



Rocky
Mountain
Conservancy

Employee Handbook

January 2024

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IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE COMPANY 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 THE COMPANY'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH ROCKY MOUNTAIN CONSERVANCY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY 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. NO REPRESENTATIVE OF ROCKY MOUNTAIN CONSERVANCY, OTHER THAN THE PRESIDENT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR OR THEIR AUTHORIZED REPRESENTATIVE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OF THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR OR THEIR AUTHORIZED REPRESENTATIVE AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK AND ANY APPLICABLE STATE SUPPLEMENTS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

EMPLOYMENT

Equal Employment Opportunity (EEO)

The Organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, creed, national origin, ancestry, pregnancy, disability, military status, genetic information, marital status, transgender status, and familial status or any other status protected by applicable state or local law.

ADA and Religious Accommodation

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

Pregnancy Accommodation

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

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

The Organization may require that an employee provide a note from 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 Human Resources Department.

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

EEO Harassment

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

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

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

Sexual Harassment

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

The Organization strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

EEO Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Organization has established a program designed to prevent harassment, deter future harassers, and protect employees from harassment. The Organization takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The Organization also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The Organization therefore expects employees to make a timely complaint to enable the Organization to investigate and correct any behavior that may be in violation of this policy.

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

The Organization prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

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

Workplace Accommodations for Nursing Mothers

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

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

The Company reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the Company's operations.

The Company will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

WHISTLEBLOWER PROTECTION AND ETHICS POLICY

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

Reporting Responsibility

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

No Retaliation

It is contrary to the values of the Organization for anyone to retaliate against any board member, officer, and employee or volunteer who, in good faith, reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of the Organization. Violations of this policy will not be tolerated.

Reporting Procedure

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

Confidentiality

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

Handling of Reported Violations

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

Whistleblower Protection Policy

Individuals are encouraged to report information relating to illegal practices or violations of policies of the Organization (that such person in good faith has reasonable cause to believe is credible). Information shall be reported to the Executive Director unless the report relates to that individual, in which case the report should be made to the President of the Board of Directors.

The Organization encourages anyone reporting a violation to identify themselves when making a report to facilitate the investigation of the violation. However, reports may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or to enable the Organization or law enforcement to conduct an adequate investigation.

No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that they are the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Retaliation against any individual within the Organization or another individual who has reported a violation in good faith or who, in good faith, has cooperated in the investigation of a violation will not be tolerated.

EMPLOYEE STATUS

Employee Classifications

Employees of the Company are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the Company's group health plan. Eligibility for participation in the Company's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the Company's group health plan, please contact [insert appropriate department of contact]. The following classifications are used throughout this Handbook.

Exempt Employee

An employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

Non-exempt Employee

An employee whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday,

or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Full-Time Employee

An employee who is regularly scheduled to work a predetermined 32 to 40 hours per week year-round. Full-Time employees must work their predetermined schedule or use Vacation or Sick time to complete their hours.

Part-Time Employee

An employee who is normally scheduled to work less than 32 hours per week.

Temporary/Seasonal Employee

An employee who is employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

EMPLOYEE BENEFITS

EMPLOYEE DISCOUNTS & PERKS

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

Additionally, in an effort to promote a healthy lifestyle, the Organization reimburses certain wellness related expenses for full and part time employees. Temporary/Seasonal employees are not eligible to participate in this reimbursement program.

INSURANCE BENEFIT PLANS

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

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

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

In the event that the employee takes a personal or other leave of absence, the Human Resources Department should be consulted to determine the impact the leave may have upon the benefits in place, including eligibility and/or making any required premium payments.

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

The Organization currently offers these plans:

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

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

Dental and Vision: Provides you and your eligible dependents dental and vision coverage at group rates.

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

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

401K Plan: Allows employees to save for retirement. The Organization currently matches up to the first 4% of an employee's contribution. Please contact the Human Resources Department with specific questions or further clarification on the 401k plan.

Colorado Secure Savings Program Participation

The Company has a certified exemption from the Colorado Secure Savings Program. It does not participate in the Colorado Secure Savings Program since the Company currently offers an employer-sponsored retirement plan to eligible employees.

Employees who are not eligible for the 401K plan can independently enroll in Colorado Secure Savings as a voluntary participant. Please see the Colorado Secure Savings Program website: coloradosecuresavings.com.

HOLIDAYS

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

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

**Please refer to the Organization's current payroll calendar for details.

For Full-Time employees:

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

The Organization paid holiday time is not counted as hours worked in the computation of overtime. However, if an employee works on the holiday, their time worked will be factored into the computation of overtime.

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

Employees may be required to work on a holiday. If a non-exempt employee works on a holiday, they will receive double-time for their hours worked.

For Part-Time and Temporary/Seasonal employees:

If an employee works on a holiday and/or observed holiday, they are eligible to receive a pay rate of double their rate of pay. If the employee works on both the holiday and observed holiday, the Organization will look at the total daily hours recorded for each of those days and the hours paid at the incentivized pay rate will be the greater of the two.

If an employee has accrued time off and would like time off on the holiday or observed holiday, they are required to submit the appropriate time off request to their supervisor via the payroll and timekeeping system. The supervisor will then issue an approval or denial of the request based on business needs.

PAID SICK AND EXIGENCY LEAVE

Part-Time and Temporary/Seasonal Employees:

Part time and seasonal employees accrue sick leave at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours are carried over from year to year, up to 3 years but are capped at 48 hours total. Employees will not accrue additional sick leave until the balance falls below 48 hours.

Full-Time Employees:

Employees accrue sick leave as outlined in the table below. Accruals begin the first day of employment.

Length of Service	Accrued Hours per pay period (every 2 weeks)	Equivalency of Sick Days Granted per Year
0 - 2 full years	4.00 hours	13.00 days
3+ full years	6.00 hours	19.50 days

A full-time employee's sick leave balance is eligible to accumulate and carryover from year to year up to a maximum of 13 weeks (520 hours). Once the balance reaches the cap of 520 hours, employees will not accrue additional sick leave until the balance falls below 520 hours. Employees will not accrue sick hours during unpaid leaves of absence.

For all employees, sick leave can be used if an employee:

- a. has a mental or physical illness, injury, or health condition that prevents them from working;
- b. needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- c. needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- d. the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment and needing leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
- e. 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;
- f. needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- g. needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- h. needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

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

It is the employee's responsibility to notify their manager each day at the beginning of their shift if they cannot report to work due to an illness, injury, or medical care. Also, let your manager know when you expect to return to work. In the event you are absent for four or more workdays, medical or legal certification is required.

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

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

VACATION

Full-Time Employees:

Employees accrue vacation hours as outlined in the table below. Accruals begin the first day of employment:

Length of Service	Accrued Hours per pay period (every 2 weeks)	Equivalency of Vacation Days Granted per Year
0 - 3 full years	4.00 hours	13 days
4 - 9 full years	6.154 hours	20 days
10 or more full years	8.307 hours	27 days

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

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

Specific to the Retail Department, if a Retail Clerk cannot report to work for their scheduled shift due to scheduled time off, it is their responsibility to identify shift coverage for the duration of their scheduled time away.

Paid vacation leave may be used in half hour increments. Employees begin accruing vacation leave upon hire.

Paid vacation leave will not be used in any calculations of overtime.

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

Part-Time and Temporary/Seasonal Employees:

Part-time and Temporary/Seasonal employees are not eligible for vacation accruals.

FLEXTIME

Employees may be eligible for flexible schedules based on the nature of their job duties and performance. Flexible schedules may include alternate work schedules or flex time. Speak with your supervisor or human resources to determine whether you may be eligible for a flexible schedule.

LEAVE OF ABSENCE (LOA)

(A) DOMESTIC ABUSE LEAVE

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

Leave is unpaid although employees may use PTO, sick leave, or vacation time. Employees must use the leave to:

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

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

(B) BEREAVEMENT LEAVE

Employees are currently eligible for paid bereavement leave as part of Colorado's Healthy Families and Workplaces Act. (See "Paid Sick and Exigency Leave" above) In addition, employees are eligible for paid leave of up to three days to attend the funeral of an immediate family member. Immediately family members are defined as:

- Spouse, parents, children, siblings, grandparents, grandchildren, (including step and in-law relationships, aunts, uncles, nieces and nephews.

The employee must request the leave from their supervisor or manager. If the employee requests additional time off beyond the initial three-business day allowance, the employee may opt to use leave without pay or other appropriate forms of paid leave, with their supervisor or manager's approval.

(C) JURY DUTY

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

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

(D) FAMILY AND MEDICAL LEAVE INSURANCE (FAMLI)

FAMLI is a state-run program that provides income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason. However, the Company has elected and been approved to provide a private family and medical leave plan in lieu of the state-run FAMLI plan. Our plan provides at least the same benefits and protections available under FAMLI. This includes partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. Partially paid leave is available for up to 12 weeks in a benefit year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. For more information regarding this important benefit, including required documentation and waiting periods, please contact Human Resources.

(E) FAMILY AND MEDICAL LEAVE (FMLA)

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

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

Military Family Leave Entitlements

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the Organization maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Organization for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves of absences, paid time off accruals will not continue during the unpaid leave. Additionally, holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for the Organization for at least 12 months, with at least 1,250 hours worked during the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in a calendar year, or 26 weeks in the 12-month period measured forward from the first day of an employee's leave as explained above.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must consider and make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Organization's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Organization's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

Except where FAMLl applies, in which case there is a separate agreement governing leave, the Organization requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave is taken in compliance with the Organization's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the Company's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted. Employees may not supplement workers' compensation benefits or disability pay with paid leave.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Organization's normal call-in procedures.

Employees must provide sufficient information for the Organization to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Organization if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. This will not be required for parental leave. The Organization may require second and third medical opinions at the Organization's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Organization's attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

The Organization's Responsibilities

The Organization will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Organization will provide a reason for the ineligibility.

The Organization will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Organization determines that the leave is not FMLA-protected, the Organization will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the Organization to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

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

(F) MILITARY LEAVE

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veterans' re-employment rights.

(G) PERSONAL LEAVE

Typically, a personal leave of absence is not granted. A personal leave of absence will be considered on a case-by-case basis. In the rare occurrence management deems the circumstances warrants approval, a paid or unpaid leave of absence for non-medical reasons could be granted. This is at the sole discretion of management.

(H) VOTING

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

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

PAY

MEALS & BREAKS

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

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

Work Hours	Rest Periods Required
0 - 2 hours	0
Over 2 and up to 6 hours	1
Over 6 and up to 10 hours	2
Over 10 and up to 14 hours	3
Over 14- and up to 18 hours	4
Over 18 and up to 22 hours	5
Over 22	6

There is some flexibility for the length and timing of rest breaks. It is permitted to take two 5-minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra ten minutes without pay.

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

OVERTIME

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

For purposes of calculating overtime payments, only the hours actually worked (not administrative leave, holiday, sick, or vacation) are factored into the calculation.

PAYDAYS

Employees are paid on a bi-weekly basis, every other Friday. If the regular payday occurs on a federal banking holiday, the Organization's payday is considered to be the last working day prior to that holiday.

In order to be paid via direct deposit, employees will need to fill out a direct deposit authorization form.

On each payday, employees can access a statement on the Organization's payroll system that shows gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, individual savings plans, and 401K contributions may be arranged through Human Resources. If an employee believes that an improper deduction has been made to their pay, they should immediately notify Human Resources. All reports of payroll discrepancies will be investigated in a timely manner and if it is determined that an improper deduction or discrepancy has occurred, the employee will be promptly reimbursed.

PAY FOR EXEMPT EMPLOYEES

Exempt employees are paid a salary basis. This means that exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, individual savings plans, and 401K contributions may be arranged through Human Resources. If an employee believes that an improper deduction has been made to their salary, they should immediately notify Human Resources. All reports of payroll discrepancies will be investigated in a timely manner and if it is determined that an improper deduction or discrepancy has occurred, the employee will be promptly reimbursed.

TIME REPORTING

Non-exempt employees are required to complete a daily timesheet detailing their start time, end time and meal breaks. At the conclusion of each bi-weekly pay period, employees are required to review and approve their timesheet and then submit it to their immediate supervisor for approval before the Organization's payroll will be processed. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off.

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

As the Organization utilizes the timekeeping system for the computation of employee pay, the accuracy and integrity of the data being recorded is critical. Non-exempt employees are expected to submit complete and accurate timesheets. Employees should notify Human Resources with any questions pertaining to how their pay is being calculated or if there are any concerns with the data reported and/or paid out. Additionally, Human Resources should be notified immediately if employees perceive that anyone is interfering with their ability to accurately record their time as appropriate. All reports will be investigated thoroughly and if applicable, appropriate corrective action will be taken. The Organization will not tolerate retaliation against employees for making a report or participating in an investigation.

WORK ENVIRONMENT

ALCOHOL AND DRUGS

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

SMOKING/TOBACCO PRODUCTS

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

The use of other tobacco products including chewing tobacco, e-cigarettes and vapes is also prohibited within all areas of the building(s) and during work time. Violations of this policy will not be tolerated.

ANTI-VIOLENCE

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

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

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

APPEARANCE, ATTIRE, AND HYGIENE

The Organization believes an employee's dress and grooming should be appropriate to the work situation. All staff members are expected to present a professional, businesslike image to clients, visitors, customers, and the public. You are expected to come to work clean, neat and well-groomed. Employees should limit their use of products with fragrances, including lotions, hair products or colognes/perfumes. Any logos or graphics worn by employees must not reflect any form of violent, discriminatory, abusive, offensive, demeaning, or otherwise unprofessional message.

Management reserves the right to determine appropriateness and will speak with you regarding the matter. In some instances, you may be asked to return home and change clothes.

So long as clothing does not conflict with the dress code, employees' attire may be based on their gender identity.

ATTENDANCE AND PUNCTUALITY

All employees are expected to be punctual with their arrival for their shift. In addition, regular attendance is considered an essential function of each employee and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor and/or Human Resources as soon as possible prior to the start of their shift. Leaving messages, texts, emails, or voicemails with other employees is not acceptable.

Excessive absenteeism is defined as two or more occurrences of unexcused absences in a 30-day period and is subject to result in disciplinary action up to and including termination of employment. Failure to report to work for a period of three or more scheduled shifts without notifying a supervisor or Human Resources will result in termination of employment.

COMMUNICATION SYSTEMS

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

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

Copyright and Software

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

E-Mail

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

Mail

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

Social Media Guidelines

The Company permits employees' use of social media during working time using Company equipment and systems and is aware that employees may use social media during non-work time. All postings on a blog, wiki, or social networking site on behalf of the Company are preapproved and sent by authorized employees. All other postings made by an employee on a blog, wiki, or social networking site are considered personal

communications and are not Company communications. Use of personal mobile devices during work time should be kept to a minimum. Employees are personally responsible for the content they publish. Postings by an employee concerning the Company are not prohibited provided they comply with guidelines set forth below or in this handbook.

If you post any comment that promotes or endorses Company products or services in any way, the law requires that you disclose that you are employed by the Company.

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

We encourage you to make complaints to the Company using the complaint process. Complaints regarding these issues to the Company must be made consistent with the complaint procedures in this handbook so that the Company may address them.

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

Telephone/Cellphones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls and texting can significantly disrupt business operations. The Organization requests that employees be mindful of their usage while at work.

For safety reasons, employees are prohibited from the use of cell phones and mobile devices to make calls or text while driving. Employees must park their vehicle whenever cell phone use is required. In doing so, all motor vehicle and traffic laws should be followed. Generally, stopping on the shoulder of the road is not acceptable.

Phones and mobile devices with cameras should not be used in a way that violates other Company guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access company systems is restricted/prohibited without prior authorization.

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

Voicemail

The Organization voicemail system is intended for transmitting business-related information. Although the Organization does not monitor voicemail messages as a routine practice, the Organization reserves the right to access and disclose any messages sent over the voicemail system at any time, for any purpose. Employees are expected to use their best judgment and discretion of their personal use of voicemail and must keep such use to a minimum.

CONFIDENTIAL INFORMATION

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

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

Disclosure of confidential information outside of the Organization will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner is also prohibited, unless authorized by the Executive Director.

All information including but not limited to, written materials, donor information, artistic media, photographic media, publications, and manuals are property of the Organization and must be returned to the management or Human Resources upon separation of employment or at any time upon demand.

If you are uncertain about whether information is confidential, speak with your supervisor or Human Resources.

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 Company communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

PERSONNEL RECORDS

The Company keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee.

Notify the Human Resources Department immediately if you have changes in any of the following areas: name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Human Resources Department if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Company.

If you want to look at your file or discuss it with someone, contact the Human Resources Department. The review will take place in the presence of a Human Resource or designated Company representative at a time arranged between the employee and the Company. Employees are permitted to obtain a copy of their personnel files but may be required to pay the reasonable cost of the duplication of the documents.

CONFLICT OF INTEREST

It is expected that employees protect the Organization's proprietary information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job.

Employees involved in or contemplating outside work should disclose their intentions with Human Resources to ensure there aren't any potential conflicts of interest. Any interference from a secondary employment situation is not considered to be an acceptable excuse for failing to meet performance expectations or attendance requirements, including any overtime work.

Any outside work must not create or appear to create a conflict with the Organizations interests. For example, any outside work must not compete with any current or planned products or activities at the Organization, nor should any such outside venture involve working for a competitor of the Organization. Employees are not permitted to use any equipment belonging to the Organization. Other examples of conflicts of interest could include serving as a board

member or director of a competing Organization, holding financial interest in a competing Organization, being self-employed in an occupation which competes with the Organization, or ownership, partnership or personal involvement in supplier companies or distribution outlets related to Organization business.

Employees shall not accept gifts, whether in the form of service, loan, article, or promise that may be perceived as or influence as an employee's improper favor or service.

If an employee is asked to consult or to speak as a representative of the Organization, the employee must obtain prior written approval from the Executive Director or the Board of Directors. Any monetary gain, such as tips received while acting as a representative of the Organization shall be turned over to the Organization to be reinvested into the business programs or processed as a donation to the organization.

If employees have any questions about whether a situation may be considered a conflict of interest, they should discuss the matter with Human Resources. If further consideration is determined to be needed, the matter will be referred to the Executive Director or the Board President, as appropriate. If the situation is determined to be a potential conflict of interest, the employee will be asked to complete a formal written disclosure to Human Resources.

COPYRIGHT AND PATENTS

During the course of a person's employment at the Organization, new developments, procedures, modifications or equipment designs may take place. With employees receiving pay from the Organization and having access to and likely utilizing these materials for day to day use during their employment, any new developments, whether patentable or not are the sole property of the Organization.

CRIMINAL HISTORY CHECK

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

PROPER HANDLING OF CRIMINAL JUSTICE INFORMATION (CJI)

After clearing federal and state background checks, certain Rocky Mountain Conservancy Human Resource staff may be authorized to access Criminal Justice Information (CJI) and are required to adhere to all technical and procedural requirements of the FBI CJIS Security Policy for protecting Criminal Justice Information. Unauthorized requests, receipt, release, interception, dissemination, or discussion of CJI is serious and may result in criminal prosecution and termination of employment. The Conservancy will perform a formal disciplinary process for any personnel who fails to comply with the security policies and procedures. Authorized users who have direct access to CJI, and all appropriate IT personnel, must be aware of the agency's policy regarding possible security incidents and the proper reporting procedures with the Conservancy. Any failure or possible security incident shall be reported to the appropriate personnel in an incident report containing the following items:

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

DATA DISPOSAL

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

- First and last name or initials
- Username(s) and password(s)
- Driver's license or other identification card number
- Social Security number
- Medical documentation
- Biometric data

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

DISCIPLINE

Occasionally, performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action that, in its opinion, seems 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.

EMERGENCY CLOSING DUE TO SEVERE WEATHER OR GOVERNMENT SHUTDOWN

In the event of severe weather, the Organization may deem it necessary to close location(s) or open them on a delayed start schedule. The number one priority is the safety of our employees. Employees that report for their shift, prior to the announcement of a late start or closure, will be advised of their options by management but will be paid for their hours worked. As a general rule, the Organization attempts to mirror and comply with the delayed start time, early closure and/or full closure as directed by the Rocky Mountain National Park or other host organization based on the employee's work location. Employees who have questions or need further clarity on this policy should speak with their direct supervisor or manager.

In the event of a government shutdown, the Organization will continue to operate as much as possible, however certain positions may be furloughed for the time of the shutdown. Employees who have questions or need further clarity on this policy should speak with their direct supervisor or Human Resources.

EMPLOYMENT REFERENCES

The Organization does not furnish open letters of recommendation addressed "To Whom It May Concern. If an employee receives a call or email inquiring about a former employee, do not attempt to answer any questions; rather, please refer the inquiry to Human Resources. Only authorized individuals may respond to such inquiries on behalf of the Organization. This restriction includes recommendations on social media sites.

INSPECTIONS

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

JOB-RELATED PROBLEMS

Employees who disagree or are dissatisfied with any of the Organization's practices should promptly discuss the matter with their immediate supervisor, when appropriate. Ideally, this discussion should be held within three to five days of the incident, or otherwise in a timely manner. Discussions held in a timely manner will enhance the Organization's ability to resolve concerns while they are fresh. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory or if it is inappropriate to go to the supervisor, then employees are encouraged to direct their concern to the Executive Director and if there is still no satisfactory resolution, employees may submit a written complaint to the Board of Directors for review and final decision about the situation.

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

SAFETY/REPORTING OF INJURY

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

If injured on the job, no matter how minor, employees must notify (their immediate supervisor as soon as they are able and report in writing within 10 days after the injury. If non-emergency medical treatment for an on-the-job injury is needed, it must be obtained from one of the Organization's designated medical providers. If not, the employee may be responsible for the cost of medical treatment. For emergency medical treatment, please call 911 or go to the nearest ER.

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

SEPARATION OF EMPLOYMENT

The Organization requests that employees who intend to resign from their positions notify the Organization of their anticipated departure date and go over the check-out procedures at separation with Human Resources.

Exit interviews will be requested by Human Resources in an attempt to gather constructive feedback from employees who leave the Organization. Any information gained may help identify opportunities for the Organization to improve. These exit interviews are scheduled at the convenience of the employee and Human Resources before the employee's last day of employment. Although participation in the exit interview is voluntary, it is highly encouraged.

Employees in good standing who retire or resign from their positions may be eligible for re-hire.

Upon termination, willful or otherwise, employee will immediately turn over all items belonging to the Organization to management or Human Resources.

TRAVEL REIMBURSEMENT

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

Except with pre-authorization from the Executive Director, employees are not reimbursed for alcoholic beverages.

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

WORKPLACE RELATIONSHIPS

The Organization prohibits of romantic or dating relationships between supervisors and direct reports or where the relationship interferes with either employee's work duties. Employees must behave in a professional manner while working at the Organization or while at Organization functions. It is important to keep romantic relationships separate from the work environment.

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

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

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

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

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

2024 Employee Handbook Acknowledgement of Receipt

I have received a copy of Rocky Mountain Conservancy’s Employment Handbook dated January 2024. I understand that the Handbook, including any state-specific supplement for the state in which I work, provides a summary of the Company’s guidelines and its expectations regarding my conduct. I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment with the Company is at-will. This means that neither I nor the Company is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or the employer at any time, for any reason.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of Rocky Mountain Conservancy, other than the President of the Board of Directors, Executive Director or their authorized representative, has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the President of the Board of Directors or Executive Director and me. We have not entered into such an agreement.

Further, I understand that the contents of this handbook are summary guidelines for employees and therefore not all inclusive. This handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the handbook or any supplement. Except for the at-will nature of employment, the Company reserves the right to revise, delete, or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of Rocky Mountain Conservancy. These changes may occur at any time, with or without notice.

I have read and understand the above statements.

Printed Employee Name

Date

Employee Signature

Colorado Overtime and Minimum Pay Standards Order (COMPS ORDER) Acknowledgement of Receipt

I have been provided and hereby acknowledge receipt of a copy of the Colorado Overtime and Minimum Pay Standards Order (COMPS Order #39) Poster.

Printed Employee Name

Date

Employee Signature



Colorado Minimum Wage: Inflation-adjusted annually: \$14.42/hour in 2024. (Rule 3)

- Employers must be paid at least minimum wage (whether hourly, salary, commission, piecework, etc.) unless exempt
- Uncompensated minutes can be paid 15% less than full minimum wage
- Use the highest minimum wage that applies; all local minimum wages are posted at ColoradoLabor.gov

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required each week over 40 hours, or day over 12, or on if 2 or more weeks or days average fewer hours
- Employer's cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours
- Key variances/exceptions (all are detailed in Rule 2.3.2.4):
 - Modified overtime in a small number of health care jobs; exception for certain heavy vehicle drivers
 - No 40-hour weekly overtime in downhill & snowboard jobs (but 56-hour overtime for many under federal law)
 - Agriculture: overtime after 48-56 hours (based on size and seasonality); extra breaks and pay on long days

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes paid, every 4 hours (Rule 5.2)

Hours/Week	1 up to 2	>2 up to 6	>6 up to 10	>10 up to 14	>14 up to 18	>18 up to 22	>22
Meal Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to three next practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employees do not authorize or permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exceptions:
 - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes (Rule 5.2.1)
 - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3 & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)

- All time on premises, on duty, or at work places (but not just listing of duty) employees are on-premises), including:
 - putting on/turning work clothes/signs (but not clothes worn outside work), clean-up, or other off-clock duty,
 - waiting for assignments at work, or receiving or starting work-related information,
 - security/safety screening, or checking/checking in or out, or
 - waiting for any of the above tasks.
- Time for employer or benefit is time worked; normal home work time is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3)

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- **Fraud pay:** Oweal promptly (if a termination by employer) or at next pay date (if employee resigned)
- **Vacation pay:** Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or delaying forfeiture based on cause for termination, lack of resignation notice, etc.
- **Deductions from pay:** Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after address(es))
 - Tip credits: Employees can pay up to \$3.02 below the highest applicable minimum wage (Colorado or local); if:
 - (a) tips (not mandatory service charges) meet pay to full minimum, & (b) tips aren't directed to non-tipped staff/owners
 - **Meal credit/deduction:** Allowed for the cost or value (without employer or profit) of voluntarily accepted meals
 - **Laundry credit/deduction:** Allowed if housing is voluntary, accepted by the employee, primarily for the employee's (not the employer's) benefit, exceed in washing, and limited to \$25 or \$100 per week (based on housing type)
 - **Uniforms:** Must be provided at no cost unless they are ordinary clothes without special material or design; employers must pay for any special cleaning required, and cannot require deposit or deduct for ordinary wear and tear

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- **Executive/supervisor's, administrators, and professionals:** paid at least a salary (not hourly wages) of \$55,000 in 2024 (then inflation-adjusted in future years), except \$33,171/hour for highly technical computer work
- **Other highly compensated, non-student labor employees:** paid at least 225% the above salary (\$123,750 in 2024)
- **20% owners, or if a nonprofit, the highest-paid/high-tenured employee, if actively engaged in management**
- **Vocative (not all) types of subsistence, tow drivers, camp/outdoor education field staff, or property managers**

Record-Keeping & Notices of Rights (Rule 7)

- **Employees must give all employers (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay**
- **This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy**
- **Employers must include a copy of this poster, or the COMPS Order, in any employment handbook or manual**
- **Violation of notice of rights rules (posting or distribution), including by providing information undermining this poster, may yield fines and/or penalties for employer-specific credits, deductions, or exemptions in COMPS**

Complaint & Anti-Retaliation Rights (Rule 8)

- **Employers can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court**
- **Employers cannot retaliate against, or interfere with, employees exercising their rights**
- **Anonymous tips are accepted, anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)**
- **Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)**
- **Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or filings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)**