...		PPE 01.21.2023	X	107.000 · Opera...		10,702.05	13,284.20
Bill Pmt -Check	01/30/2023	N/A	Xcel Energy	# 810964245	X	ACCOUNTS PA...		1,494.50	11,789.70
Check	01/31/2023	EFT32...	Family Support Registry	Confirm #750291	X	2100 · Payroll Li...		85.84	11,703.86
Check	01/31/2023	EFT32...	UMB Bank - HSA Tran...	January 2023 ...	X	2160 · Health An...		1,622.28	10,081.58
Total 107.000 · Operating - Points West - 5485							64,025.00	179,427.62	10,081.58
107.200 · Money Market - Points West 3800									32,258.55
General Journal	01/10/2023	2022-0...		December 202...	X	4012 · SPECIFI...	17,098.42		49,356.97
Deposit	01/13/2023			Interest	X	4011 · DELQ TA...	12.96		49,369.93

Wellington Fire Protection District Monthly Disbursements As of January 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Transfer	01/23/2023			Funds Transfer		107.000 · Opera...		45,000.00	4,369.93
Transfer	01/23/2023			Funds Transfer		107.000 · Opera...		4,300.00	69.93
Total 107.200 · Money Market - Points West 3800							17,111.38	49,300.00	69.93
108.000 · Operating - 1st National Bank									43,237.71
Total 108.000 · Operating - 1st National Bank									43,237.71
Total CASH - GENERAL FUND							81,136.38	228,727.62	53,389.22
1072 - Bill.com Money Out Clearing									0.00
Bill Pmt -Check	01/03/2023	Bill.com	Northern Colorado Wa...	https://app02.u...		ACCOUNTS PA...		46.69	-46.69
Bill Pmt -Check	01/03/2023	Bill.com	Century Link	https://app02.u...		ACCOUNTS PA...		569.36	-616.05
Bill Pmt -Check	01/03/2023	Bill.com	Wellington Profession...	https://app02.u...		ACCOUNTS PA...		332.32	-948.37
Bill Pmt -Check	01/03/2023	Bill.com	Northern Colorado Wa...	https://app02.u...		ACCOUNTS PA...		46.69	-995.06
Bill Pmt -Check	01/03/2023	Bill.com	Northern Colorado Wa...	https://app02.u...		ACCOUNTS PA...		46.69	-1,041.75
Bill Pmt -Check	01/03/2023	Bill.com	ICC-	https://app02.u...		ACCOUNTS PA...		323.75	-1,365.50
Bill Pmt -Check	01/03/2023	Bill.com	James Vincent Group*	https://app02.u...		ACCOUNTS PA...		5,000.00	-6,365.50
General Journal	01/03/2023	2022-0...		BILL 01/03/23 ...		107.000 · Opera...	6,365.50		0.00
Bill Pmt -Check	01/12/2023	Bill.com	Employers Council Se...	https://app02.u...		ACCOUNTS PA...		65.00	-65.00
Bill Pmt -Check	01/12/2023	Bill.com	Ken Pettit	https://app02.u...		ACCOUNTS PA...		100.00	-165.00
Bill Pmt -Check	01/12/2023	Bill.com	O'Reilly Auto	https://app02.u...		ACCOUNTS PA...		128.63	-293.63
Bill Pmt -Check	01/12/2023	Bill.com	Larimer County Treas...	https://app02.u...		ACCOUNTS PA...		81.28	-374.91
Bill Pmt -Check	01/12/2023	Bill.com	Mr. Jason Meyers	https://app02.u...		ACCOUNTS PA...		100.00	-474.91
Bill Pmt -Check	01/12/2023	Bill.com	Northern Colorado Wa...	https://app02.u...		ACCOUNTS PA...		46.69	-521.60
Bill Pmt -Check	01/12/2023	Bill.com	David Pierson	https://app02.u...		ACCOUNTS PA...		100.00	-621.60
Bill Pmt -Check	01/12/2023	Bill.com	Employers Council Se...	https://app02.u...		ACCOUNTS PA...		312.00	-933.60
Bill Pmt -Check	01/12/2023	Bill.com	Wellington Profession...	https://app02.u...		ACCOUNTS PA...		311.55	-1,245.15
Bill Pmt -Check	01/12/2023	Bill.com	Bomgaars	https://app02.u...		ACCOUNTS PA...		61.96	-1,307.11
Bill Pmt -Check	01/12/2023	Bill.com	Concentra/GeneralCar...	https://app02.u...		ACCOUNTS PA...		152.00	-1,459.11
Bill Pmt -Check	01/12/2023	Bill.com	First Responder Trau...	https://app02.u...		ACCOUNTS PA...		1,500.00	-2,959.11
Bill Pmt -Check	01/12/2023	Bill.com	Steve Sarno	https://app02.u...		ACCOUNTS PA...		100.00	-3,059.11
Bill Pmt -Check	01/12/2023	Bill.com	Christine Gaiter	https://app02.u...		ACCOUNTS PA...		100.00	-3,159.11
General Journal	01/12/2023	2022-0...		BILL 01/12/23 ...		107.000 · Opera...	3,159.11		0.00
Bill Pmt -Check	01/18/2023	Bill.com	ICC-	https://app02.u...		ACCOUNTS PA...		1,021.00	-1,021.00
Bill Pmt -Check	01/18/2023	Bill.com	Lyons Gaddis	https://app02.u...		ACCOUNTS PA...		585.60	-1,606.60
Bill Pmt -Check	01/18/2023	Bill.com	Lyons Gaddis	https://app02.u...		ACCOUNTS PA...		244.00	-1,850.60
Bill Pmt -Check	01/18/2023	Bill.com	ICC-	https://app02.u...		ACCOUNTS PA...		185.00	-2,035.60
Bill Pmt -Check	01/18/2023	Bill.com	James Vincent Group*	https://app02.u...		ACCOUNTS PA...		6,500.00	-8,535.60
General Journal	01/18/2023	2022-0...		BILL 01/18/23 ...		107.000 · Opera...	8,535.60		0.00
Bill Pmt -Check	01/20/2023	Bill.com	O'Reilly Auto	https://app02.u...		ACCOUNTS PA...		117.00	-117.00
Bill Pmt -Check	01/20/2023	Bill.com	iHeartMedia	https://app02.u...		ACCOUNTS PA...		551.14	-668.14
Bill Pmt -Check	01/20/2023	Bill.com	Wellington Profession...	https://app02.u...		ACCOUNTS PA...		311.55	-979.69
General Journal	01/20/2023	2022-0...		BILL 01/20/23 ...		107.000 · Opera...	979.69		0.00
Total 1072 - Bill.com Money Out Clearing							19,039.90	19,039.90	0.00
TOTAL							100,188.67	247,767.52	294,303.53

Wellington Fire Protection District



Fiscal Year Begins: Jan-23

Twelve-Month Cash Flow

Wellington Fire Protection District

	Beginning	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Monthly Average	Overview
Cash Summary															
Cash on Hand (beginning of month)	378,844	378,844	231,265	656,139	1,056,923	1,261,033	1,319,086	1,735,597	1,845,867	1,692,333	1,519,955	1,329,639	1,148,552	1,181,269	
Cash Available (on hand + receipts, before cash out)	378,844	410,693	879,500	1,453,643	1,509,394	1,542,447	2,021,888	2,069,405	1,916,225	1,743,847	1,553,886	1,372,799	1,329,540	1,483,605	
Cash Position (end of month)	378,844	231,265	656,139	1,056,923	1,261,033	1,319,086	1,735,597	1,845,867	1,692,333	1,519,955	1,329,639	1,148,552	244,001	1,170,032	
Cash Receipts															
Tax Levy Revenue		17,111	493,801	793,070	448,037	276,980	698,368	329,374	65,924	47,080	29,497	38,029	25,554	271,902	
Non-Tax Levy Revenue		14,737	4,434	4,434	4,434	4,434	4,434	4,434	4,434	4,434	4,434	5,131	155,434	17,934	
Line of Credit		0	150,000	0	0	0	0	0	0	0	0	0	0	12,500	
Total Cash Receipts		31,849	648,235	797,504	452,471	281,414	702,802	333,808	70,358	51,514	33,931	43,160	180,988	302,336	
Cash Paid Out															
Disbursements		179,428	223,361	246,720	248,361	223,361	286,291	223,538	223,892	223,892	224,247	224,247	537,744	255,424	
Repayment of LOC, Property Taxes and Impact Fees		0	0	150,000	0	0	0	0	0	0	0	0	547,795	58,150	
Total Cash Paid Out		179,428	223,361	396,720	248,361	223,361	286,291	223,538	223,892	223,892	224,247	224,247	1,085,539	313,573	
		(Actual)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	(Budget)	





EMPLOYEE HANDBOOK

Effective: August 10, 2022



IMPORTANT NOTICE²

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THE [EMPLOYER] EMPLOYEE HANDBOOK (“HANDBOOK”) CONTAINS IMPORTANT INFORMATION THAT IS APPLICABLE TO ALL [EMPLOYER] EMPLOYEES, INCLUDING ORGANIZATION-WIDE POLICIES, WORK RULES AND GUIDELINES, BENEFITS, AND OTHER INFORMATION ABOUT WORKING AT [EMPLOYER]. THE HANDBOOK INCLUDES ALL THE APPENDICES ATTACHED TO IT. THE HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH [EMPLOYER] AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF [EMPLOYER]’S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. ALL [EMPLOYER] EMPLOYEES SHOULD BE FAMILIAR WITH THE CONTENTS OF THE HANDBOOK AS WELL AS ALL UPDATES AND/OR MODIFICATIONS TO THE HANDBOOK THAT ARE ISSUED BY [EMPLOYER].

THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT PRIOR PRACTICES, ORAL OR WRITTEN REPRESENTATIONS OR STATEMENTS (INCLUDING POLICY STATEMENTS) ISSUED PRIOR TO THIS HANDBOOK. NO ORAL STATEMENTS OR OTHER REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK.

EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, [EMPLOYER] RESERVES THE RIGHT TO REVISE, DELETE OR ADD TO ANY OR ALL THE INFORMATION CONTAINED IN THIS HANDBOOK, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS AT [EMPLOYER]. THESE CHANGES MAY OCCUR, AT ANY TIME, WITH OR WITHOUT NOTICE. AMENDMENTS TO THIS HANDBOOK WILL BE DISTRIBUTED TO ALL [EMPLOYER] EMPLOYEES.

THE INFORMATION IN THIS HANDBOOK IMPOSES NO LEGALLY ENFORCEABLE OBLIGATIONS ON [EMPLOYER].

ALL NON-UNIONIZED EMPLOYEES AT [EMPLOYER] ARE AT-WILL. NEITHER THE EMPLOYEE NOR [EMPLOYER] IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EITHER THE EMPLOYEE OR [EMPLOYER] HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON, WITHOUT ANY PROCEDURE OR FORMALITY.

THE LANGUAGE USED IN THIS HANDBOOK, AND THE POLICIES, RULES AND GUIDELINES HEREIN ARE NOT A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF [EMPLOYER], OTHER THAN THE CEO HAS THE AUTHORITY TO ENTER INTO SUCH AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND EMPLOYEE.

AN EMPLOYEE HANDBOOK CANNOT ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE [EMPLOYER] EMPLOYEE HANDBOOK, EMPLOYEES WHO HAVE

² Replaced with our language to acknowledge unionized employees. Insert appropriate information at brackets.
Wilmington Fire Protection District Employee Handbook
August 5, 2021

QUESTIONS SHOULD TALK WITH THEIR DIRECTOR, MANAGER, SUPERVISOR OR FOREMAN OR WITH A REPRESENTATIVE OF THE [EMPLOYER] HUMAN RESOURCES DEPARTMENT.

VIOLATION OF ANY [EMPLOYER] POLICY, PROCEDURE, RULES OR OTHER GUIDELINES, CONSTITUTES GROUNDS FOR TERMINATION OR OTHER DISCIPLINARY ACTION AT [EMPLOYER]'S SOLE DISCRETION.

FOR UNIONIZED EMPLOYEES, WHERE THE HANDBOOK CONFLICTS WITH THE COLLECTIVE BARGAINING AGREEMENT, THE COLLECTIVE BARGAINING AGREEMENT WILL PREVAIL.

Deleted: IMPORTANT NOTICE

¶
THIS HANDBOOK SETS FORTH THE RULES, POLICIES, PROCEDURES, AND BENEFITS FOR THE WELLINGTON FIRE PROTECTION DISTRICT ("DISTRICT"). THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE DISTRICT BOARD HAS THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE THIS HANDBOOK, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE DISTRICT ANY TIME WITHOUT NOTICE, SUBJECT ONLY TO THE REQUIREMENTS OF APPLICABLE LAW. THE RULES, POLICIES, PROCEDURES AND BENEFITS CONTAINED IN THIS HANDBOOK SUPERSEDE ALL PRIOR DISTRICT RULES, POLICIES, PROCEDURES AND BENEFITS DEALING WITH SIMILAR SUBJECT MATTER.¶

¶
EACH DISTRICT EMPLOYEE IS AN "AT WILL" EMPLOYEE.¶

¶
THIS HANDBOOK APPLIES TO ALL EMPLOYEES. THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NOTWITHSTANDING ANY

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Section 1⁴

DEFINITIONS AND GENERAL STATEMENTS

A. Definitions.

1. **Administrative Employee(s).** A District employee who is not employed directly in fire protection (suppression) activities or emergency medical services.
2. **Administrative Member(s).** District members who are not involved directly in fire protection (suppression) activities or emergency medical services.
3. **Applicable Law.** All federal, state and local constitutional, statutory and common laws, rules, regulations, ordinances, codes and protocols that apply directly or indirectly to the District and/or its Directors, Officers, members, agents or representatives.
4. **Board.** The District's Board of Directors, comprised of five elected officials, which serves as the governing body.
5. **Communications Systems.** The District's communications and messaging systems, including but not limited to, personal desktop and laptop computers, server(s), telephones, handheld electronic devices, electronic storage devices, pagers, facsimiles, cellular telephones, radios, internet, and intranet.
6. **Designee.** A member or other person to whom the Fire Chief has delegated or assigned a specific duty, responsibility or activity.
7. **District.** The Wellington Fire Protection District, a Special District of the State, and a unit of local government.
8. **District Apparatus.** All fire apparatus, vehicles or other motorized machinery capable of movement that the District owns, leases or controls.
9. **District Premises.** All buildings, offices, facilities, grounds, parking lots, places, District Apparatus, and equipment that the District owns, leases or controls.
10. **Emergency.** Any unforeseen event capable of or actually causing property damage, personal injury or loss of life.
11. **Employee(s).** Any individual hired and compensated by the District on either a full-time or part-time basis. The term "employee(s)" includes Part-Time Firefighter/EMT-Bs, or Firefighter/Paramedics unless expressly excluded by use of the term "full-time employee(s)". The term "employee(s)" does not include directors, independent contractors, and volunteers.

⁴ ~~Can this section be moved to the back of the handbook so EEO information is first, to indicate the important of the EEO and Harassment policies?~~

12. **FLSA.** The Fair Labor Standards Act, 29 U.S.C. § 201 *et seq.* and the federal regulations interpreting or implementing the FLSA, 29 C.F.R. Part 500 *et seq.*

13. **Fire Chief.** The District's Fire Chief, hired by, serving at the pleasure of, and acting under the direction of, the Board. The Fire Chief is the Chief Executive Officer and Commander in Chief, and is responsible for implementing all District rules, and the effective and efficient operation/administration of all aspects of the District.
14. **Illegal Drug(s).** Any substance that is illegal in the United States under any applicable law, or any substance defined as a controlled substance in C.R.S. §12-22303, *et seq.* and the Controlled Substances Act, 21 U.S.C. §801, *et seq.*, and the federal regulations interpreting and implementing the Controlled Substances Act, which is being possessed, sold or used illegally.
15. **Job Description.** The written standard of minimum qualifications, duties and responsibilities of each member position and rank.
16. **Line-Employee(s).** A District employee who performs fire protection (suppression) activities and/or emergency medical service. The term "line-employee(s)" includes Part-Time Firefighter/EMT/ and Paramedics, unless expressly excluded by use of the term "full-time employee(s)."
17. **Line-Member(s).** A line-employee, or a volunteer who performs fire protection (suppression) activities and/or emergency medical services.
18. **Member(s).** A District employee, or a volunteer or any other individual who voluntarily provides services to the District for charitable, humanitarian or educational purposes without promise or intent of receiving, and who does not receive, compensation as defined by the FLSA.
19. **Officer.** A member who serves as a Lieutenant, Captain, Assistant Fire Chief, Fire Chief, and/or other ranks designated by the Fire Chief, including line- members temporarily acting in such positions.
20. **Part-Time Employee(s).** A District administrative employee who regularly works less than 40 hours each week. A part-time employee is not eligible to receive any fringe benefits other than workers' compensation insurance, and unemployment compensation insurance, if eligible. The term "part-time employee(s)" does not include Part-Time Firefighter/EMT-Bs.
21. **Part-Time Firefighter/EMT/Paramedic.** A shift-based employee who participates as a Part-Time Firefighter/EMT/Paramedic who regularly works less than 40 hours each week. A Part-Time Firefighter/EMT/Paramedic is eligible to receive workers' compensation, unemployment compensation insurance; v a c a t i o n and PTO at a reduced amount.
22. **Full-Time Firefighter/EMT/Paramedic.** A shift-based employee who participates as a Full-Time Firefighter who regularly works 48 hours each week. A full-Time Firefighter is eligible to participate in the Statewide Defined Benefit Program through FPPA, health insurance through a designated plan accepted by the District Board, receive vacation and PTO, workers' compensation, and unemployment compensation insurance.

23. **Posts.** Messages sent through or placed on Social Media websites by users, whether in the form of emails, “status updates”, “wall” messages, tweets, diary entries, instant messages, web log (or “blog”) entries, photographs, videos, *etc.*
24. **Rule(s).** A written or oral rule, policy, practice, or procedure established by the Board, whether or not physically incorporated into this Handbook, or an SOG established by the Fire Chief, or Chief’s designee.
25. **Shall, Must, and May.** “Shall” and “Must” mean mandatory. “May” means permissible.
26. **Social Media.** Websites hosted by individuals or entities on which individuals and entities communicate by posting information, sending emails and/or otherwise sharing data including, but not limited to, all forms of on-line community activities, such as on-line social networks, message boards, conversation pages, photo sharing websites, and chat rooms, Wikis such as Wikipedia and any other site where text can be posted, Facebook, My Space, Friendster, personal blogs (i.e., BlogSpot, CafePress, etc.), Photobucket, Flickr, YouTube, Twitter, Yahoo, Google (including Google Docs, Gmail and other applications). This definition also applies to new forms of communication that may arise in the future.
27. **Standard Operating Guidelines (SOGs).** Written orders issued by the Fire Chief, or Chief’s designee to implement this Handbook or other District rules and to administer the District efficiently and effectively, consistent with the authority granted by the Board and applicable law.
28. **Temporary Employee.** An individual who has been hired for a specific period (such as a summer) on a full-time or part-time basis, not to exceed **1,560 hours** in a calendar year.
29. **Volunteer(s).** An individual who participates in the District’s Volunteer Firefighter Program.
30. **Reserve(s).** An individual that participates in the District’s Reserve Firefighter Program.
31. **Work Period.** The period established by the Board pursuant to the FLSA for the purpose of calculating and paying overtime to non-exempt line-employees. The District’s work period for line-employees is 26 consecutive days.
32. **Workweek.** A period of 7 consecutive 24-hour periods (168 hours) established by the Board pursuant to the FLSA for the purpose of calculating and paying overtime to non-exempt administrative employees. The District’s workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
33. **You(r).** All District members, except where the context indicates the term is intended to apply to a more limited group, such as employees, or volunteers.

B. The District's Goals and Purposes.

The District's goals and purposes are to provide fire prevention, fire suppression, hazardous materials response, rescue, disaster preparedness, ambulance, and emergency medical services to its citizens and property, persons conducting business in or traveling through the District, and areas outside the District through intergovernmental agreements, to the extent allowed by applicable law.

By providing the foregoing services, the District will help preserve human life and prevent human injury, suffering, or discomfort and the destruction of property from fire, medical crisis, hazardous materials incidents, storm, flood or other natural or manmade disasters. This Handbook is intended to implement and promote the District's goals and purposes and shall be applied and interpreted accordingly.

C. Your Duty to Know and Comply with All Rules and to Use Good Judgment.

You are responsible for knowing and complying with this Handbook and demonstrating good judgment at all times. If you have a question about a rule, ask your Fire Chief, or Chief's designee for clarification before taking any action that could violate the rule. If a rule applies, it must be followed. If there is no rule, ask your Fire Chief, or Chief's designee how to proceed. If there is not time to ask your Fire Chief, or Chief's designee, you must use good judgment (*i.e.*, "do what is right, and do it the right way."). Do not apply a rule to a situation in a manner that causes another rule or applicable law to be ignored or violated.

D. SOGs.

The Fire Chief, or Chief's designee may supplement this Handbook with SOGs. SOGs enable the Fire Chief to efficiently administer the District consistent with the authority granted by the Board and applicable law, and to implement Board rules. If there is a conflict between this Handbook and an SOG, follow this Handbook.

E. Emergency Suspension of Rules.

The Board, the Fire Chief, or Chief's designee may suspend or modify any rule to meet the demands of an emergency.

F. Amendments.

The Board has the right to adopt, amend or rescind any rule or benefit at any time. Any modification of this Handbook may be made only by formal action of a majority of the Board, reflected in the official records of the Board. No member or agent of the Board is authorized to modify any rule or benefit by agreement, practice, or otherwise. Regardless whether an amendment is physically incorporated into this Handbook, it takes effect immediately upon adoption, unless the Board indicates otherwise.

G. Safety Policy.

The District strives to establish and maintain safe working conditions for its members and to protect its members and the general public from injury or property damage. You must exercise good judgment in performing work assignments in a safe manner at all times. If you have a question about the safety of or hazards to members or the public, you must contact your Fire Chief, or Chief's designee immediately. You must report an unsafe practice or condition to your Fire Chief, or Chief's designee immediately.

You must maintain complete familiarity with, and at all times obey, all District safety rules and all applicable laws relating to safety. If you have a question about a safety rule or applicable law, you must contact your Fire Chief, or Chief's designee immediately. You must attend all safety meetings, equipment demonstrations, workshops, and other safety programs required by the District.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to the Captain on shift.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the District's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

H. The Board's Reservation of Power and Authority.

Nothing in this Handbook shall be deemed an irrevocable delegation of any express or implied power or authority of the Board. The Board expressly reserves to itself all express and implied powers or authority vested in it by applicable law. The Board may at any time take any action required or permitted by this Handbook, including but not limited to hiring, terminating, and imposing corrective or disciplinary action against any member.

Section 2

EMPLOYMENT SERVICE POLICIES

A. Equal Employment/Opportunity/Unlawful Harassment

The District prohibits unlawful discrimination and provides equal employment and service opportunities to all applicants and employees without regard to race (including traits historically associated with race, such as hair texture and length, protective hairstyles)⁵, color, religion, creed, national origin, ancestry, gender, military status, age 40 and over, disability, sexual orientation, gender identity, gender expression, genetic information, or membership or other status in any other group protected by applicable law. This policy applies to all terms and conditions of employment/service, including but not limited to hiring/appointment, transfer, promotion, demotion, termination, lay-off, leaves of absence, compensation and training. Every effort shall be made to ensure that all employment decisions, programs and personnel actions are administered in conformity with the principle of equal employment opportunity. Employees are responsible for supporting these objectives and implementing this policy. Employees must assist in promoting a workplace environment free of illegal harassment or discrimination.

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Deleted: This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

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The Fire Chief, or the Chief's designee is the District's Equal Employment Opportunity Coordinator. The EEO Coordinator is responsible for maintaining the necessary programs, records, and reports to comply with all employment-related federal, state, or local laws. The EEO Coordinator or their designee is available to receive directly any claim of illegal discrimination, harassment, or retaliation.⁶

B. Americans with Disabilities Act (ADA) and Religious Accommodation

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

Pregnancy, Childbirth and Related Medical Conditions.⁷

Moved (insertion) [1]

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

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

The District may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Fire Chief, or Chief's designee.

⁵ This CROWN Act language is now required in Colorado

⁶ We suggest putting this information in an EEO Harassment Section: see sample language pasted in below.

⁷ Moved from below to the Accommodation section and away from the harassment section

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

EEO Harassment

The Organization strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

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

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C. Sexual Harassment Prohibited.

All employees are expected to conduct themselves in a professional and businesslike manner at all times.

The District prohibits 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:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
 - a. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
 - b. 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.
 - c. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

D. No Apparent Authority.

Regardless of title or position, no District member, including but not limited to Officers and Fire Chief, or Chief's designees, and no District Director has the authority (express, actual, apparent or implied) to unlawfully harass or discriminate against a member or any other person. This policy applies while on the job or during any District-related activity.

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E. Procedure for Reporting Illegal Harassment or Discrimination.

1. Mandatory Reporting.

Employees must report immediately any unlawful harassment or discrimination to which you are subjected or which you observe. The chain of command shall not be followed. Instead, employees must report the incident directly to the EEO Coordinator. If the report involves the EEO Coordinator, you must report the harassment or discrimination to the Fire Chief. If the report involves the Fire Chief, you must report the harassment or discrimination to the Board President. If the report involves the Board President, the employee must report the harassment or discrimination to the EEO Coordinator.⁸ If the report concerns sexual harassment, the employee may request that a person of the same gender be provided to receive your report. The District prohibits any member from subjecting you to retaliatory action for reporting illegal harassment or discrimination.

2. Confidentiality.

Information concerning a complaint of illegal harassment or discrimination will be treated as confidentially as practicable under the specific circumstances.

3. Investigation.

Once a report of harassment or discrimination is made, the District will investigate and take corrective action.

4. Resolution.

After the facts have been determined, the complaining party and the accused will be advised of the results of the investigation. If the investigation substantiates the complaint, corrective action will be taken, up to and including termination of employment.

5. Retaliation.

⁸ This is a lot of people who could potentially get involved with a complaint. We recommend having two, one male and one female, so employees can go to whoever they are most comfortable with. Having many people take complaints can affect the consistency with which these situations are dealt with.

An employee shall not be retaliated against for reporting illegal harassment or discrimination, or for cooperating with or participating in any investigation of illegal harassment or discrimination. Employees must immediately report retaliation in the same manner as a complaint of illegal harassment or discrimination in accordance with Section 2(E)(1), above.

F.

G. No Absolute Right of Work Stoppage or Slowdown.

The lack of fire services results in loss and devastation. Your commitment to public service and professional ethics requires you to carry out assignments as directed. For these reasons, and in accordance with applicable law, you do not have the absolute right to engage in any work stoppage or slowdown; nor do you have the absolute right to refuse to work for any reason. You may be subject to discipline for engaging in, or attempting to engage in, such conduct to the extent your conduct is not authorized by applicable law.

H. Personnel and Confidential Records.

The District keeps a personnel file as a record of your employment. If you want to look at the District's personnel file or discuss it with someone, contact the Fire Chief, or Chief's designee.

You may review the personnel file in the presence of the Fire Chief, or Chief's designee at a time established by the Fire Chief, or Chief's designee. No material may be removed from a personnel file; provided, however, that authorized personnel may access and organize records in the personnel file in the performance of their duties. This rule does not prohibit the disclosure of information in the personnel file when legally required. You may request a copy of the District's personnel file in writing. Copying costs permitted by applicable law will apply.

You are responsible for immediately notifying the District's administrative offices of any change in address, telephone number, work status, marital status, or military status, change of the name or telephone number of the person to be notified in case of emergency, any change in driver's license status, and any change in insurance records. You also are responsible for providing the District with records concerning any licenses or certificates required for the performance of your job, and any documents showing that education or training required for the position has been completed.

I. Terminating Your Employment.

1. **Notice.**
You may terminate your employment at any time without prior notice to the District.⁹
2. **Return of District Property - Failure to Return Reduces Final Pay.**
You must return all District property on or before the last day of work.
3. **Final Pay.**
Final pay will be processed in accordance with the District's normal payroll procedures.¹⁰

Moved up [1]: Pregnancy, Childbirth and Related Medical Conditions.¶

¶
Pregnancy Accommodation:¶
¶
Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.¶
¶
Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the District will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations.¶
¶
The District may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Fire Chief, or Chief's designee.¶
¶
The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

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Deleted: In order to avoid disruption of its emergency services, the District would appreciate exempt employees giving at least four weeks' notice. The District would appreciate all other employees giving at least two weeks' notice.

⁹ Requesting a set notice period for employees resigning erodes at will. Suggest deleting this.

¹⁰ If an employee resigns, their final pay can be done on the next regularly scheduled check. If they are terminated, you must provide their final check immediately.

J. Hiring, Appointment and Promotion of Members.

1. Eligibility.

State law prohibits a District Director from also being a District employee. Accordingly, you must resign your employment upon being elected to a Director position. In addition, a Director is not eligible to apply for employment with the District. A Director must resign their position prior to applying for employment with the District.

The Board has determined that the "incompatibility of offices" doctrine prohibits a District Director from also being an active volunteer. Accordingly, an active volunteer must resign from the applicable District program upon being elected to a Director position.

The FLSA prohibits an employee from volunteering the same services to the District without being compensated. As a result, the District does not permit an employee also to serve as a volunteer where the volunteered services would be substantially the same as the employee's duties. A District volunteer must

cease such volunteer activities if they are hired as a District employee where their duties as an employee would be substantially the same as their volunteered services.

Subject to the foregoing paragraphs, the District appoints, hires and promotes from within when it is in the best interests of the District and its citizens to do so. All qualified, active District members are potential candidates for appointment, hire or promotion to any new or vacant position.

2. Fire Chief's Authority.

The Fire Chief is solely responsible for appointing, hiring and promoting individuals for all paid, volunteer, below the rank of Fire Chief, and all administrative positions, subject to this Handbook and applicable law.

Employees are expected to meet the training and certification requirements, along with other duties and responsibilities, as set forth in the District's job description for the position.

Failure to meet the training and/or certification requirements within the specified time may result in demotion or termination as appropriate in the Fire Chief's sole discretion.

3. Limitations on Hiring or Promotion of Close Relatives.

For purposes of this section, "close relative" is defined as individuals with natural or stepfamily relationships equal to or closer than first cousin, including all descendants of the individual's grandparents, an individual's spouse and anyone descended from that spouse's grandparents.

The District may limit selection of employees to positions in cases where such selection would otherwise result in close relatives serving in supervisor/subordinate positions where:

- a. One would directly or indirectly exercise supervisory, appointment, dismissal or disciplinary authority over the other;

- b. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment; or,
- c. One would have access to the other's confidential information, including payroll and personnel records.

When District employees become related and their working relationship falls within this policy, one employee may be required to transfer to another available position or to resign. If neither employee voluntarily transfers or resigns, the Chief may terminate or transfer one of the two members, in their discretion.

4. Board Hires Fire Chief.

The Board has sole discretion to determine how to fill a vacancy in the Fire Chief position, including whether to promote from within, or to solicit applicants from within the District and outside, and all rules with respect to the promotion or hiring process, in accordance with applicable law.¹¹

5. No Right to Former Position.

If you are hired or promoted to a different position, but you fail to satisfactorily perform the duties of the new position, or no longer desire to do so, you are not guaranteed an alternative position, and may be terminated.

K. Reference Inquiries.

The District does not furnish open letters of recommendation or provide letters of reference addressed to "Whom it may Concern." In response to inquiries about you from prospective employers/volunteer organizations, the District will give only dates of employment/volunteer service and position(s) held. The District will not answer specific questions or give references regarding former members. If employees receive a call inquiring about a former employee, please refer the caller to the Fire Chief, or Chief's designee. Only the Fire Chief, or Chief's designee have the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

L. Workplace Anti-Violence Policy.

The District's goal is to maintain a workplace free from intimidation, threats and violence. This includes, but is not limited to, physically, psychologically or emotionally intimidating or threatening behavior, physical or verbal mistreatment or injury, vandalism, sabotage, use of weapons, openly carrying weapons onto the District Premises or during any District duty or activity, or any other act that in the District's opinion is inappropriate in the workplace.

The use of District property, including but not limited to the District's communications systems, in a physically, psychologically or emotionally threatening, intimidating or violent manner is prohibited. All employees are prohibited from bringing a weapon onto District Premises or possessing a weapon while performing any District duty or activity, except for the following individuals:

- 1. Employees required to store, carry and/or use a weapon in performing their District duties;
- 2. Law enforcement officials;

¹¹ ~~We recommend that the information included in a handbook be applicable to all those who receive it. This doesn't seem applicable to all employees; consider deleting it.~~

3. An individual authorized under Colorado law to carry a concealed weapon in a public place. Under current Colorado law, the District cannot prohibit someone possessing a valid permit from carrying a concealed weapon in the public portions of the District's facilities; however, as your employer, the District can and does prohibit you from carrying or storing a concealed weapon in any non-public portion of the District Premises. Further, you are hereby notified that carrying, storage or use of a concealed weapon in the performance of any District duty or activity is expressly prohibited and not within the scope of your employment. If you carry, store or use a concealed weapon while performing a District duty or activity, you do so without District authority and will be individually responsible for such actions. If you intend to store or carry a concealed weapon in a public portion of the District Premises, you must provide the Fire Chief, or Chief's designee with a copy of a valid state permit before taking such action.

For purposes of this policy, a "weapon" shall include firearms of any type, whether loaded or unloaded, or any other object or substance designed, or which the possessor intends to use, to inflict psychological or emotional harm, bodily injury or death upon another individual. The term "weapon" includes knives, except knives with a blade less than 3 inches in length that members routinely carry to assist them in performing their duties, unless a knife is brought onto the District Premises with the intent to cause psychological or emotional harm, bodily injury or death.

If you believe you have been subjected to workplace violence, you have witnessed workplace violence, or you know an individual who has engaged in workplace violence, you must immediately report it to the Fire Chief, or Chief's designee using the reporting procedure set forth in Section 2(E). If there is an immediate threat to your health/safety, or the health or safety of another member or other individual, or to District

property, you must immediately call 911. The District will investigate all reports of workplace violence and take such action as it deems appropriate. If you engage in workplace violence, you may be subjected to discipline, up to and including immediate termination. The District also may report any incident of workplace violence to the appropriate law enforcement agency.

Retaliation against a member for making or participating in the investigation of a complaint of workplace Violence is prohibited.

M. Communications Systems.

1. General.

The District's computer network, access to Internet, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the District. All information regarding access to the District's communications systems, such as user identifications, modem phone numbers, modem access codes, and passwords, is confidential and may not be disclosed to third parties.

All computer files, documents, and software created or stored on the District's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received. You are on notice that none of the data or information is confidential, including e-mail and voice mail. Communications systems items, such as laptops, may be

removed from the District Premises only with prior approval from the Fire Chief, or Chief's designee.

Computer equipment should not be removed from the District premises without written approval from the Fire Chief, or Chief's designee. Upon separation of employment, all communication tools should be returned to the District.

2. Software and Copyright.

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

- a. Only software authorized or purchased by the District shall be used on a district computer.
- b. Do not duplicate or reproduce District or vendor software and software manuals.
- c. District software must not be altered in any manner, including but not limited to, decompiling, disassembling, cross-compiling, reverse engineering or drafting derivative works.
- d. Computer software or documentation must not be removed from the District Premises without prior approval from the Fire Chief, or Chief's designee.
- e. Upon termination of employment/services, all computer software and manuals must be returned to the District.

Tampering with computer hardware or violating any of the preceding provisions is prohibited and may result in disciplinary action up to and including termination.

3. Access Codes.

The District utilizes systems by which members receive/send messages through e-mail and voice mail. Access codes must be kept on file with the Fire Chief, or Chief's designee at all times so the District can access any messages left on or transmitted over the communications systems at any time. You are on notice that such messages are not confidential, and the Fire Chief, or Chief's designee may access them at any time.

4. Personal Use of District's Communications Systems.

The District permits reasonable, responsible use of the communications systems for personal purposes. You are prohibited from placing a personal long-distance telephone call, or otherwise using the District's communications systems, in a manner that results in any fee, charge or assessment without the prior approval of the Fire Chief, or Chief's designee, and immediate reimbursement to the District of any fee, charge or

assessment incurred. Abuse of this privilege ~~will not be tolerated~~¹².

Deleted: may result in discipline up to and including termination

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period.

5. **Prohibited Use.**

You must not use the District's communications systems for any inappropriate or illegal activity. You must not use the District's communications systems to engage in inappropriate activities or illegal harassment, discrimination, or retaliation, including but not limited to, accessing the internet through the District's computer system for the purpose of accessing sexually oriented, pornographic, racial or similarly inappropriate websites, or sending, receiving, or otherwise disseminating sexually oriented or racial materials or information.

The District prohibits the display, transmittal, or downloading of material that is in violation of District guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

6. **No Expectation of Privacy.**

You have no reasonable expectation of privacy in any District property, including the District's communications systems. The District has the right and may monitor at any time your use of the District's communications systems, including but not limited to e-mail and voice mail, and your access of internet websites, and information and data created, stored, sent or received through the District's communications systems. Pursuant to C.R.S. § 24-72-203, you are advised that e-mails, texting or instant messaging to/from you may be deemed a public record and subject to disclosure under the Colorado Public (Open) Records Act.

7. **Unauthorized Use.**

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

8. **Telephones/Cell Phones/Mobile Devices.**

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

¹² ~~We recommend using "discipline up to and including termination" only for very serious offenses: Harassment, discrimination, alcohol/drug offenses, threats. Using more generic language elsewhere allows management to deal with specific situations as they deem fit.~~

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other District guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked. The District telephone lines should not be used for personal long-distance calls.

N. No Sexual Activity.

You are prohibited from engaging in sexual activity while on the District Premises or while performing any District duty or activity, regardless whether the sexual activity is consensual.

O. Ability to Perform Duties after Illness, Injury or Leave of Absence.

If you have been on leave as a result of illness, injury or otherwise, the Fire Chief, or Chief's designee, in their discretion, may require you to obtain a physician's certification that you may return to work and may require you to complete a fitness for duty examination to determine your ability to perform the essential functions of your position with or without reasonable accommodation. You also may be required to undergo a skills assessment and/or refresher or recertification training to establish your ability to perform the essential functions of your position with or without reasonable accommodation.

P. Confidentiality of Protected Health Information.

As a provider of health care services, the District is a "covered entity" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). You must comply with all District rules and applicable law securing the confidentiality of protected health information.

Q. Data Disposal Policy.

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

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The District may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Company will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or

otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Section 3

COMMAND STRUCTURE AND SCOPE

A. Chain of Command.

You must honor the chain of command. The chain of command is described in the organizational chart, which the District may amend at any time in its sole discretion. An Officer shall have supervisory authority within their delineated areas of responsibility. If the Fire Chief is absent from an incident, the command shall fall to the next ranking Officer on the incident. Nothing in this Handbook is intended to prevent you from belonging to, or holding rank in, any trade or fraternal organization; however, your rank, office or position in a trade or fraternal organization shall not be recognized by the District or any of its members while performing their District duties and responsibilities.

B. Orders by Supervisors.

You must comply with a supervisor's lawful orders. If you are ordered to perform an act you reasonably believe is illegal, you must immediately advise the supervisor issuing the order before acting. If a supervisor's order is contrary to any order previously given by another supervisor, you must notify the supervisor who issued the conflicting order and abide by the decision of that supervisor on how to proceed.

C. Behavior toward Officers.

Officers, including those in an acting Officer capacity, are to be accorded the respect due their position. You should address Officers by their rank or position designation.

D. Board Contact.

All issues you wish to bring to the Board's attention must be processed through the chain of command. You must not contact any Board member directly on any District matter relating in any manner to your District employment; with the exception of Section 2, E, 1. You may exercise your rights as a citizen to comment on matters of public concern during the public comment portion of a Board meeting.

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¹³ I discussed this section with one of our attorneys. She said it is appropriate for you to restrict employees from sneaking with Board members, and that restriction is also appropriate for represented employees. She suggests you discuss it during negotiations.

Section 4

MEMBER CONDUCT

A. **Illegal Drug/Alcohol Free Workplace and Testing Policy.**

The District is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on District premises or during District time is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

Testing is an important element in the District's efforts to ensure a safe and productive work environment. The District has issued a separate statement for this testing program. Please refer to this separate statement, the Fire Chief, or Chief's Designee if you have specific questions.

B. **Right to Conduct Reasonable Searches.**

1. **Search of Property.**

Employees have no reasonable expectation of privacy in any property and spaces on the District Premises or under the District's control, including any information or data received, sent, generated or stored on the District's communications system. Employees will be issued passwords for use on the computer and network systems; however, administrative passwords may be used to gain access and inspect the contents of any District computer or account. These administrative passwords shall not be blocked in any manner by means of codes, passwords, encryption or otherwise.

An employee's refusal to submit to, or interference with, a search may result in immediate termination. The District also may contact appropriate law enforcement authorities if it has reasonable suspicion to believe an employee may have an illegal item or substance on the District Premises.

C. **Duty to Read E-Mails or Other Communications.**

All memoranda, directives, bulletins and announcements will be e-mailed to you in accordance with the (SOGs). You must read and understand all District communications.

D. **Solicitations.**

Solicitations and distribution of literature for any purpose are prohibited on the District Premises or while on duty, unless approved in advance by the Fire Chief, or Chief's designee, or except as otherwise authorized by applicable law. No member shall be compelled to contribute money to any political party, club, union or association.

E. Use of District Apparatus and Personal Vehicles.

If you operate, or may operate, District Apparatus, or a personal vehicle in the performance of District activities/duties, you must follow the procedures outlined in the relevant (SOGs) and obey the following rules:

1. Valid Driver's License.

A valid Colorado driver's license with an acceptable driving record is a condition of employment and continued employment with the District. On or before January 31st of each year, you must submit a copy of your valid Colorado driver's license to the Fire Chief, or Chief's designee, and your Department of Motor Vehicles driving record.

2. Insurance.

You must be insurable by the District's insurance carrier. You must maintain insurance on any personal vehicle used in performing any District duty/activity.

3. Accidents.

All accidents involving District Apparatus, or your personal vehicle in the performance of District activities/duties, no matter how minor, must be reported immediately to the Fire Chief, or Chief's designee. A written report must be forwarded to the Fire Chief within 24 hours.

4. Traffic Violations.

All citations for moving violations and any driver's license revocation, confiscation or suspension must be reported immediately to the Fire Chief, regardless whether the citation occurred while you were on the job or engaged in District business or occurred off the job on personal time. Violation of this policy may result in disciplinary action, up to and including termination.

5. Ride Along Program.

Prospective applicants, media personnel, or other members of the public may participate in the District's Ride Along Program and ride on the District's Apparatus to calls and daily activities. Ride-alongs shall be conducted in accordance with the (SOGs).

6. Lawful Driving and Parking.

You must strictly observe existing traffic regulations at all times, except when responding to an emergency. You must comply with the District's (SOGs) relating to operating District Apparatus emergent or non-emergent.

7. Inspection of District Vehicles and Apparatus.

You must comply with the District's (SOGs) relating to the inspection of District Apparatus.

8. **No Unauthorized Passengers/Riders.**

Spouses, significant others, children, and other individuals may only be permitted to ride on District Apparatus if: (a) prior written approval of the officer in charge is obtained and (b) the individual (or in the case of a minor, the minor's parent or guardian) signs a release form provided by the District.

9. **No Unauthorized Use.**

District Apparatus are for official work-related activities and to respond to emergencies, training and meetings, and shall not be used for personal business unless the Fire Chief grants permission for such use.

F. Personal Appearance and Dress Code.

1. **Hair.**

Members are required to keep hair clean and well-groomed at all times. The hair must either be trimmed short or kept bound close to the head, so no hair is exposed or interferes with equipment or otherwise jeopardizes the safety of a line-member when wearing full bunker gear. Facial hair shall not interfere with the proper function of respiratory equipment. A line-member shall advise the Fire Chief, or Chief's designee of a material change in facial hair and submit to a fit test in accordance with the District's (SOGs).

The District believes an employee's dress and grooming should be appropriate to the work situation. Radical departures from what the District considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

General guidelines are as follows:

- a. Office employees are expected to dress in business casual attire.
- b. Hair should be clean and neatly trimmed. Unnatural colors are not tolerated.
- c. Sideburns, moustaches, and beards should be neatly trimmed. Eccentric styles of facial hair are not permitted.
- d. Revealing clothing will not be tolerated.
- e. Perfume, cologne, or after-shave should be used sparingly.
- f. If employees report for work improperly dressed or groomed in the District's opinion, their Fire Chief, or Chief's designee may instruct them to return home to change clothes.

2. **Uniforms and Clothing.**

While on duty, you must wear appropriate uniforms and clothing. Line-members must comply with the District's (SOG) for uniforms and clothing. No buttons, emblems or insignia shall be worn except as specified in the (SOG), unless approved by the Fire Chief, or Chief's designee.

G. Tobacco and Tobacco Products.

The use of tobacco products or e-cigarettes by any person is prohibited while on duty and/or when conducting official District business (i.e., during calls, inspections, trainings, public education, etc.). Please see Tobacco Policy S-222 for more details.

H. Care and Use of District Property - Theft of Member Property.

You are responsible for reasonable care of District property. District property must be used only for District business, in an appropriate manner, and in accordance with all applicable District rules. District equipment, facilities and tools must not be used for any personal purpose, except with the Fire Chief's prior permission.

An employee stealing District property or another member's property, or who abuses, misuses, damages, or destroys District property or another member's property, shall be subject to discipline, up to and including immediate termination. Lost, stolen or damaged property must be reported immediately to your Fire Chief, or Chief's designee.

You must return all District property, including uniform items and District identification materials and badges, immediately when your employment/volunteerism ends. District property that is not returned, and that has not been reported as lost or stolen before your employment ends, will be considered stolen and reported to appropriate law enforcement agencies.

You are responsible for your personal property while at work. The District is not responsible for any loss or damage to your vehicle or other personal property.

I. Confidentiality and Conflicts of Interest.

Employees of the District will have access to confidential information of the District and our clients. Except as required by applicable law, you must not release to anyone outside the District any confidential information including, without limitation: any information about a member of the public or a District member (medical or otherwise); competitive bid data; local, regional or national security information; and any other information that might be used to the detriment of the District, its members or the public. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the District upon separation or at any time upon demand.

Wellington Fire Protection District requires that employees protect District information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with the Fire Chief, or Chief's designee. If it remains unresolved, the Fire Chief will refer the matter to the Board of Directors for a final determination.

J. Personal Gain Prohibited.

Employees must not demand from any person(s) pay or other reward for services rendered as a District member. In addition, you must not accept any gift or gratuity having a value in excess of \$25.00, unless it is reported to the Fire Chief. You are prohibited from using your employment with/service to the District for personal gain.

K. Attendance and Punctuality

Deleted: ¶

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business. You must report for duty at the prescribed hour. If you fail to report for duty at the prescribed hour without first notifying your Fire Chief, or Chief's designee of the expected late arrival or absence, you will be subject to corrective or disciplinary action. If you report late for duty (*i.e.*, more than ten minutes after the start of duty) or are absent, you must provide a written explanation for the tardiness or absence to your Fire Chief, or Chief's designee.

Failure to call in when absent for **three** consecutive days will result in termination.

L. Ethical Conduct.

You must uphold the standards of the emergency services profession. Please refer to Code of Ethics & Conduct for more details.

M. Use of Cellular Telephones (Cell Phones).

During work hours or while engaged in any District duty/activity, you must limit the use of cell phones to necessary personal matters. Regardless whether it is for a personal purpose or for District business, while engaged in any District duty/activity, you must:

1. Not use the cell phone to send or receive calls, text messaging or other similar forms of manual data entry or transmission while driving an emergency apparatus. You may use a hands-free device while driving any other type of District vehicle, or while driving a personal vehicle in the performance of a District duty/activity, to send or receive messages, but you are prohibited from text messaging or other similar forms of manual data entry or transmission even with a hands-free device.
2. Be considerate of other people while using the cell phone, including but not limited to:
 - a. avoiding use of the cell phone in the presence of other people whenever possible;
 - b. keeping the call as short as possible;
 - c. not discussing confidential information during the call that could be overheard or intercepted by another person;
 - d. not speaking in a loud voice or otherwise disturbing other people; and,
 - e. using appropriate language.

N. Blogging, Letters to the Editor and Other Forms of Public Expressions of Opinion.

Whether you choose to create or participate in a blog, wiki or other form of online publishing or discussion, send a letter to the editor, or engage in any other form of public expression of personal opinion (collectively, "public expressions of opinion") is your own decision; however, you must be careful not to violate any District rule, or other applicable law. In addition, you are prohibited from:

- ~~1. Conducting activities related to public expressions of opinion using the District's communications systems.~~

(including its computers) or during work;

2. Representing any opinion or statement as the policy or view of the District, or its Directors, Officers and members;
3. ~~We request that you be respectful of the Organization, our employees, our customers, our partners and affiliates, and others.~~¹⁴ or,
4. Criticizing the District, or its Directors, Officers or members instead of using the dispute resolution procedures contained in this Handbook.

Deleted: Making disparaging or defamatory comments about the District, or its Directors, Officers, members, vendors, customers, or services;

Nothing in this section is intended to restrict or limit in any manner whatsoever your constitutional or common law right to comment upon matters of public concern, to the extent protected by, and consistent with, applicable law.

O. Social Media Policy.

The District has established a number of rules and obligations that all employees must follow when posting or sending District-related content using social media, and when taking or using photographs or videos of District-related activities. The policy is designed to protect the employee and the District from liability or adverse consequences that can result from use of social media. In addition to the social media procedure, employees should also remain in compliance with the procedure regarding computer, Internet and email use.

1. Official District Social Media Content. There can be no official District social media sites or pages unless they are developed or authorized by the Public Information Officer (PIO) and/or the Fire Chief. Any sites or pages existing without prior authorization will be subject to review and may be amended or removed and persons responsible subject to disciplinary action. To ensure the District complies with the limitations of the Fair Campaign Practices Act, no postings regarding any ballot issue, ballot question, candidate for public office, or other issue that is or may be the subject of an election, shall be made to the District's social media pages or sites without first obtaining the approval of the PIO, who will review such proposed postings and obtain the advice of the District's legal counsel as needed.

2. Reposting of Social Media Posts, Press Releases and Website Information Prepared by the District is Encouraged. Sharing Wellington Fire news, events or promoting the mission, vision and values through social media tools is a valuable way of staying connected to our community. Employees are encouraged to repost and share information with their family and friends that is available to the public such as: news releases, social media posts, etc. The best way to share District information is to share our posts from the original source. Under no circumstances shall an employee share information that is not part of the public record, i.e., employee or patient information or any other information that may be deemed private or protected.

3. Incidents – Limitations on Taking and Using Photographs and Videos. Employees are not permitted to take photographs or videos, whether by handheld camera, camcorder, cell phone, helmet cam or otherwise, while on the scene of an incident unless cleared by the supervising officer. Any photos or videos taken shall be for the sole purpose of sharing with the PIO or to be used in incident reports or other reports related to District business. Any photograph or video taken while at an incident is the property of the District, subject to the Colorado Open Records Act (CORA), and is not the personal property of the employee taking the

¹⁴ ~~Check with one of our attorneys on whether you can actually prohibit these kinds of comments or not. Reach an attorney at 303-839-5177.~~

photograph or video, whether or not the photograph or video is taken using District or personal equipment. Any photograph or video taken on the scene of an emergency incident must be routed to the PIO. After which point, the photo(s)/video(s) shall be removed from the camera. In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and District guidelines, no photos or videos should be taken of patients or victims during an emergency. Any media, external or personal requests for photos/videos related to incidents or District activities must be routed through the PIO.

4. Non-Incident, District Activities – Limitations on Taking and Using Photographs and Videos. Employees are permitted to take photographs or videos of events or other District activities when it is necessary for the employee's job/position, the employee was cleared to perform the task by a higher ranking officer, or the employee obtained prior authorization from the appropriate division chief, PIO, or, in their absence, from the Fire Chief. Any photograph or video taken while performing any District duty or activity is the property of the District and is not the personal property of the employee taking the photograph or video, whether or not the photograph or video is taken using District or personal equipment. Photos used for external purposes (public presentations, conferences, etc.) shall be routed through the PIO.

5. Permission to Use or Store Photographs or Videos of District-Related Activities Required. If an employee wishes to externally share, use or store photos from a work-related activity, response, incident or event; the employee must first send them to the PIO so that they can be reviewed for appropriateness, archived and potentially uploaded onto Wellington Fire's social media accounts. This shall provide employees with the opportunity to share photos or videos with friends/family straight from the Wellington Fire Protection District's social media post or page. Personal use includes, without limitation: showing or sending a photograph/video to any person; displaying a photograph/video in any area that may be viewed by the public; storing a photograph/video on a personal device or computer; posting a photograph/video using social media; or otherwise exhibiting or displaying a photograph/video in a manner that is inconsistent with this policy.

6. Postings about Emergency, Fire, Medical or Rescue Responses. Employees shall not post any comments, photos or video about any emergency, fire, medical or rescue response or incident, or the citizens involved, without prior approval of the PIO, or, in their absence, from the Fire Chief. Postings relating to responses, incidents or citizens must be approved by the PIO so that they can be properly reviewed to ensure appropriateness and compliance with legal privacy standards, such as HIPAA. Medical information and records are extremely confidential and should never be posted using social media, even if the disclosure is to describe the District or any of its employees in a positive light.

7. No Offensive Disruptive or Threatening Posts. Social media posts that relate to Wellington Fire shall not create an offensive, disruptive or threatening message. Among those that are considered offensive and disruptive are any postings that contain pornographic or sexually explicit images, videos or text, racial slurs, gender specific comments, or any other comments that offensively address someone's age, gender, sexual orientation, religious or political belief, race, ethnicity, national origin or disability.

8. Social Media Posts Must Be Respectful and Professional. Employees are expected to ensure their use of social media does not harm the image of Wellington Fire, its employees, customers or themselves. Employees shall respect the privacy of coworkers when using social media and not post personal information about others. Employees shall be respectful and professional to other District employees, Board members, volunteers, competitors, patients, other fire districts and customers. Any information shared via social media may become widely known or disseminated, and as such, may be subject to corrective or disciplinary action.

9. Limitations of Free Speech Rights of Public Employees. This procedure serves to protect the rights of this organization, its employees and the public the District is sworn to protect. Employees are advised that their speech, directly or by means of social media, either on or off duty, which has a connection to their professional duties and responsibilities as an employee of the District, may not be protected speech under the First

Amendment. As a basic concept of constitutional law, a public employee may comment on a matter of public concern; however, airing personal workplace grievances does not raise a matter of public concern. Specifically, speech that impairs or impedes the performance of the District, undermines discipline and harmony among co-workers, or negatively affects the public perception of the District may result in corrective or disciplinary action, up to and including termination.

10. Personal Views Are Not the Position of the District. If an employee identifies themselves as a Wellington Fire employee when using social media, the employee must clearly state that they are sharing their views as an individual, not as a representative of Wellington Fire.

11. Fair Campaign Practices Act Limitations. To avoid violating the provisions of the Fair Campaign Practices Act, if a District employee chooses to use social media to express personal opinions or comments regarding any ballot issue, ballot question, candidate for public office or other issue that is or may be the subject of an election, they must do so only during personal time, not during work hours, and without using District computers, email addresses, equipment or facilities.

12. Limitations on the Use of the District's Logo and Name. Unless an employee first receives authorization from the PIO, or, in their absence, from the Fire Chief the employee shall not use any form of the Wellington Fire logo on personal online sites or when using social media, and they shall not use the District's name to promote or endorse any product, cause, political party or candidate.

13. Immediately Report Any Media Inquiries About Social Media Posts. If any member of the media contacts a District employee about posts made using social media that relate to the District, that employee shall direct the member of the media to the PIO, or, in their absence, the Fire Chief.

Violations of this SOP may result in corrective or disciplinary action, up to and including termination of employment.

P. Public Relations/Press Releases.

The District encourages persons to visit District Premises. Visitors or strangers who enter District Premises should be approached respectfully and their business ascertained. Visitors may not roam District Premises without supervision. Visits are to be pre-approved, if possible, by the Officer in charge of the station that is to receive the visit. Visits by a group of more than five persons shall be pre-approved by the appropriate Officer. Visits must not interfere with emergency response or unduly burden other District operations.

Release of District information and documents is the responsibility of the Fire Chief, or Chief's designee. At the scene of an emergency or after an incident, it is the responsibility of the Public Information Officer ("PIO") to supply appropriate information as the media requests it. Reasonable courtesy must be extended. Names of individuals involved in incidents and medical reports shall not be released.

Outside requests to photograph station activities or personnel not engaged in emergencies by members of the press shall be at the discretion of the Fire Chief, or Chief's designee. Formal feature-type activities must be cleared through the Fire Chief.

The Fire Chief must approve the release or publication of all written materials (such as incident reports) or requests from TV or radio stations for interviews, which relate to the District's administration, rules or general operations.

Any fires or incidents deemed "under investigation" by the Sheriff's Department or District investigators will be identified as such and requests from the press for comment will be referred to the Fire Chief or Sheriff.

Section 5

EMPLOYEE CLASSIFICATION, COMPENSATION & WORK SCHEDULES

A. Exempt and Non-Exempt FLSA Classifications.

Your FLSA classification as an exempt or non-exempt employee is stated within your job description. If you change positions during your employment as a result of promotion, transfer, or otherwise, the FLSA classification will be stated within the job description for your new position. You must direct any questions regarding your employment classification or exemption status to the Fire Chief, or Chief's designee.

"Exempt employees" are exempt from minimum wage and overtime requirements. "Nonexempt employees" are required to be paid a minimum wage and are eligible to receive overtime pay for all hours worked in excess of 40 hours in a given work week or in the District's designated work period, as is applicable. The Fire Chief may, in their discretion, designate certain groups of non-exempt employees and/or certain types of overtime earned as Comp Time. (See Section 5(F), below).

B. Work Schedules.

Administrative employees' normal work hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Nonexempt administrative employees normally receive one unpaid hour allowed for lunch and two paid ten-minute breaks each day. Line employees work the schedules established by the Fire Chief, or Chief's designee. All work schedules are subject to change at any time in the sole discretion of the Fire Chief, or Chief's designee to meet the District's needs.

Full-time shift-based employees typically work a 48-hour shift beginning at 7:00 am on a given day and continuing for 2 (two) consecutive days ending at 7:00 am. Part-time shift-based employees work a 24-hour shift from 7:00 am one day to 7:00 am the following day.

C. Recording Work Hours - Falsification of Time Records Prohibited.

All actual hours worked and leave time taken shall be recorded accurately by each non-exempt employee, in a manner as outlined in district policy, and reported to the Fire Chief, or Chief's designee, or Chief's designees shall verify all hours reported. If an employee separately tracks their time worked through personal electronic, manual, or other means, and the employee believes there is a discrepancy between their personal records and their official time records, the employee must immediately report this information to the Fire Chief, or Chief's designee. Reports of discrepancies will be investigated. If it is determined that the employee's official time records incorrectly reflect their time worked, the employee's pay will be adjusted accordingly.

An employee is prohibited from completing the time record of another employee. Falsification of a time record will not be tolerated.

D. Payroll Procedures.

For the purpose of payroll, timesheets will be due at the end of each pay period. Please see the payroll schedule for exact dates of when pay periods end, timesheets are due, and pay days.

1. **Pay Days.**

All employees are paid ¹⁵every other Friday. If the regular payday falls on a holiday, payroll deposits will be made on the previous business day. You are responsible for immediately bringing any concern regarding a paycheck to the attention of the Personnel Services Director. For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

Deleted: via electronic deposit

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2. **Payroll Deductions.**

a. The District is required by law to make certain deductions from your paycheck, including deductions for Federal, State and local taxes, as well as Social Security or FPPA pension contributions. Other deductions can only be made at your specific request and agreement. Payroll deductions also may be made from non-exempt employee pay pursuant to a separate written agreement with the District for the replacement cost of lost, destroyed or unreturned District property or as otherwise provided in this Handbook.

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

An exempt employee's pay may be subject to deductions for absences from work of one or more full days for personal reasons other than sickness or disability; if the deduction is made in accordance with the District's disability benefit plan and sick leave policies; to offset amounts you receive as jury or witness fees, or for military pay; for a fine for violating a major safety rule; or for suspensions without pay of one or more full days for violations of a major safety rule, the District's anti-discrimination/anti-harassment policies, and/or the District's workplace antiviolenace policy. You will only be paid a prorated amount of your salary for the initial or last week of employment if you do not work the entire week.

c. The District prohibits improper deductions from a non-exempt employee's pay or the salary of an exempt employee. If you believe an improper deduction has been made from your salary or pay, you must immediately report it to the Fire Chief, or Chief's designee. Reports of improper deductions will be promptly investigated. If it is determined an improper deduction has occurred, the employee will be reimbursed for any improper deduction made and the District will give assurances that it will not happen again.

E. **Overtime.¹⁶**

1. **Working Unscheduled Hours.**

You are expected to work scheduled and unscheduled hours as necessary to meet the District's emergency services needs and maintain the District's efficient and effective administration and operation. The fact that you are asked or required to work additional hours does not mean such hours are automatically overtime.

All non-exempt employees are prohibited from working unscheduled hours, unless documented as the following: a) the Fire Chief, or Chief's designee orders or asks you to work the unscheduled hours; or, b)

¹⁵ Colorado requires employers provide a paper check option for employees. Language adjusted.

¹⁶ This section is correct, the Colorado COMPS regulations don't apply to government entities, and the Federal rules haven't changed for

you ask and receive prior approval from your Fire Chief, or Chief's designee to work the unscheduled hours.

2. Overtime Pay for Non-Exempt Employees.

A non-exempt administrative employee will be paid overtime at 1.5 times your regular hourly rate of pay for all hours worked in excess of 40 hours in a workweek. Nonexempt line- employees will be paid overtime at 1.5 times their regular hourly rate of pay for all hours worked in excess of 106 hours in a 14-day pay period. Wage replacement benefits, such as vacation leave and holiday leave, are not counted as hours worked for purposes of determining scheduled overtime pay. Only hours worked are included in this calculation.

F. Recall of Off-Duty Employees.

The Fire Chief, or Chief's designee, in their discretion, may recall any or all available District employees to meet the District's service needs. You will be notified by the Crew Sense program, Employees on pre-approved vacation or who are off duty due to sickness and/or injury are exempted from recall. A recalled non-exempt employee does not automatically receive overtime pay for being recalled, but may be entitled to overtime pay, depending upon the total hours actually worked in the applicable work week or work period.

Section 6

BENEFITS

NOTICE: Except for benefits required by applicable law, the Board has the right to modify, add to or eliminate any benefit contained in this Handbook, including this Section 6, subject to compliance with any requirements of applicable law.

A. Member Benefits.

The following benefits are available to all eligible members.

1. Expense Reimbursement.

a. Accountable Plan Policy.

All expense reimbursements and allowances must comply with three requirements:

- i. There must be a connection between the expenditure and the District's business;
- ii. You must substantiate every expense (*i.e.*, you must verify the date, time, place, amount and business purpose of all expenses). Receipts are required unless the reimbursement is made on a *per diem* basis; and
- iii. Excess reimbursements, *per diems*, advances or allowances must be returned to the District within a reasonable period of time.

Each quarter of a calendar year the District will issue a notice requiring you to return all excess reimbursements, allowances, *per diems* and advances within 120 calendar days of the issuance of the notice. You must comply with the quarterly notices issued by the District.

b. Travel Reimbursement.

The District may reimburse you for approved and necessary travel in your private vehicle on District business at a rate determined by the Fire Chief, or Chief's designee. Excess mileage advances, allowances or reimbursements must be returned to the District in accordance with the accountable plan policy stated above. You must submit an expense report to the administrative staff by the end of the month for which reimbursement is sought.

2. Leaves

a. Bereavement Leave.

You will be granted up to 48 hours off from work in the event of the death of your spouse, children, parents, grandparents or siblings, or the children, parents, grandparents or siblings of your spouse or nephews, nieces, aunts, uncles, brothers-in-law, sisters-in-law, daughters-in-law and sons-in-law. The leave will be with pay for full-time employees. The District may, in the Fire Chief's sole discretion, grant full-time employees additional leave with pay. Requests for bereavement leave shall be made to the Fire Chief, or Chief's designee.

b. **Jury Duty and Witness Leave.**

You will be granted leave for jury duty. Employees will be granted leave with pay for the first three days. Jury duty beyond three days is without pay from the District for nonexempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state district or county courts. You must submit a copy of the Summons to Serve to your Fire Chief, or Chief's designee as soon as it is received. In addition, proof of jury service must be submitted to your Fire Chief, or Chief's designee after jury duty is completed. You must return to work immediately when dismissed from jury duty or when the jury is not in session during your usual work hours.

If you are subpoenaed to produce documents, provide deposition testimony or appear in court or arbitration on a District-related matter, you will be granted the leave necessary to comply with the subpoena. For employees, the leave will be with pay. Actual time worked in preparing for, and providing witness testimony, or producing required documents, while on witness leave on a District-related matter will be treated as time actually worked for purposes of calculating overtime. A non-exempt employee must receive prior approval from the Fire Chief, or Chief's designee before performing such work, and must record all such work on a District official time sheet, which must be reviewed and approved by the Fire Chief, or Chief's designee.

If you are subpoenaed to produce documents, provide deposition testimony or appear in court or arbitration on a non-District matter, you will be granted the leave necessary to comply with the subpoena. An employee will be granted leave without pay, unless the Fire Chief approves use of accrued leave in advance; provided, however, an exempt employee shall be paid their normal salary in any workweek in which they perform work for the District. You must furnish a copy of the subpoena to your Fire Chief, or Chief's designee. You must return to work immediately upon being released from a witness subpoena.

c. **Administrative Leave.**

A Chief Officer may, in their discretion, immediately place an employee on administrative leave for any reason. While on administrative leave, you must not participate in any District duties, responses, activities, or training. The administrative leave will be with pay for employees, unless the Fire Chief determines the leave will be unpaid.

d. **Voting Leave.**

The District believes voting is an important responsibility we all assume as citizens and the District encourages. Under most circumstances, it is possible for a member to vote either before or after work, via mail in ballot or early voting. If it is necessary, however, for you to arrive late or leave work early in order to vote in an election, you must make arrangements with your Fire Chief, or Chief's designee no later than the day before the election.

e. **Workers' Compensation Insurance.**

The District provides Workers' Compensation Insurance to all members. If you are injured, infected or become ill while performing work for, or activities on behalf of, the District, you must report the injury or illness to your Fire Chief, or Chief's designee as soon as they are able, and report in writing

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¶
¶
writing.

within 10 days after the injury.¹⁷ Failure to follow

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this procedure may jeopardize your right to workers' compensation benefits. Questions regarding workers' compensation insurance claims should be directed to the Fire Chief, or Chief's designee.

The District has prepared the statutorily required list of treating physicians who are the District's designated providers and will provide this list to a member who is injured at work, and to any other member upon request. The District will provide the list within 7 business days of when the District has notice of the injury. If an emergency prevents the District from providing this list to you within that time, the list will be provided as soon as the emergency ceases.

To assist in selecting a provider, you may request disclosure of ownership interest and employment relationships from any of the designated providers. A form is available in the District's administrative office to assist you in obtaining the information. A copy of any such request must be submitted to the District in writing. You may submit a one-time notice to change the treating physician by choosing another name from the list, provided that the notice to change is submitted within 90 days after the date of injury, but before you reach Maximum Medical Improvement. A form is available in the District's administrative office. Nothing in this paragraph prohibits you from submitting a written request to change physicians pursuant to C.R.S. 8-43-404(5)(A)(VI).

f. **Leave of Absence.**

You may request a leave of absence for a period not to exceed six months. Leaves of absence shall be determined by the Fire Chief on a case-by-case basis. Requests for leaves of absence must be submitted in writing to the Fire Chief at least 14 business days or in case of an emergency before the start of the requested leave. All District property must be returned to the District before the leave begins. You are not guaranteed a job upon returning from a leave of absence. The Fire Chief will determine if you will be reinstated to your former position or another position based upon such factors as the availability of a position, the District's financial status, your standing at the time you took the leave, your prior length of employment, the length of leave taken, and other factors. The Fire Chief also will consider if you must meet any specific training or other requirements as a condition of reinstatement.

g. **Military Leaves of Absence.**

You will be granted a leave of absence for military duty and training in accordance with applicable law. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, the District asks that you submit copies of the military orders to your Fire Chief, or Chief's designee as soon as practicable. Your eligibility for reinstatement after your military duty or training will be determined in accordance with applicable law. Military leaves of absence for employees will be with pay for the first 15 days in a calendar year. Employee's pay will be offset by the amount of military pay they receives for the same days for which paid leave was provided.

The District may deny leave where the employee's leave may endanger a person's health or safety or result in a halt of service or production.

¹⁷ This time period was extended under CO law, language changed to updated rule.
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B. Employee Benefits.

The following benefits are available only to eligible full-time employees.

1. Family and Medical Leaves of Absence - No Eligible Employees.

As a public entity, the District is a covered employer under the Family Medical Leave Act of 1993 ("FMLA") and must comply with various requirements outlined in the FMLA; however, the District need only provide FMLA leave (*i.e.*, 12 weeks of unpaid leave) to "eligible employees", which the FMLA defines as those employees who have: 1) completed at least one full year of service with the District, 2) have worked a minimum of 1,250 hours in the 12-month period preceding the leave to be eligible for such leave; and 3) are employed at a worksite with 50 or more employees (not including volunteers) within 75-miles of that worksite. Because the District does not employ 50 employees, no employees are eligible for FMLA leave at this time.

2. Non-FMLA Medical Leave of Absence

Leave within First Year of Employment

An employee with a serious medical condition, who is in their first year of employment and in good standing, may request a leave of absence for a self-qualifying medical event. This leave will be considered for employees that need to be out of work for five (5) consecutive days. Employees may take leave up to twelve (12) weeks within their first 12 months of service at Wellington Fire Protection District. Intermittent leave under Non-FMLA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the Americans with Disabilities Act Amendments Act (ADAAA). Requests for disability related accommodations should be made to the Equal Opportunity, Affirmative Action, and Disability Services Department.

Leave after First Twelve Months of Employment

An employee with a serious medical condition may request a leave of absence for a self-qualifying medical event. Time away from work will generally not exceed twelve (12) weeks in a "rolling" 12-month period. Intermittent leave under Non-FMLA is not permitted unless such leave has been approved as a reasonable disability related accommodation pursuant to the ADAAA. Requests for disability related accommodations should be made to the Equal Opportunity, Affirmative Action, and Disability Services Department.

3. Vacations.

Full-time Non-Exempt employees accrue vacation leave on a per paycheck basis, at the rate of 3.43 hours per pay period. This is the equivalent of **96** hours per calendar year.

Full-time Exempt employees accrue vacation leave on a per paycheck basis, at the rate of 4 hours per pay period. This is the equivalent of **96** hours per calendar year.

An employee may carryover up to **240** hours of vacation leave from the year to year. Once an employee reaches this ceiling, the employee ceases to earn or accrue any additional vacation pay. If the employee later uses enough vacation pay to fall below their ceiling, the employee begins to earn and accrue vacation pay again from that date forward until again reaching the ceiling. Accordingly, employees are encouraged to use all vacation pay soon after it accrues in order to avoid reaching the ceiling on vacation pay.¹⁸

¹⁸ ~~Suggest adding language to expound on how the cap of vacation works.~~
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Vacation leave will not be granted in advance of its accrual. The Fire Chief, or Chief's designee must approve all use of vacation leave. A request for vacation leave must be submitted two weeks in advance to the Fire Chief, or Chief's designee. Upon separation of employment, an employee will be paid for accrued but unused vacation leave at their regular rate of hourly pay.

4. **Personal Time Off (PTO) Leave.**¹⁹

Instead of providing sick leave or personal days, WFPD provides full-time employees with Personal Time Off (PTO), which employees may use for any reason. Obviously, if all time is used as vacation and an illness strikes, nothing will be left to protect your income against unexpected absences. You are urged to use PTO time to ensure a good personal balance between leisure and those unexpected absences that affect us all.

PTO is provided in an amount of hours and with sufficient pay, for all the same purposes, and under all the same conditions as the Healthy Families and Workplace Act (HFWA) and applicable rules. This includes but is not limited to accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights. Additional HFWA leave will not be provided if an employee uses all of their available PTO for non-HFWA-qualifying reasons (e.g., vacation), except when a public health emergency is declared after usage of PTO, requiring supplemental leave.

Full-time Non-Exempt Employees will receive **48** hours of PTO each year. **48** hours will be available on January 1st of each calendar year.

Full-time Exempt employees will receive **96** hours of PTO each year. **96** hours will be available on January 1st of each calendar year.

An employee may carryover up to **240** hours of PTO leave from year to year.

Typically, paid time off must be scheduled with and approved by your immediate supervisor. Employees may take PTO in hourly increments. PTO should be scheduled to interfere as little as possible with the normal operation of business and to avoid excessive workloads for other employees during peak periods.

Any employee may use leave earned in the first year, or any PTO earned after the first year immediately if an employee or family member:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;
- (2) needs preventive medical care, or to get a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition, or who needs the sort of care listed in category (2);
- (4) the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling,

¹⁹ Organizations typically use either vacation (plus a sick bank), or Paid Time Off. This section is confusing. Does it mean that I can have 96 vacation hours PLUS 96 more hours that I can take as vacation under PTO? Offering both is unusual and potentially confusing to employees. Since this follows the Colorado Paid Sick Leave rules, suggest speaking with one of our attorneys on whether this will meet HFWA requirements or not by also allowing it to be used as vacation time.

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

If the reason for the absence is one of the above, employees should notify the Fire Chief or Chief's designee each day at the beginning of the shift when unable come to work. In addition, they must let the manager know when they expect to return to work. In the event of an unplanned absence of four or more consecutive workdays, medical or legal certification is required. This certification should indicate that the employee was unable to work due to one of the reasons listed above and the length of time this restriction lasted.

Because PTO can be accumulated to be used if you are personally sick or injured, the employee will not receive extra pay or extra time off for unused time. ²⁰If you have any questions, please contact the Fire Chief or Chief's designee.

Additional rules will apply in the case of a public health emergency.

5. **Holidays.**

The District recognizes the following designated holidays. Line-employees must work designated holidays as determined by the Fire Chief, or Chief's designee to meet the District's service needs. Administrative employees typically are not required to work on designated holidays:

- January 1 (New Year's Day)
- Last Monday in May (Memorial Day)
- July 4th
- First Monday in September (Labor Day)
- Veterans Day
- Fourth Thursday (Thanksgiving Day)
- Fourth Friday in November
- December 24th (Christmas Eve)
- December 25th (Christmas Day)
- Floating Day - (birthday, etc.)

Full-time line employees (Non-Exempt) will receive **80** hours of Holiday Leave each year. **40** hours will be available on January 1st and July 1st of each calendar year.

When a designated holiday falls on a Sunday, the following Monday shall be observed. When a designated holiday falls on a Saturday, the preceding Friday shall be observed.

Holiday leave is not available to be carried over to the next year.

6. **Health, Dental, Vision and Long-Term Death and Disability Insurance.**

The District currently offers health, dental, vision and long-term life and disability insurance for eligible full-time employees. Copies of the plans may be obtained from the District's administrative office. The District Board has the right to change the nature and scope of the insurance plans, or to discontinue any of

²⁰ This is problematic if you also allow the time to be used for vacation. Speak with one of our attorneys about this at 303-839-5177.
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the insurance plans, including altering the amount of premium paid by the employer, at any time in accordance with applicable law.

7. **Retirement Benefits.**

Retirement benefits are provided to eligible full-time line-employees pursuant to state law. The plans are administered by the Fire and Police Pension Association (FPPA). Plan benefits are subject to FPPA's rules.

Specific details on the retirement plans are available on FPPA's website. Part-time employees do not participate in retirement plans. Wellington Fire also offers a 457 plan through FPPA and Fidelity Advisor Fund monitored by Pension Management Associates in Colorado Springs.

8. **Educational and Training Assistance.**

Full-time line-employees who wish to attend work-related school may do so strictly on a voluntary basis, subject to the following:

- a. You must submit a training request form, which must be signed by the Fire Chief and the Training Officer in advance of beginning the training.
- b. If your shift begins the morning preceding the day you will be going to school, you may leave work only with the approval of the Officer in charge.
- c. You will be required to report for duty on the day following the last day of school if you are scheduled for that day.
- d. School expenses will be paid by the District only if funds are available and the expenses are approved in advance by the Fire Chief, or Chief's designee.

9. **Obtaining and Retaining State Certifications.**

If you are required to hold a state certification(s) as a requirement of your position, such as a Colorado EMT certification, you will not be compensated for the time you spend obtaining the continuing education necessary to maintain such certifications. The fact that you voluntarily choose to attend a continuing education course provided/sponsored by the District during your off-duty hours does not entitle you to compensation for attending the continuing education course.

10. **Mandatory Meetings, Conferences and Training.**

In general, your attendance at a meeting, conference or training will be considered mandatory, and you will be compensated for such attendance, if:

- a. You attend the meeting, conference or training during your regular work hours; or,
- b. Your attendance is required by the District;

The time you actually spend in a mandatory meeting, conference or training will be treated as actual hours worked and compensated; time spent completing homework assigned by the instructor and

which you are required to complete also will be treated as actual hours worked and compensated.

Voluntary study time and other time spent before or after the meeting, conference or training will not be treated as actual hours worked and will not be compensated. This rule applies regardless of the location, day, time or duration of the mandatory meeting, conference or training.

11. **Voluntary Meetings, Conferences and Training.**

The time you spend in a meeting, conference or training that is not required by the District, and which you attend for your own personal interests or benefit, will not be treated as actual hours worked and will not be compensated, regardless whether the District voluntarily chooses to pay or reimburse you for all or a portion of the meeting, conference or training, or related materials.

12. **Travel Time.**

a. **Commute Time**

You will not be paid for normal home-to-work and work-to-home travel, even when you are required to report to work at a location away from the District's offices or stations.

b. **Travel While Working or to Attend A Mandatory Meeting, Conference or Training.**

You will be paid for all travel time incurred in the course of performing your duties or in attending a mandatory meeting, conference or training, regardless where or when the travel occurs (excluding commute time discussed above). If you will be taking public transportation (i.e., bus, train or airplane), the travel time to and from the bus or train station, or airport, will be treated as commute time. All time spent on the public transportation will be considered actual hours worked and compensated.

c. **Travel to Attend a Voluntary Meeting, Conference or Training**

You will not be paid for travel time incurred in attending a voluntary meeting, conference or training, regardless (i) where or when the travel occurs; (ii) whether the District provides/sponsors the training; or, (ii) whether the District voluntarily chooses to pay or reimburse you for all or a portion of the meeting, conference or training, or related materials.

SECTION 7

CORRECTIVE ACTIONS

A. Corrective Actions Are Not Discipline and Are Not Progressive.

Corrective actions are not discipline. A corrective action is intended to notify you of conduct that is not in conformance with the District's rules or applicable law, or otherwise is inappropriate or deficient, so you can promptly take appropriate action to ensure the conduct does not occur again.

The District does not have a progressive or step-corrective action or discipline policy. The District will impose the corrective action it deems appropriate under the specific facts and circumstances. Probation and/or an action plan may be imposed as part of a corrective action. In imposing a corrective action, the District may consider any prior corrective or disciplinary action imposed against you. While a corrective action is not a disciplinary action, it can form the basis for a disciplinary action. The District has no obligation to take corrective action before taking disciplinary action, up to and including termination.

B. Corrective Actions.

A corrective action may be imposed at any time by the Fire Chief, or Chief's designee. You will be given a copy of the corrective action. You must meet and discuss the corrective action with the Fire Chief, or Chief's designee and acknowledge in writing that you discussed the corrective action with the Fire Chief, or Chief's designee. The corrective action and your acknowledgement will be placed in your personnel file.

The Fire Chief, or Chief's designee may impose any reasonable duty or condition on you that is reasonably designed to correct the deficient or inappropriate conduct, including, but not limited to, prohibiting you from engaging in the misconduct again, probation and/or an action plan. The Fire Chief, or Chief's designee cannot impose any form of discipline as part of a corrective action.

You may have the Fire Chief, or Chief's designee review a corrective action. You must submit a written request for such a review to the Fire Chief, or Chief's designee within seven calendar days of receiving the corrective action. The Fire Chief's decision on the corrective action is final.

C. Corrective Actions by the Fire Chief.

The Fire Chief may issue a corrective action at any time, using the procedures in Section 7(B) above. The Fire Chief's corrective action cannot be appealed to the Board.

SECTION 8

DISCIPLINE AND TERMINATION

A. Discipline.²¹

Occasionally performance or other behavior falls short of District standards and/or expectations. When this occurs, management takes action, which, in its opinion, is appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

²¹ Suggest expanding this section to make the difference between discipline and corrective actions clear.
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SECTION 9

DISPUTE RESOLUTION PROCEDURES

A. Scope.

This Section does not apply to any aspect of any corrective action, disciplinary action or termination of employment, or any personnel decision relating to payroll, appointment, hiring, promotion, or performance reviews, or any action a member perceives as illegal discrimination, harassment, or retaliation. Such matters should be addressed in accordance with the policies and procedures, if available, outlined in the relevant portions of this Handbook.

B. Informal Problem Resolution.

You must first address the Fire Chief, or Chief's designee or other member with whom you have the dispute and attempt to resolve the dispute directly. Thereafter, you are expected to follow the appropriate chain of command.

SECTION 10

CODE OF ETHICS & CONDUCT

A. PURPOSE:

To establish and recognize a professional standard for behavior for all members of the Wellington Fire Protection District (District).

B. POLICY

1. All Members

Each member is responsible for their decisions and behaviors. Each member will conduct themselves in a professional manner while on and off duty. Upon entering the fire service, members commit to a higher standard of ethics and conduct. Negative actions or behavior from just one member can tarnish the reputation of the entire organization. Conduct should be commendable at all times. Our reputation and performance is reinforced by our conduct. Own your decisions. Be accountable.

The District recognizes the privilege of our positions and has therefore adopted the following Code of Ethics & Conduct:

As a member of the District, I pledge to...

- ❖ Accept responsibility for my actions and for the consequences of my actions.
- ❖ Always conduct myself, on and off duty, in a manner that reflects positively on myself, the District, and the fire service in general.
- ❖ Support the concept of fairness and the value of diverse thoughts and opinions.
- ❖ Be truthful and honest at all times, and report instances of cheating or other dishonest acts that compromise the integrity of the District and the fire service.
- ❖ Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- ❖ Be respectful and conscious of everyone's safety and welfare.
- ❖ Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- ❖ Exercise professionalism, competence, respect, and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.

- ❖ Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment and that these are protected from misuse and theft.
- ❖ Avoid financial investments, outside employment, outside business interests or activities that conflict with, are enhanced by my official position, or have the potential to create the perception of impropriety.
- ❖ Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- ❖ Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- ❖ Never discriminate on the basis of a protected status as described in the Equal Employment Opportunity/Unlawful Harassment section of this handbook.
- ❖ Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- ❖ Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass my organization, the fire service, and the public.

ACKNOWLEDGEMENT OF RECEIPT OF [EMPLOYER] EMPLOYEE HANDBOOK²²

THE ([EMPLOYER]) EMPLOYEE HANDBOOK CONTAINS IMPORTANT INFORMATION THAT IS APPLICABLE TO ALL [EMPLOYER] EMPLOYEES, INCLUDING ORGANIZATION-WIDE POLICIES, WORK RULES AND GUIDELINES, BENEFITS AND OTHER INFORMATION ABOUT WORKING AT [EMPLOYER]. THIS HANDBOOK INCLUDES ALL THE APPENDICES ATTACHED TO IT.

BY SIGNING THIS ACKNOWLEDGEMENT OF RECEIPT OF [EMPLOYER] EMPLOYEE HANDBOOK BELOW, I AM SIGNIFYING THAT I ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

I HAVE RECEIVED MY COPY OF THE [EMPLOYER] EMPLOYEE HANDBOOK, AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE ENTIRE CONTENTS OF THE HANDBOOK AND ANY UPDATES AND/OR MODIFICATIONS MADE TO IT. A COPY OF MY SIGNED ACKNOWLEDGEMENT OF RECEIPT OF [EMPLOYER] EMPLOYEE HANDBOOK WILL BE MAINTAINED IN MY [EMPLOYER] PERSONNEL FILE.

THIS HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF [EMPLOYER]'S GUIDELINES AND EXPECTATIONS REGARDING MY CONDUCT.

THIS EDITION OF THE [EMPLOYER] EMPLOYEE HANDBOOK SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT PRIOR PRACTICES, ORAL OR WRITTEN REPRESENTATIONS, OR STATEMENTS (INCLUDING POLICY STATEMENTS) ISSUED PRIOR TO THIS HANDBOOK. NO ORAL STATEMENTS OR OTHER REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK.

THE LANGUAGE USED IN THIS [EMPLOYER] EMPLOYEE HANDBOOK AND THE POLICIES AND RULES HEREIN ARE NOT A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF [EMPLOYER], OTHER THAN THE CEO, HAS THE AUTHORITY TO ENTER SUCH AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CEO AND THE EMPLOYEE.

THE INFORMATION IN THIS HANDBOOK IMPOSES NO LEGALLY ENFORCEABLE OBLIGATIONS ON [EMPLOYER].

ALL NON-UNIONIZED [EMPLOYER] EMPLOYEES ARE AT-WILL EMPLOYEES NEITHER THE EMPLOYEE NOR [EMPLOYER] IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EITHER THE EMPLOYEE OR [EMPLOYER] HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON, WITHOUT ANY PROCEDURE OR FORMALITY.

EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, [EMPLOYER] RESERVES THE RIGHT TO REVISE, DELETE OR ADD TO ANY OR ALL OF THE INFORMATION CONTAINED IN THIS HANDBOOK, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS AT [EMPLOYER], WITH OR WITHOUT NOTICE. AMENDMENTS TO THIS [EMPLOYER] EMPLOYEE HANDBOOK WILL BE DISTRIBUTED TO ALL [EMPLOYER] EMPLOYEES.

VIOLATION OF ANY [EMPLOYER] POLICY RULES, OR OTHER GUIDELINES CONSTITUTES GROUNDS FOR TERMINATION OR OTHER DISCIPLINARY ACTION AT [EMPLOYER]'S SOLE DISCRETION.

²² Replaced with our language to pair with Disclaimer at the front of the handbook. This language also acknowledges union employees.
Wellington Fire Protection District Employee Handbook Page 53
August 5, 2021

APPENDICES * ARE INCLUDED AS PART OF THIS HANDBOOK THE HANDBOOK

IF I AM UNIONIZED, I UNDERSTAND THAT WHERE THE HANDBOOK CONFLICTS WITH THE COLLECTIVE BARGAINING AGREEMENT, THE COLLECTIVE BARGAINING AGREEMENT WILL PREVAIL.

Employee Signature

Date

Employee Name Printed

Deleted: MEMBER ACKNOWLEDGMENT¶

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In addition to reading and understanding this Handbook, you must acknowledge in writing that you have read and understand this Handbook by signing the form attached or available in the administrative office.¶

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ACKNOWLEDGEMENT OF RECEIPT¶

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I HAVE RECEIVED A COPY OF THE

EMPLOYEE HANDBOOK DATED _____

. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND:¶

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• EMPLOYMENT WITH WELLINGTON FIRE PROTECTION DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE DISTRICT, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE DISTRICT HAS THE SAME RIGHT.¶

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• THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.¶

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• THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE DISTRICT'S GUIDELINES.¶

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• THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE DISTRICT THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.¶

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• NO REPRESENTATIVE OF WELLINGTON FIRE PROTECTION DISTRICT, OTHER THAN THE ELECTED OFFICIAL OR AGENCY HEAD OF THE DISTRICT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR AN ...