

Town of Manassa  
Town Board Agenda  
Regular Town Board  
January 18, 2023  
7:00 PM  
Agenda

Meeting called to Order:

Roll Call:

Pledge of Allegiance

Motion to approve the agenda-  
Motion to approve Minutes -

Public Comments:

Must sign in, in order to be heard and only five requests will be heard. A five-minute time limit is imposed and no immediate action and or comment will be provided by the Board.

\*Agenda subject change if need be.

New Business: Clark Rogers

Checking & CD accounts interest rates  
Vendor's

CDBG- grant -- sewer project contract with Element engineering

Old Business: Policies & Procedures

Pay Bills:

Grant Report:

Maintenance Report:

Police Report:

Town Clerk Report:

A motion to adjourn

NEXT BOARD MEETING FEBRUARY 15, 2023 @ 7:00PM

TOWN OF MANASSA  
TOWN BOARD MEETING MINUTES  
REGULAR TOWN BOARD MEETING  
JANUARY 18, 2023

Meeting call to order by Dan Bond @ 6:59 pm

Roll Call: Dan Bond, Greg Rogers, Jesse Hernandez, Jeff Sowards, Jeramy McDaniel, Carl Bagwell

Tamera Smith, Ariel Ruvolo, Paul Garel, Roman Marrufo-Delgado

Guest: Clark & Trudy Rogers & Keith Martinez

Pledge of Allegiance Lead by Jeramy McDaniel

*New Business: Clark & Trudy Rogers owners of Silver Fox Jewelry, they are wondering if they could get another tap at the Silver Fox Jewelry shop, they are wanting to sell or put in apartments in the other portion of the building right now there is only one tap supplying both buildings. Dan Bond told them that there is an ordinance stating that no more out of town water taps could be done due to not enough water, this was done with a previous board for the Town of Manassa. The board told them that they would look into this ordinance and if need be, would put in a new ordinance because there is enough water to supply with the option if needed to buy more water. The board will discuss this ordinance at next months' meeting and start the process, it could take up to ninety days or more before they could move forward with the tap. Board will advise them of this. Board thanked them for coming in.*

*CD's and other savings accounts: Dan has been looking at other banks and the interest they are giving, the board gave him the go ahead to look into different banks and Edward Jones to see if we could get better rates: Alamosa State Bank .75%, Edward Jones: 4.75% 1<sup>st</sup> Southwest: 3.25 5yr CD. Dan stated that by paying the penalties of withdrawing early in 6 months or more would pay for it with the interest rate. Also, not to put sewer accounts in long term CD's. A motion made by Jeramy McDaniel that we investigate Edward Jones to see if they have better interest rates for longer terms, if they can't beat 1<sup>st</sup> Southwest, we'll keep it at 1<sup>st</sup> Southwest or negotiate with them to see we they want to keep our business with them, 2<sup>nd</sup> by Carl Bagwell all in favor non opposed.*

*Building permit was discussed will table till next month meeting.*

Minutes cont.

page 2

Grant Admin Report: Ariel discussed with the board on the Element Engineering contract construction phase, to be complete in 6 months. They discussed the dewatering, may ask for change order. Background checks on anyone that applies for the job.

Resolution made by Jeremy McDaniel to have Ariel talk with Element Engineering on the cost estimates before signing a contract with them 2<sup>nd</sup> by Greg Rogers all in favor non opposed.

Pay request to C-DOT, Feb going to bid with SRTS. Ariel also got the extension for the CDBG - SRTS.

Dan met with Denny Fringer on the SRTS and no hold up on our side.

Policies & Procedures: Holiday pay amended policy : All hourly employee may observe the following official paid holidays: New Year's Day, Presidents Day, Memorial Day, Labor Day, Independence Day, Veteran's Day, Thanksgiving Day, Christmas Day, option of half day on either Good Friday or Pioneer Day.

Salaried employees will not be required to work the above holidays but a Police presence is required on the 4<sup>th</sup> of July, Labor Day, and Memorial Day.

Police holidays: Easter, Thanksgiving, Christmas the Town does not require a scheduled Police presence, however if they are called out the Police Department will be compensated at the overtime rates in Overtime heading. Motion by Greg Rogers to accept amended Policies & Procedures 2<sup>nd</sup> by Carl Bagwell all in favor non opposed.

Motion made by Carl Bagwell to approve the bill in the amount of \$35,634.07 2<sup>nd</sup> by Greg Rogers all in favor non opposed.

Carl Bagwell ask about bids for the fuel for the tanks, board discussed why they are not using the tank, not secured at this time and people have been stalling the gas and diesel. It was mentioned that on repairs to vehicle etc., need to get a bid on everything.

Maintenance Report: see attached report.

Needs to keep gutters cleaned out so they will drain. Check with county to haul dirt in next to the West side of the Dempsey Park.

Police Report see attached monthly report

Discussed no U-turn between station and school zone.

Discussed with the board about the PTO that they do not get to use all of it before the end of the year, board discussed this with the department that it may be just a scheduling thing that needs to be worked on and if they need time the county should cover the town for those days that they take off. Chief Marrufo gave notice of leaving if he gets hired on with State Patrol. Dan asked Greg to get with the PD on the vacation time.

Town Clerk report see attached report:

FPPA has been paid all back owed money it came out to be about \$1,000.00 less than they quoted earlier, the amount taken was \$50,000.82.

Tamera presented bids for the office on new carpet and LVP flooring from Del Mar Flooring and Highland Cabinets & flooring and on new blinds for the office as well. Motion made by Carl Bagwell to go with Highland Cabinets and include the restroom to 2<sup>nd</sup> by Jeff Sowards all in favor non opposed.

Board asked Ariel to look into a grant for the Opera House.

Tamera Smith let the board know that she reached out to an auditor in Littleton to see if she would be interested in taking on the Town, they are not taking any new clients at this time.

The Town can no longer charge for a business license, they can still charge for the vendor space during the Pioneer Days.

Discussed how much petty cash we should have on hand the board said \$35.00

The Board ask if she could look into contacting Motz law firm and see if they would be will to represent the town of Manassa.

Motion to adjourn meeting by Greg Rogers @ 10:15pm 2<sup>nd</sup> by Jeramy McDaniel all in favor

Dan A. Bond 2-15-2023

Dan Bond, Mayor

Date

Tamera Smith 2-15-23

Tamera Smith, Town Clerk

Date

## TOWN CLERK REPORT

- FPPA back owed has been withdrawn in the amount of \$ 50,000.82 which is \$1000.00 less than what was quoted.
- Working on a printer for the police department and looking for a desk. Printer and desk for police department limit on how much to spend.
- Received quotes for the conference room and the office to be recarpeted or LVP flooring and blinds for the office and conference room.
- The person I had in mind to serve on the board can't at this time she was also wanting to know if they are compensated for serving like sewer/water no charge or some other way.
- I reached out to an auditor in Littleton and they are not accepting anyone at this time. Still looking and having no luck with an attorney. What would you like to do?
- Vendor<sup>No</sup> and Business licenses for 2023?
- How much petty cash should be on hand? - \$35.00
- Accured time

Tamera

Highland Cabinets, Inc.  
 2414 Stockton Street  
 Alamosa, CO 81101

# Estimate

Date	Estimate #
1/13/2023	10896

Name / Address
Town of Manassa 401 Main St. Manassa, CO 81141

Description	Total	Project
		Flooring
Korlock Select- Shadow Oak (34.39 sf per box) click in Reducer	1,023.10T	
Skin Coat	74.00T	
Install of Lvp	74.97T	
Floor prep	515.85	
Freight	220.00	
Freight for transitions	175.00T	
	40.00T	
Ad Lib - Unselected (color name is literally unselected) 24 x 24 tile ???? change Fractured Rubber transition with insert	1,848.00T	
Pressure sensitive glue D5000	73.05T	
Freight ?????	297.00T	
Install of carpet tile	250.00T	
Take up and dispose of old carpet	1,400.00	
Remove and replace of heater	240.00	
	25.00	
****Floor prep could be more or depending on the condition of the subfloor**** Sales Tax		227.45
<b>Total</b>		<b>\$6,483.42</b>

Customer Signature \_\_\_\_\_



Del Mar Carpet One  
621 Main Street  
Alamosa CO 81101

Phone # 719-589-9051  
accounting@delmarcarpetone.com

Town of Manassa  
Tamera Smith  
401 Main Street  
Manassa, CO 81141

Estimate #  
33625

1/13/2023

Item	Rep	Project	
	HJ		
Office			
Carpet			1,163.16T
Freight			195.00T
Supplies			250.00T
Install			320.76
Take up and Dispose Ca...			140.80
Floor Prep			85.00
Schonox SL 10 lb			29.19T
Supplies			25.00T
Dynagrip 30 OZ			9.27T
COVEBASE 4GL Black ...			97.44T
30 OZ Ultrabond 575			19.10T
Remove and Replace Co...			112.00
Trip Charge			104.00

Signature \_\_\_\_\_

**Subtotal** \$2,550.72

**Sales Tax (0.0%)** \$0.00

**Total** \$2,550.72

Pricing on estimate is good for 7 days.

No returns after 30 days, no returns on special order products.



Del Mar Carpet One  
621 Main Street  
Alamosa CO 81101

Phone # 719-589-9051  
accounting@delmarcarpetone.com

Town of Manassa  
Tamera Smith  
401 Main Street  
Manassa, CO 81141

Estimate #  
33626

1/13/2023

Item	Rep	Project	Estimate #
	HJ		
LVT			1,511.47T
Freight			195.00T
Taylor Dynamic 1 Gallon Install			103.98T
Take up and Dispose Ca...			906.00
Floor Prep			140.80
Schonox SL 10 lb Supplies			85.00
Dynagrip 30 OZ			29.19T
COVEBASE 4GL Black ...			25.00T
30 OZ Ultrabond 575			9.27T
Remove and Replace Co...			97.44T
Trip Charge			19.10T
			112.00
			104.00

Signature \_\_\_\_\_

**Subtotal**

\$3,338.25

Pricing on estimate is good for 7 days.

**Sales Tax (0.0%)**

\$0.00

No returns after 30 days, no returns on special order products.

**Total**

\$3,338.25





Del Mar Carpet One  
621 Main Street  
Alamosa CO 81101

Phone # 719-589-9051  
accounting@delmarcarpetone.com

Town of Manassa  
Tamera Smith  
401 Main Street  
Manassa, CO 81141

Estimate #  
33627

1/13/2023

Item No.	Item	Rep	Project	Price
	Conference Room			
LVT	XL Floors LVT	HJ		581.34T
Freight	Product Freight			390.00T
Taylor Dynamic 1 Gallon	Taylor Dynamic Ultimate Pressure Release 1 Gallon			51.99T
Install	Install of LVT			348.00
Carpet	Duplicate Carpet Tile			969.30T
Supplies	carpet tile adhesive			250.00T
Install	Install of carpet tile			267.30
Take up and Dispose Ca...	Take up and Dispose of flooring			167.20
Floor Prep	Floor Prep Work			170.00
Schonox SL 10 lb	Schonox Skim\ Feather Patch			58.38T
Supplies	transition expense			75.00T
Dynagrip 30 OZ	Dynagrip 30 OZ			9.27T
COVEBASE 4GL Black ...	COVEBASE 4GL Black Brown			115.71T
30 OZ Ultrabond 575	ULTRABOND 575 30 oz Tube			19.10T
Remove and Replace Co...	Remove and Replace Covebase			133.00
Trip Charge	trip charge			156.00

Signature \_\_\_\_\_

<b>Subtotal</b>	\$3,761.59
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,761.59

Pricing on estimate is good for 7 days.

No returns after 30 days, no returns on special order products.



**Del Mar Carpet One**  
 621 Main Street  
 Alamosa CO 81101

Phone # 719-589-9051  
 accounting@delmarcarpetone.com

Town of Manassa  
 Tamara Smith  
 401 Main Street  
 Manassa, CO 81141

Estimate #
33628

DATE
1/13/2023

Q. No.	Q. DATES	Rep	Phone	Project	Q. No.
		HJ			
Blinds		3 Everwood Trugrain 2" window coverings			1,518.00T

Signature \_\_\_\_\_

<b>Subtotal</b>	\$1,518.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$1,518.00

Pricing on estimate is good for 7 days.

No returns after 30 days, no returns on special order products.

**TOWN OF MANASSA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4170000 · User Fees	27,772.50	335,807.00	-308,034.50	8.3%
4170500 · Tap Fees	0.00	1,000.00	-1,000.00	0.0%
4200000 · Income - State of Colorado				
4200100 · Cigarette Tax	0.00	200.00	-200.00	0.0%
4200200 · Sales Tax	0.00	38,500.00	-38,500.00	0.0%
4200300 · Highway Users Tax	0.00	55,820.00	-55,820.00	0.0%
<b>Total 4200000 · Income - State of Colorado</b>	<b>0.00</b>	<b>94,520.00</b>	<b>-94,520.00</b>	<b>0.0%</b>
4220000 · Income - County Treasurer				
4220100 · Property Taxes	0.00	73,928.00	-73,928.00	0.0%
4220200 · Specific Ownership Taxes	849.95	12,000.00	-11,150.05	7.1%
4220300 · Road & Bridge	0.00	2,500.00	-2,500.00	0.0%
4220400 · Rural and Urban Tax	375.00	8,000.00	-7,625.00	4.7%
4220500 · Interest Income - County	0.00	180.00	-180.00	0.0%
<b>Total 4220000 · Income - County Treasurer</b>	<b>1,224.95</b>	<b>96,608.00</b>	<b>-95,383.05</b>	<b>1.3%</b>
4230000 · PILT	0.00	3,000.00	-3,000.00	0.0%
4235000 · MOSQUITO CONTROL	0.00	14,500.00	-14,500.00	0.0%
4240000 · Franchise Tax	2,615.54	20,000.00	-17,384.46	13.1%
4250000 · Revenue - Police				
4250100 · Police Fines	481.00	10,000.00	-9,519.00	4.8%
4250110 · Police Revenue - Misc.	10.00	100.00	-90.00	10.0%
4250120 · Police - Dog Licenses	0.00	150.00	-150.00	0.0%
<b>Total 4250000 · Revenue - Police</b>	<b>491.00</b>	<b>10,250.00</b>	<b>-9,759.00</b>	<b>4.8%</b>
4250200 · Revenue - Museum				
4250210 · Donations - Museum	0.00	300.00	-300.00	0.0%
4250200 · Revenue - Museum - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total 4250200 · Revenue - Museum</b>	<b>0.00</b>	<b>2,300.00</b>	<b>-2,300.00</b>	<b>0.0%</b>
4250300 · Revenue - Opera House				
4250310 · Rentals - Opera House	0.00	4,000.00	-4,000.00	0.0%
<b>Total 4250300 · Revenue - Opera House</b>	<b>0.00</b>	<b>4,000.00</b>	<b>-4,000.00</b>	<b>0.0%</b>
4470100 · Interest on Customer Accounts	290.00	3,800.00	-3,510.00	7.6%
4470200 · Interest Income - Bank	0.00	2,300.00	-2,300.00	0.0%
4480200 · Business Licenses	0.00	400.00	-400.00	0.0%
4480300 · Revenue - Misc.	0.00	100.00	-100.00	0.0%
4480360 · Revenue - Copy Machine	0.00	100.00	-100.00	0.0%
4480370 · Returned Check Charges	0.00	100.00	-100.00	0.0%
<b>Total Income</b>	<b>32,393.99</b>	<b>588,785.00</b>	<b>-556,391.01</b>	<b>5.5%</b>
<b>Gross Profit</b>	<b>32,393.99</b>	<b>588,785.00</b>	<b>-556,391.01</b>	<b>5.5%</b>
<b>Expense</b>				
5110000 · Salaries Expense				
5110100 · Salaries - Clerk	780.80	28,191.24	-27,410.44	2.8%
5110105 · Salaries - Clerk Other				
5110106 · Salaries - Deputy Court Clerk	0.00	1,638.00	-1,638.00	0.0%
5110105 · Salaries - Clerk Other - Other	0.00	2,598.75	-2,598.75	0.0%
<b>Total 5110105 · Salaries - Clerk Other</b>	<b>0.00</b>	<b>4,236.75</b>	<b>-4,236.75</b>	<b>0.0%</b>
5110110 · Salaries - Museum	0.00	6,533.10	-6,533.10	0.0%
5110200 · Salaries - Police Chief	1,475.20	49,115.85	-47,640.65	3.0%
5110205 · Salaries - Police Other				
5110206 · Contract Labor - Pioneer Days	0.00	3,500.00	-3,500.00	0.0%
5110205 · Salaries - Police Other - Other	807.69	42,000.00	-41,192.31	1.9%
<b>Total 5110205 · Salaries - Police Other</b>	<b>807.69</b>	<b>45,500.00</b>	<b>-44,692.31</b>	<b>1.8%</b>

**TOWN OF MANASSA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
5110210 · Salaries - Judge	0.00	4,536.00	-4,536.00	0.0%
5110300 · Salaries - Maint Supervisor	942.13	46,688.00	-45,745.87	2.0%
5110305 · Salaries - Maint Other	0.00	34,166.04	-34,166.04	0.0%
5110000 · Salaries Expense - Other	2,483.89			
<b>Total 5110000 · Salaries Expense</b>	<b>6,489.71</b>	<b>218,966.98</b>	<b>-212,477.27</b>	<b>3.0%</b>
5200000 · Payroll Expense				
5200500 · Payroll Expenses	663.93	15,897.15	-15,233.22	4.2%
5210135 · Insurance - Work Comp	0.00	8,397.25	-8,397.25	0.0%
5220125 · FPPA - Town Exp	356.57	8,656.01	-8,299.44	4.1%
<b>Total 5200000 · Payroll Expense</b>	<b>1,020.50</b>	<b>32,950.41</b>	<b>-31,929.91</b>	<b>3.1%</b>
5200300 · Insurance - Town	0.00	23,725.00	-23,725.00	0.0%
5210150 · Treasurer's Fees	0.00	1,700.00	-1,700.00	0.0%
5210225 · Elections Expense	0.00	1,000.00	-1,000.00	0.0%
5210230 · Misc. Expense - Museum	0.00	300.00	-300.00	0.0%
5210240 · Sale Items - Museum	0.00	1,500.00	-1,500.00	0.0%
5210260 · Bank Charges				
521028 · Merchant deposit fees	105.21			
5210260 · Bank Charges - Other	-60.65	200.00	-260.65	-30.3%
<b>Total 5210260 · Bank Charges</b>	<b>44.56</b>	<b>200.00</b>	<b>-155.44</b>	<b>22.3%</b>
5288250 · Expense - Opera House	65.00	4,000.00	-3,935.00	1.6%
5300000 · Expense - Operating Supplies				
5230210 · Small Tools	0.00	750.00	-750.00	0.0%
5230250 · Materials/Supplies/Line Maint.	22.21	10,000.00	-9,977.79	0.2%
5230880 · Weed Control	0.00	350.00	-350.00	0.0%
5230885 · Mosquito Control	0.00	4,500.00	-4,500.00	0.0%
5310200 · Material - New Services	0.00	4,500.00	-4,500.00	0.0%
5310325 · Testing	430.00	7,500.00	-7,070.00	5.7%
<b>Total 5300000 · Expense - Operating Supplies</b>	<b>452.21</b>	<b>27,600.00</b>	<b>-27,147.79</b>	<b>1.6%</b>
5310000 · Expense - Police				
5220320 · Telephone - Police Cell	0.00	1,500.00	-1,500.00	0.0%
5220890 · Other Expense - Police	5.00			
5310215 · Police Uniform	0.00	500.00	-500.00	0.0%
5310235 · Dog Licenses Expense	0.00	75.00	-75.00	0.0%
5310245 · Ammunition	0.00	600.00	-600.00	0.0%
5310395 · Police Dispatch	0.00	7,000.00	-7,000.00	0.0%
5310000 · Expense - Police - Other	0.00	1,200.00	-1,200.00	0.0%
<b>Total 5310000 · Expense - Police</b>	<b>5.00</b>	<b>10,875.00</b>	<b>-10,870.00</b>	<b>0.0%</b>
5400000 · Expense - Vehicle / Equip				
5410200 · Gas and Oil	0.00	3,225.00	-3,225.00	0.0%
5420100 · Repairs - Vehicle	926.53	3,500.00	-2,573.47	26.5%
5420230 · Tires	0.00	2,800.00	-2,800.00	0.0%
5430100 · Repairs - Equipment	0.00	4,200.00	-4,200.00	0.0%
5480000 · Mileage Reimburse	0.00	600.00	-600.00	0.0%
<b>Total 5400000 · Expense - Vehicle / Equip</b>	<b>926.53</b>	<b>14,325.00</b>	<b>-13,398.47</b>	<b>6.5%</b>
5440320 · Propane - Sewer Plant	0.00	100.00	-100.00	0.0%
5440330 · Propane - Water Plant	682.50	1,362.00	-679.50	50.1%

**TOWN OF MANASSA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>5500000 · Utilities</b>				
5500100 · Electricity- Town Hall	16.42	2,530.00	-2,513.58	0.6%
5500105 · Electricity- Maint Shop	16.42	5,230.27	-5,233.85	0.3%
5500110 · Electricity - Parks	0.00	2,530.00	-2,530.00	0.0%
5500200 · Electricity - Opera House	57.49	2,530.00	-2,472.51	2.3%
5500310 · Electricity- Sewer Plant	377.95	11,500.00	-11,122.05	3.3%
5500355 · Electricity- Dotson St Well	1,181.09	22,000.00	-20,818.91	5.4%
5500357 · Electricity- Jack St Well	31.49	8,583.03	-8,551.54	0.4%
5520100 · Telephone	356.10	4,200.00	-3,843.90	8.5%
<b>Total 5500000 · Utilities</b>	<b>2,036.96</b>	<b>59,123.30</b>	<b>-57,086.34</b>	<b>3.4%</b>
<b>5510000 · Office Expense</b>				
5230320 · Telephone - Maintenance Cell	0.00	1,650.00	-1,650.00	0.0%
5510100 · Lease - Copler	115.86	780.00	-664.34	14.8%
5510150 · Computer Maint. / Lease	0.00	3,500.00	-3,500.00	0.0%
5510220 · Office Supplies	0.00	4,000.00	-4,000.00	0.0%
5510380 · Postage	1,796.00	2,250.00	-454.00	79.8%
<b>Total 5510000 · Office Expense</b>	<b>1,911.66</b>	<b>12,180.00</b>	<b>-10,268.34</b>	<b>15.7%</b>
<b>5530240 · Advertisement</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>5600100 · Audit and Accounting</b>	<b>0.00</b>	<b>19,500.00</b>	<b>-19,500.00</b>	<b>0.0%</b>
<b>5600500 · Legal</b>				
5600510 · Legal - Water Augmentation	0.00	11,000.00	-11,000.00	0.0%
5600500 · Legal - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 5600500 · Legal</b>	<b>0.00</b>	<b>16,000.00</b>	<b>-16,000.00</b>	<b>0.0%</b>
<b>5700100 · Membership &amp; Dues</b>	<b>1,326.00</b>	<b>5,850.00</b>	<b>-4,524.00</b>	<b>22.7%</b>
<b>5750100 · Conferences / Training</b>	<b>0.00</b>	<b>2,400.00</b>	<b>-2,400.00</b>	<b>0.0%</b>
<b>5750960 · Water Augmentation Fee</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.0%</b>
<b>5800800 · Repairs - Buildings</b>				
5800840 · Repairs - Sewer Plant	0.00	1,000.00	-1,000.00	0.0%
5800860 · Repairs - Water Wells	0.00	1,000.00	-1,000.00	0.0%
5800800 · Repairs - Buildings - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5800800 · Repairs - Buildings</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
<b>5805890 · Other Expense - Trash, Etc.</b>	<b>96.00</b>	<b>8,750.00</b>	<b>-8,655.00</b>	<b>1.1%</b>
<b>5806000 · Equipment Reserve</b>	<b>0.00</b>	<b>15,600.00</b>	<b>-15,600.00</b>	<b>0.0%</b>
<b>5810900 · Capital Outlay</b>	<b>0.00</b>	<b>78,000.00</b>	<b>-78,000.00</b>	<b>0.0%</b>
<b>5810930 · CWRPDA Loan</b>	<b>0.00</b>	<b>16,500.00</b>	<b>-16,500.00</b>	<b>0.0%</b>
<b>5810960 · FMHA Bond #9 Sewer Project</b>	<b>19,140.00</b>	<b>39,000.00</b>	<b>-19,860.00</b>	<b>48.1%</b>
<b>5862000 · Engineering-Sewer Study</b>	<b>0.00</b>	<b>1,218.00</b>	<b>-1,218.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>34,195.63</b>	<b>626,825.69</b>	<b>-592,630.06</b>	<b>5.5%</b>
<b>Net Income</b>	<b>-1,601.64</b>	<b>-36,040.69</b>	<b>36,239.05</b>	<b>4.7%</b>

**TOWN OF MANASSA**  
**Profit & Loss by Class**  
**January 1 - 18, 2023**

Account	Income	Admin (General)	Maintenance (General)	Police (General)	Total Gene...	Admin (Sewer)	Total Sewer	Admin (Water)	Total Water	Unclassified	TOTAL
4170000 - User Fees	0.00	0.00	0.00	0.00	0.00	15,367.00	15,367.00	12,305.50	12,305.50	0.00	27,672.50
4220000 - Income - County Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4220200 - Specific Ownership Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4220400 - Rural and Urban Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4220000 - Income - County Treasurer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4240000 - Franchise Tax	1,224.95	1,224.95	0.00	0.00	1,224.95	0.00	0.00	0.00	0.00	0.00	1,224.95
4250000 - Revenue - Police	2,615.54	2,615.54	0.00	0.00	2,615.54	0.00	0.00	0.00	0.00	0.00	2,615.54
4250100 - Police Fines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4250110 - Police Revenue - Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4250000 - Revenue - Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4470100 - Interest on Customer Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	3,840.49	3,840.49	0.00	0.00	3,840.49	0.00	0.00	0.00	0.00	0.00	3,840.49
Gross Profit	3,840.49	3,840.49	0.00	0.00	3,840.49	0.00	0.00	0.00	0.00	0.00	3,840.49
5110000 - Salaries Expense	780.80	780.80	0.00	0.00	780.80	0.00	0.00	0.00	0.00	0.00	780.80
5110100 - Salaries - Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110200 - Salaries - Police Chief	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110300 - Salaries - Maint Supervisor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5110000 - Salaries - Other	342.08	1,031.17	942.13	1,110.64	2,483.89	0.00	0.00	0.00	0.00	0.00	2,483.89
Total 5110000 - Salaries Expense	1,122.88	1,973.30	3,393.53	6,489.71	0.00	0.00	0.00	0.00	0.00	0.00	6,489.71
5200000 - Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200500 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220125 - FPPA - Town Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5200000 - Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5210260 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5210260 - Merchant deposit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5210260 - Bank Charges - Other	-3.75	-7.69	-4.00	-27.44	50.31	62.59	-22.88	62.59	-22.88	0.00	105.21
Total 5210260 - Bank Charges	-3.75	-7.94	-11.69	-27.44	50.31	62.59	-22.88	62.59	-22.88	-6.33	-60.65
5288250 - Expense - Opera House	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6.33	44.56
5300000 - Expense - Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5320250 - Materials/Supplies/Line Maint.	0.00	7.40	0.00	7.40	7.40	7.40	7.40	7.40	7.40	0.00	22.21
5310325 - Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5300000 - Expense - Operating Supplies	0.00	7.40	0.00	7.40	7.40	7.40	7.40	7.40	7.40	0.00	22.21
5310000 - Expense - Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5320890 - Other Expense - Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5310000 - Expense - Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**TOWN OF MANASSA**  
**Profit & Loss by Class**  
**January 1 - 18, 2023**

Account	Admin	Maintenance	Police	Admin	Total Gene...	Total Sewer	Admin	Total Water	Unclassified	TOTAL
5400000 - Expense - Vehicle / Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5420100 - Repairs - Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5400000 - Expense - Vehicle / Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5440330 - Propane - Water Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500000 - Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500100 - Electricity - Town Hall	8.21	0.00	8.21	16.42	0.00	0.00	0.00	0.00	0.00	16.42
5500105 - Electricity - Maint Shop	0.00	0.00	0.00	5.48	0.00	0.00	0.00	0.00	0.00	5.48
5500200 - Electricity - Opera House	0.00	0.00	0.00	57.49	0.00	0.00	0.00	0.00	0.00	57.49
5500310 - Electricity - Sewer Plant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500355 - Electricity - Dotson St Well	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500357 - Electricity - Jack St Well	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5520100 - Telephone	75.22	0.00	130.44	205.66	75.22	0.00	0.00	0.00	0.00	377.95
Total 5500000 - Utilities	140.92	5.48	138.65	285.05	458.64	458.64	1,293.27	1,293.27	0.00	2,036.96
5510000 - Office Expense	38.56	0.00	0.00	38.56	748.00	748.00	38.55	38.55	0.00	1,796.00
5510100 - Lease - Copier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5510380 - Postage	300.00	0.00	0.00	300.00	748.00	748.00	38.55	38.55	0.00	1,796.00
5700100 - Membership & Dues	1,326.00	0.00	0.00	1,326.00	0.00	0.00	0.00	0.00	0.00	1,911.66
5805890 - Other Expense - Trash, Etc.	0.00	19.00	0.00	19.00	0.00	0.00	0.00	0.00	0.00	1,326.00
5810960 - FMHA Bond #9 Sewer Project	0.00	0.00	0.00	0.00	19,140.00	19,140.00	0.00	0.00	0.00	18,140.00
Total Expense	3,008.61	2,005.18	4,834.61	9,848.40	-5,516.91	20,684.46	3,008.44	3,008.44	654.33	34,195.63
Net Income	831.88	-2,005.18	-4,343.61	-5,516.91	-5,292.46	-5,292.46	9,322.06	9,322.06	-414.33	-1,901.64

# TOWN OF MANASSA

## Balance Sheet

As of January 18, 2023

	Jan 18, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1210000 · Checking- Community Bank	308,115.63
1210030 · CD General - FSWB #950004536	67,419.68
1210040 · CD Gen/Water FSWB #8876 / #8881	141,662.73
1210100 · Petty Cash- General Fund	
1210110 · Fax & Copy- Petty Cash	23.30
<b>Total 1210100 · Petty Cash- General Fund</b>	<b>23.30</b>
1218000 · Checking - Opera House	8,877.55
1218500 · Petty Cash - Opera House	58.00
1310010 · CD Sewer SLVFB #4000113413	96,229.91
1310030 · CD Gen/Sewer -RGS&L.#0222829707	105,222.82
1310500 · Cash in Drawer - Sewer	50.00
1310600 · Reserve S/W SLVFB #100028719	79,584.28
1410500 · Cash in Drawer- Water	50.00
1410600 · Reserve Water-Comm. #5100126608	9,088.97
1410610 · Reserve Water-SLVFB #100028719	14,044.29
<b>Total Checking/Savings</b>	<b>830,427.16</b>
Accounts Receivable	
1313000 · Accounts Receivable	10,413.49
<b>Total Accounts Receivable</b>	<b>10,413.49</b>
Other Current Assets	
1200000 · Undeposited Funds	8,091.14
1214000 · Receivables - Property Tax	62,527.00
1215000 · Due From County	929.00
1215200 · Due from State	80,449.00
1215300 · Due From Franchises	4,151.00
<b>Total Other Current Assets</b>	<b>156,147.14</b>
<b>Total Current Assets</b>	<b>996,987.79</b>
Fixed Assets	
1217200 · Land	49,950.00
1217400 · Vehicles & Equipment	0.21
1221000 · Accumulated Depreciation	-2,977,323.00
1318100 · Utility Plant	3,190,478.00
1318200 · Storage Facility	6,497.00
1318300 · Sewer Plant	421.59
1318400 · Construction In Process	320,042.00
1319000 · Equipment	124,824.45
1418000 · Buildings	1,278,315.00
<b>Total Fixed Assets</b>	<b>1,993,205.25</b>
<b>TOTAL ASSETS</b>	<b>2,990,193.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-247.81
<b>Total Accounts Payable</b>	<b>-247.81</b>
Credit Cards	
1210050 · Cardmember Services- COBNKS	566.05
<b>Total Credit Cards</b>	<b>566.05</b>



**TOWN OF MANASSA  
Balance Sheet**

As of January 18, 2023

Jan 18, 23

Other Current Liabilities	
2200000 · Payroll Liabilities	
2202010 · FICA Payable	-402.24
2202020 · Federal W/H Payable	-899.00
2202030 · State W/H Payable	3,424.01
2202050 · State Unemployment	-677.70
2202060 · FPPA W/H Payable	653.72
2200000 · Payroll Liabilities - Other	15,029.66
<b>Total 2200000 · Payroll Liabilities</b>	<b>17,128.45</b>
2200250 · Due to CTF	-0.12
2202000 · Garnishments Payable	-15,677.70
2210100 · Speeding Surcharge-Due to State	310.00
2218000 · Deferred Revenue- Property Tax	62,527.00
2308000 · Bond Payable-Sewer Proj. FmHA	422,400.00
2318000 · Deferred Revenue - ACCTS RCY	849.00
2318100 · Deferred Revenue -CDH GRANT	194.00
2318150 · Deferred Revenue- CDBG Streets	-771.44
2318200 · Deferred Revenue- NEU/ARP Grant	49,258.00
2402600 · Note Payable CWRPDA	320,385.00
2418000 · Deferred Revenue - A/R	452.00
<b>Total Other Current Liabilities</b>	<b>857,054.19</b>
<b>Total Current Liabilities</b>	<b>857,372.43</b>
<b>Total Liabilities</b>	<b>857,372.43</b>
Equity	
3210500 · Contributed Capital	2,298,583.00
3211105 · Fund Balance - Undesignated	285,131.00
3212100 · Fund Balance - TABOR	10,000.00
3212180 · Fund Balance - Opera House	4,475.00
3212185 · Fund Balance - Opera Designated	3,392.00
3310100 · Grants - In aid of construction	7,180.00
3310600 · Amortization of Contributed C	-727,636.00
3311000 · Retained Earnings	253,597.25
Net Income	-1,901.64
<b>Total Equity</b>	<b>2,132,820.61</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,990,193.04</b>



## Maintenance Report

Talked with our engineer about the wire issues, He thinks we can change from a v-notch weir to a Parshall flume without having to change the permit.

We also meet with mike with the Element Engineering to discuss the sewer project. Also going thru the plans form project making the changes were the they show under pavement and not under dirt.

Still dealing with frozen or plugged sewer lines.

Parts for four-wheeler snow plow won't ship till the 4<sup>th</sup> of next month. I tried to order them online myself and they won't give me a shipping dates.

This month sewer samples had to be taken twice due to the fact that they were to clear. Second samples passed but didn't meet the percent removal.

Worked on the chevy dump truck trying to change from joy stick controls to hand held remote.

Cleaning and organizing the shop whenever I get time or weather is bad.

Maintenance the grader and graded a couple of roads, I've noticed roads with good gravel can be grades fairly easy but anything without gravel works that grade pretty hard. Those types of roads have really bad frost heaves.

Took down xmas lights and have them put away. I will need to do some work on those as well.

Not a lot to report this month just due to time of year.

Manassa Police Department  
monthly report 1/23

Agency Id	Agency Name	Incident Type Code	Type Description	Incident Count
MP	MANASSA POLICE DEPT	911	911 CALL	1
		ABAN	ABANDONED VEHICLE	1
		ASSAULT	ASSAULT	1
		ASSIST	AGENCY ASSIST	15
		CCIC	COMPUTER CHECK	8
		CIVIL	CIVIL PROBLEM	2
		COMPOL	COMMUNITY POLICING	1
		DEATH	UNATTENDED DEATH	3
		DISTURB	DISTURBANCE	1
		DOME	DOMESTIC VIOLENCE	1
		FUINV	FOLLOW UP INVESTIGATION	5
		INFO	INFORMATION ITEM	1
		MTRAS	MOTORIST ASSIST	1
		NOISE	NOISE COMPLAINT	1
		OPENDR	OPEN DOOR	1
		PEDCT	PEDESTRIAN CONTACT	1
		PERMIS	MISSING PERSON/RUNAWAY	1
		PHONE	PHONE MESSAGE	5
		PURSU	PURSUIT - VEHICLE/FOOT	1
		SECCHK	SECURITY CHECK	5
		SHOTS	SHOTS FIRED	1
		SPCEV	SPECIAL EVENT/TEAM OPERATION	2
		SUSP	SUSPICIOUS PERSON/VEHICLE/ARTI CLE	4
		TS	TRAFFIC STOP	43

MP	MANASSA POLICE DEPT	UNPRB VIN	UNKNOWN PROBLEM VIN INSPECTION	4
		WELFA	WELFARE CHECK	3
Total				113
				113

Unit 1 - shocks and oil change and siren box.

Unit 3 - thermostat and sensor and oil change battery.

Vest has been ordered.

Boots- I ordered boots for Officer Ortega and myself. I want to pay the Town back for my boots if I happen to get hired on with Colorado State Patrol. so that money can get back into the uniform budget.

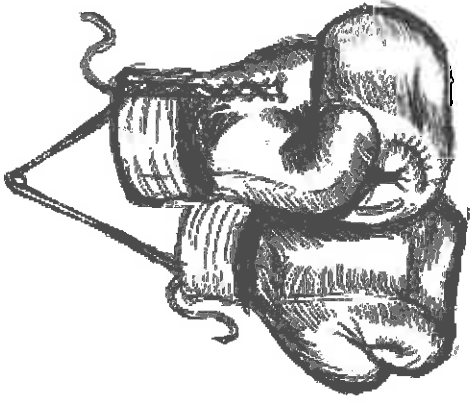
I'm looking into grants to better assist the Town for the Police Department.

Signs for One Hundred and Two Hundred block of South 5th.

CDOT- putting signs up for the crosswalk and school Zones.

JANUARY BILLS		AMOUNT
AT & T MOBILE	EFT	\$315.16
COMMUNITY BANK	ACH	\$45.00
CONAJOS PROPANE		\$682.50
CARDMEMBER CREDIT CARD	EFT	\$320.00
CWRA		\$300.00
DAVIS ENGINEERING		\$23,357.24
FRONT RANGE WINWATER WORKS		\$700.20
GALLS		\$130.44
GOBIN'S INC		\$32.40
INTUIT QUICKBOOKS	EFT	\$30.00
JADE COMMUNICATIONS	EFT	\$356.10
LARRY'S GARAGE		\$1,086.83
LEAF		\$115.66
PINNACOL	EFT	\$875.00
ROCKY MTN HOME HEALTH		\$22.21
O & V PRINTING		\$167.00
SANGRE DE CRISTO LABORATORY, INC		\$430.00
SP SERVICES	TOWN HALL	\$65.00
SP SERVICES	OPERA HOUSE	\$65.00
STANDARD SERVICE		\$92.06
STANDARD SERVICE	CTF ACCT	\$5.74
TRILLIUM HOLDCO LLC		\$1,680.86
USPS		\$1,796.00
VALLEY LOCK		\$5.00
WEX	EFT	\$358.89
XCEL ENERGY	EFT	\$2,590.78
TOTAL MONTHLY BILLS		\$35,634.07

TOWN OF MANASSA



# Employee Policies and Procedures Manual

Policies/Procedures Manual Effective July 20, 2022  
Approved by the Board of Trustees, Manassa Town Board - June 27th, 2022

**TABLE OF CONTENTS** (page numbers will be added after review)

**Policies & Procedures Manual for the Employees of the Town of Manassa**

**IMPORTANT NOTICE**

**HIRING:**

- NEPOTISM PROHIBITED:**
- RECRUITMENT OF NEW EMPLOYEES:**
- APPLICATION PROCEDURES:**
- APPOINTMENT OF EMPLOYEES:**
- ALTERNATE QUALIFICATIONS:**
- NON QUALIFICATION:**
- AFFIRMATIVE ACTION OBJECTIVES:**
- EQUAL EMPLOYMENT OPPORTUNITY**
- IMMIGRATION LAW COMPLIANCE:**
- DISABILITY ACCOMMODATION:**
- PROBATIONARY EMPLOYMENT PERIOD:**
- EMPLOYMENT TERMINATION:**
- RE-EMPLOYMENT**
- PROMOTIONS:**
- SUPERVISION OF EMPLOYEES:**
- CLASSES OF EMPLOYEES:**
- COMPENSATION:**

**General policy:**

**Salary:**

**Hourly:**

**Payroll Periods:**

**Raises:**

**Salary Advances:**

**Overtime:**

**Workman's Compensation:**

**Social Security and Police Pension Fund:**

**Unemployment Insurance:**

**Business Travel Expenses:**

**Change of Personal Status:**

**Holidays:**

**PAID TIME OFF (PTO) BENEFITS**

**EXTENDED MEDICAL LEAVE**

**PREGNANT WORKERS FAIRNESS ACT:**

**Requirements:**

**Scope of accommodations required:**

**Adverse action prohibited:**

**Notice:**

**MATERNITY/PATERNITY LEAVE:**

**JURY AND WITNESS DUTY:**  
**LEAVE OF ABSENCE WITHOUT PAY:**  
**RESIGNATION:**  
**OUTSIDE ACTIVITY:**  
**PROFESSIONAL TRADE STANDARDS:**  
**ABSENCE DURING WORK DAY:**  
**BREAKS**  
**TARDINESS AND ABSENTEEISM:**  
**USE OF TOWN VEHICLES:**  
**MAINTENANCE DEPARTMENT:**  
**CLERICAL DEPARTMENT:**  
**POLICE DEPARTMENT:**  
**SEXUAL AND OTHER UNLAWFUL HARASSMENT**  
**STANDARDS OF CONDUCT/DISCIPLINE:**  
**COMPLIANCE WITH RULES AND REGULATIONS:**  
**MINOR INFRACTIONS:**  
**MAJOR INFRACTIONS:**  
**GRIEVANCE PROCEDURE:**  
**GENERAL POLICY:**  
**TERMINATION:**  
**GENERAL PROVISIONS:**  
**TRAINING:**  
**LEAVE FOR TRAINING:**  
**ORIENTATION:**  
**PROBATION:**  
**TRAVEL:**  
**GENERAL POLICY:**  
**TRAVEL ADVANCES:**  
**MODE OF TRAVEL:**

need to add:  
- job descriptions  
- federal language for grants (double dipping as well as drug use)



## **Policies & Procedures Manual for the Employees of the Town of Manassa**

### **Welcome new employees!**

On behalf of your colleagues, I welcome you to the town of Manassa and wish you every success here.

We believe that each employee contributes directly to our town's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the town of Manassa. **Additions to or changes in the policies and procedures may be made at any time by the Board of Trustees and will be effective immediately.** The office operations herein shall be applied to all employees, including contractual based employees.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

### **IMPORTANT NOTICE**

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND NOT ALL INCLUSIVE. THE TOWN OF MANASSA BOARD OF TRUSTEES RESERVE THE RIGHT TO MODIFY, REVOKE, SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, IN WHOLE OR IN PART, AT ANY TIME. CHANGES WILL BE COMMUNICATED AND NOTIFICATION WILL BE GIVEN, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO READ AND COMPLY WITH ANY CHANGES. THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS. THE TOWN OF MANASSA RESERVES THE RIGHT, WITH OR WITHOUT CAUSE, TO TERMINATE THE EMPLOYMENT OF ANY EMPLOYEE AT ANY TIME.

**TOWN OF MANASSA  
PERSONNEL POLICIES AND PROCEDURES**

**HIRING:**

The Town of Manassa is committed to recruiting and hiring individuals on the basis of their demonstrated ability to perform the tasks specified in the job portion description. The Town adopts such a policy in the interest of maintaining the quality of Town services.

The Town will not discriminate in the recruitment, selection, or promotion of employees on the basis of race, sex, color, gender, national origin, creed, age or religion, marital status, physical handicaps, political affiliations, or any other basis prohibited by law.

**NEPOTISM PROHIBITED:**

Further, it is the policy of the Town of Manassa, that no individual will be hired to or placed in a position where they will be directly supervised by another employee or Board member who is a member of his or her immediate family; namely, father, mother, brother, sister, husband, wife or grandparents from the Board, however, reserves the right to consider any application for employment on an individual basis.

**RECRUITMENT OF NEW EMPLOYEES:**

It is the policy of the Town of Manassa to advertise new positions as extensively as possible in order to attract qualified candidates. State and federal regulations will be followed as well as affirmative action guidelines. Where appropriate, local applicants will be hired.

**APPLICATION PROCEDURES:**

All applications for a given position will be reviewed for most positions, except instances requiring more information, the position candidates shall submit:

1. A written application form provided by the Town, and/or a resume as determined in each case by the Town Board.
2. A minimum of three letters of recommendation.
3. The candidates will be screened on the basis of the application materials and information from references and those not selected for further consideration will be notified in writing.
4. The remaining candidates will be interviewed by a member of the board, the appropriate department head, and any outside experts that the board may choose to retain as outside advisors.
5. The board may require a second interview if it is deemed appropriate.
6. Unselected candidates will be notified in writing.
7. Strict privacy in the entire selection process will be followed.

**APPOINTMENT OF EMPLOYEES:**

The board shall be responsible for the hiring and/or appointment of the town clerk, police Chief, municipal judge and maintenance manager. These employees shall hold their respective positions at the pleasure of a majority of the board, subject to dismissal procedures consistent with procedural and substantive due process.

The town board shall have the power to hire and appoint all heads of town departments, i.e. maintenance supervisor and police chief. Additionally, the board also holds the power to appoint persons to hold all other positions of employment with the town in compliance with the currently approved employee regulations which become effective January 1st, 2022.

**ALTERNATE QUALIFICATIONS:**

Alternate qualifications may be accepted for a given position if the person or group doing the hiring determines that it is not possible to fill set position, at the salary authorized and in a reasonable length of time, with a person who meets the qualifications as specified in the official job description, or if the alternate qualifications are found to be equivalent to those officially established for the position.

**NON QUALIFICATION:**

A person shall be deemed not qualified for a given position if the person or group doing the hiring finds the presence of any of the conditions enumerated below:

1. The applicant has a record of conviction for a violation which is related to his or her fitness to perform the required duties.
2. The applicant has an unsatisfactory employment record.
3. Applicant has attempted to practice deception or fraud in his or her application and/or interview for employment.
4. The applicant cannot have a known disorder caused by the use of alcohol, narcotics, marijuana or any other drug.
5. Applicant has, within the past two years, been dismissed from the town of Manassa, or has resigned while under suspension, or while police charges were pending against him or her.
6. In the case of applicants for police positions:
  - a. must be able to pass the physical requirements and if requested a psychological evaluation.
  - b. Must be POST certified and in current good standing

**AFFIRMATIVE ACTION OBJECTIVES:**

The affirmative action objectives of the Town include the following:

1. Recruit, hire and promote for all job classifications without the regard to race, creed, gender, color, national origin, sex or age is a bona fide occupational qualification.
2. Base decisions on employment solely upon an individual's qualifications for the position being filled.
3. Make promotion decisions only on the individual's qualifications as related to the requirement of the position for which he or she is being considered.
4. Ensure that all other personnel actions such as compensation, benefits, transfers, layoffs,

return from layoff, Town sponsor training, education, tuition assistance, social and recreational programs etc. will be administered without regard to race, creed, color, national origin, sex, gender or age.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions for the Town of Manassa will be based on merit, qualifications, and abilities. The Town of Manassa does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Town of Manassa will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the department head. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **IMMIGRATION LAW COMPLIANCE:**

The Town of Manassa is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Town of Manassa within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Board of Trustees directly. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### **DISABILITY ACCOMMODATION:**

The Town of Manassa is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in

accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Town of Manassa is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Town of Manassa will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Town of Manassa is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

#### **PROBATIONARY EMPLOYMENT PERIOD:**

General policy:

All new Personnel shall be employed on a probationary basis. The probationary period shall be six months from the first day of employment. The probationary period may be extended for not more than 120 days by giving written notice to the employee.

Temporary/Seasonal/Contract/ & Probationary employees are not entitled to fringe benefits until the probation period is complete, and they have been approved as a full time employee.  
Temporary/Seasonal/Contract/& Probationary employees are not entitled to fringe benefits.

Evaluations:

Twenty (20) days prior to the end of the probationary period, a written evaluation must be prepared which will require the department head to assess the employee in relation to the job descriptions and to comment on his or her ability, improvement, and cooperativeness. Such written evaluation should also contain comments about the employee regarding any problems, need for improvement, overall performance, etc.

#### **EMPLOYMENT TERMINATION:**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.

Since employment with the Town of Manassa is based on mutual consent, both the employee and Town have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

## **RE-EMPLOYMENT**

Former employees qualified for an open position may be considered for re-employment. When rehired, a former employee shall be considered a new employee. Starting pay will be based on skills, experience, and past performance.

## **PROMOTIONS:**

It shall be the policy of the town of Manassa to promote employees where appropriate. Current employees will receive notice of vacancies or newly created positions.

## **SUPERVISION OF EMPLOYEES:**

A committee or a single Trustee of the Board, designated by the Mayor, shall be named as the department head and shall be directly responsible for all supervision and administration, in accordance with these rules of all Town employees. In all personal matters, the department head will report to the Board. The department heads will be directly responsible for the day to day supervision and administration of all personnel within their respective departments. The department heads shall be responsible for:

1. Administration of the Town's personnel rules in compliance with the personnel policy established by the Town Board. There will be three committees formed or department heads appointed. Each committee/dept. head will be responsible for the different departments; police department, maintenance department and clerical departments.
2. Adequate observation, orientation, and on-the-job training of all employees.
3. Continuing review and evaluation of all employees job performance, when necessary.
4. Adequate job performance by all employees, and corrective disciplinary action when required in connection therewith in accordance with the Town's personnel rules.
5. Maintaining employee morale and providing a work environment conducive to employee welfare and safety.
6. Upon immediate disciplinary action needs, the committee or department head has the authority to suspend employees with pay immediately. An emergency executive town board meeting shall be called to address concerns.

## **CLASSES OF EMPLOYEES:**

- Full time: Employees who are assigned to complete 40 hours of work per week and do not have a fixed expiration date. Full-time employees are entitled to all fringe benefits of employment with the Town.
- Temporary/Seasonal/Probationary/Contract: Employees who are assigned to either full-time or part-time duties for a fixed period of time. These employees will receive no fringe benefits from the Town other than applicable Social Security and unemployment insurance benefits and will be compensated only for hours worked through their period of employment.
- Part time: Employees who are scheduled to work less than 32 hours per week. These employees will receive no fringe benefits from the Town other than applicable Social Security and unemployment insurance benefits and will be compensated only for hours worked through their period of employment.

**COMPENSATION:**

**General policy:**

The Town of Manassa is committed to paying its employees salaries commensurate with salaries paid to employees with similar qualifications and job responsibilities in towns of similar size where possible.

**Salary:**

An employee will be considered to be paid on a salary basis within the meaning of the regulations of under his/her employment agreement he/she regularly receives each pay period, on a weekly or less frequent basis, a predetermined amount constituting all or part of his compensation.

**Hourly:**

An employee will be considered to be employed on an hourly basis if he does not receive a predetermined amount constituting all or part of his compensation. Unless there is a contrary recommendation by the Board, all new employees shall be compensated at the entry-level salary designated by the Board of Trustees for their particular position. The length of the work period for police officers will be established by the Police Chief, with the approval of the Board. This may exceed forty (40) hours per seven (7) day period. (Sunday through Saturday)

**Payroll Periods:**

Employees are paid on a biweekly pay period. Pay days are on Friday every other week. Time is paid from Monday thru Sunday preceding two weeks from the pay day. Paychecks will be distributed at 5:00 pm on pay day or by direct deposit.

**Raises:**

Raises are at the discretion of the Board of Trustees.

**Salary Advances:**

Advances of salary will be granted only in cases of extreme emergency and only upon written request to the Board of Trustees, the Mayor or Mayor Pro-tem.

**Overtime:**

Overtime will be paid for at time and one-half. Double time for holidays. Overtime, unless in an emergency situation, must be approved by the department head.

Police overtime is provided by scheduling. Compensation for police overtime is paid in accordance with a resolution adopted by the board of trustees from time to time. For Police Officers working a scheduled holiday will be a necessary part of employment. The working Holidays will be paid at the straight time rate while on call. If a call out is received the rate of double pay for a full day and a minimum of half the double pay rate for half day on holidays.

**Workman's Compensation:**

All Town employees, including police officers, will be covered by Colorado Workmen's Compensation insurance. All Town employees will be entitled to all applicable benefits provided under Colorado

Workmen's Compensation Insurance, as its coverage may from time to time be amended or changed.

**Social Security and Police Pension Fund:**

As mandated by Federal law, individual Social Security Contribution (FICA) will be withheld from all employees paychecks. As also mandated by Federal law, the Town will match each employee's FICA contribution. Town employees making FICA contributions will be entitled to all applicable benefits provided under the Federal Social Security Law, as these laws may from time to time be amended or changed. Police officers, however, will have the option of participating in a Police Pension Fund. As mandated by law, individual Town of Manassa Police Pension Fund contributions will be withheld from police officer's paychecks. As also mandated by law, the Town will match the police officer's contribution.

**Unemployment Insurance:**

All Town employees will be covered by the unemployment insurance provision of the Colorado Employment Security Act. All Town employees so covered will be entitled to all applicable unemployment insurance benefits established by the Colorado Employment Security Act as said act may from time to time be amended.

**Business Travel Expenses:**

**All travel out-of-area during working hours must be approved by the designated department head.** The Town of Manassa will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the department head. Employees whose travel plans have been approved should make all travel arrangements through the town clerk. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be arranged through the town clerk. Expenses such as mileage, per diem, lodging, et al. will be determined by the current state guidelines.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Town of Manassa may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by family members or a friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 7 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.



Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

**Change of Personal Status:**

It is the employee's responsibility to notify the Town Clerk immediately of any changes in status since a change in personal status could affect employee benefits.

Changes that require notice:

1. Number of dependants
2. Marital status, name of spouse, phone number and address.
3. Name, address and telephone of person to notify in case of emergency.

**Holidays fringe benefit:**

All hourly employees may observe the following official paid holidays:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Veteran's Day
Christmas Day	Independence Day
Option of half day on either Good Friday or Pioneer Day	

Holidays falling on Saturdays are observed on the previous Friday and those falling on Sunday are observed on the following Monday.

Salaried Employees will not be required to work the above Holidays but a Police presence is required on the 4th of July, Labor Day, and Memorial Day.

Police Holidays: Easter, Thanksgiving, Christmas the Town does not require a scheduled Police presence, however if they are called out the Police Department will be compensated at the overtime rates in Overtime heading.

**PAID TIME OFF (PTO) BENEFITS**  
**Employee Accrual Policy:**

Employed up to 5 years will accrue 10 hours per month (15 days, 8-hour days)

Employed up to 10 years will accrue 13.33 hours per month (20 days, 8-hour days).

Employed 11 years or more years will accrue 16.66 hours per month (25 days, 8-hour days).

An employee may only borrow up to 1/2 of their un-accrued annual leave available in a calendar year. (i.e. if an employee's accrual for the year is 10 days but none has accrued at the time they want vacation then only 5 days may be taken.) The Board of Trustees must approve any request beyond that time.

Employees are not eligible to earn any additional vacation once they have reached their "cap" until

they use all or a portion of their earned vacation. If an employee has a negative balance in their annual leave bank at the end of the year, it will be deducted from their year-end paycheck. If annual leave is taken before it is actually accrued and the employee resigns the un-accrued leave will then be charged against the final paycheck.

Any unused but accrued leave will be paid to an employee at the time of leaving employment.

There is no annual leave without pay unless authorized by the Board.

A record of leave form requesting annual leave must be completed by the employee and given to the supervisor for approval at least two weeks in advance. This leave request will then be submitted to the department head for final approval. Request for annual leave may be denied if two weeks advance approval is not complied with or if coverage is not arranged. Requests for more than 10 consecutive working days must be submitted one (1) month in advance and requires the Board's direct approval.

Employees are allowed to transfer three (3) days of annual leave to the following calendar year.

#### **EXTENDED MEDICAL LEAVE**

The Town of Manassa provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- \* Regular full-time employees

- \* Regular part-time employees

Eligible employees should make requests for medical leave to the Department Head at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the immediate supervisor. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Benefit accruals, such as paid time off benefits, will be suspended during the leave and will resume upon

return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Board with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Board will assume that the employee has resigned.

#### **PREGNANT WORKERS FAIRNESS ACT:**

##### **NOTICE FOR EMPLOYERS TO USE IN ORDER TO BE IN COMPLIANCE WITH HB 16-1438 (PREGNANCY ACCOMMODATIONS): PREGNANT WORKERS FAIRNESS ACT C.R.S. § 24-34-402.3**

The Pregnant Workers Fairness Act makes it a discriminatory or unfair employment practice if an employer fails to provide reasonable accommodations to an applicant or employee who is pregnant, physically recovering from childbirth, or a related condition.

#### **Requirements:**

Under the Act, if an applicant or employee who is pregnant or has a condition related to pregnancy or childbirth requests an accommodation, an employer must engage in the interactive process with the applicant or employee and provide a reasonable accommodation to perform the essential functions of the applicant or employee's job unless the accommodation would impose an undue hardship on the employer's business.

The Act identifies reasonable accommodations as including, but not limited to:

- provision of more frequent or longer break periods;
- more frequent restroom, food, and water breaks;
- acquisition or modification of equipment or seating;
- limitations on lifting;
- temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy;
- job restructuring;
- light duty, if available;
- assistance with manual labor; or modified work schedule.

The Act prohibits requiring an applicant or employee to accept an accommodation that the applicant or employee has not requested or an accommodation that is unnecessary for the applicant or the employee to perform the essential functions of the job.

#### **Scope of accommodations required:**

An accommodation may not be deemed reasonable if the employer has to hire new employees that the employer would not have otherwise hired, discharge an employee, transfer another employee with more seniority, promote another employee who is not qualified to perform the new job, create a new position for the employee, or provide the employee paid leave beyond what is provided to similarly situated employees.

Under the Act, a reasonable accommodation must not pose an “undue hardship” on the employer. Undue hardship refers to an action requiring significant difficulty or expense to the employer. The following factors are considered in determining whether there is undue hardship to the employer:

- The nature and cost of accommodation;
- The overall financial resources of the employer;
- The overall size of the employer’s business;
  - The accommodation’s effect on expenses and resources and its effect upon the operations of the employer;

If the employer has provided a similar accommodation to other classes of employees, the Act provides that there is a rebuttable presumption that the accommodation does not impose an undue hardship.

**Adverse action prohibited:**

The Act prohibits an employer from taking adverse action against an employee who requests or uses a reasonable accommodation and from denying employment opportunities to an applicant or employee based on the need to make a reasonable accommodation.

**Notice:**

This written notice must be posted in a conspicuous area of the workplace. Employers must also provide written notice to new employees at the start of employment and to current employees within 120 days of the Act’s August 10, 2016 effective date.

**MATERNITY/PATERNITY LEAVE:**

A doctor-certified disability to work because of pregnancy or childbirth shall be treated as any other disability under the Town’s paid time off policy.

As alternatives to full-time employees at the birth of a child, the following maternity/paternity leave options are available (where the above does not apply):

1. For the employee who does not wish to interrupt employment and desires to continue on full salary throughout the pregnancy, five (5) additional personal days will be granted if you are the primary caregiver for the child. This will be added to the paid time off leave and may be utilized prior to birth for hospital stay and/or subsequent confinement at home.
2. Maternity/Paternity leave of absence may be granted only by written letter specifying the term of leave and must be approved by the Board of Trustees.

**JURY AND WITNESS DUTY:**

An employee who is summoned by a court of competent jurisdiction to serve on a jury shall receive his/her regular pay while on required Jury duty.

An employee subpoenaed as a witness shall receive his/her regular pay for the time required to comply with the subpoena.

**LEAVE OF ABSENCE WITHOUT PAY:**

A leave of absence without pay may be granted by the department head, Mayor or Mayor Protem in the event of an emergency. If the leave is for more than ten (10) days, the Board of Trustees must approve the leave at a special meeting.

**RESIGNATION:**

When an employee resigns, he/she shall, whenever possible, notify the department head fifteen (15) days prior to the effective date of his resignation. An employee who resigns in good standing and is not being considered for or undergoing disciplinary action may be reinstated within one (1) year after termination if a vacancy exists. A certified employee who resigns under suspension, or while under or awaiting disciplinary action, shall forfeit all rights to be granted a review under these rules and regulations and shall not be eligible for reinstatement.

**OUTSIDE ACTIVITY:**

Town of Manassa employment shall be the principal vocation of all full time employees, but an employee may engage in outside employment subject to the following conditions:

1. Any outside activity will be done after working hours.
2. It does not interfere with efficient job performance.
3. It does not conflict with the interest of the Town of Manassa,
4. It is not a type of employment that would reasonably give rise to criticism or suspicion of conflict of interest or duties.

**PROFESSIONAL TRADE STANDARDS:**

The town may require any employee to maintain membership at Town expense in any recognized job-related professional or trade associations. The employee shall be expected to use such memberships to further his/her knowledge and competence in their job. He/She shall be assumed to understand any Code of Ethics or similar standard promulgated by any such association of which he is a member and to be bound to honor it.

**ABSENCE DURING WORK DAY:**

Prior approval from an employee's supervisor will be required before absence during a scheduled work day is allowed.

**BREAKS:**

Employees are allowed a 15 minute break in the morning and again in the afternoon by the time agreed to by the employee and supervisor. Accumulation of coffee breaks shall not be allowed.

**TARDINESS AND ABSENTEEISM:**

Absence from work must be reported to the supervisor prior to the start of the regular work day. Failure to notify will result in deduction of the encore day from bi-weekly pay. Repeated failure to give such notice shall be grounds for disciplinary action.

**USE OF TOWN VEHICLES:**

Use of vehicles belonging to the Town of Manassa for business unrelated to job activities is strictly forbidden. Repeated violation of this regulation is grounds for disciplinary action or dismissal. Pickup, backhoe and all equipment should be left at the maintenance department at night. Only town employees are to ride in town vehicles.

**MAINTENANCE DEPARTMENT:**

Will work from 8:00am to 5:00pm, five (5) days a week with one hour for lunch. Any exceptions have

to be approved by the department head. The maintenance department is allocated to house two (2) full-time positions.

Overtime will not be allowed unless in an emergency situation. Overtime has to be approved by the department head or the board of trustees.

Emergency Situations: snow removal, power failures, sewer lagoon/sewer line emergencies, pump and water line emergencies.

No town employee shall leave his/her assigned duties except for emergency fire calls without approval from the supervisor or department head.

A maintenance department specific policy and procedures should be referenced to see internal department functions.

**CLERICAL DEPARTMENT:**

Hours will be from 8:00am to 4:00pm Monday thru Wednesday. Any exceptions must be approved by the department head. Overtime will not be allowed unless in an emergency situation, which has to be approved by the department head. The clerical department is allocated for one full-time employee at 32 hours per week with benefits.

Emergency Situations: budget, billings, ect.

A clerical department specific policy and procedures should be referenced to see internal department functions.

**POLICE DEPARTMENT:**

Hours will be variable hours approved by the department head and the Chief. All police officers will put in a minimum of 40 hours per week. Scheduling will be by the Police Chief.

Time shall be documented on time clock or radio log.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

The Town of Manassa is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to a Board Trustee or the Mayor. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any trustee who becomes aware of possible sexual or other unlawful harassment must immediately advise the Mayor or any member of the Board so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **STANDARDS OF CONDUCT/DISCIPLINE:**

### **COMPLIANCE WITH RULES AND REGULATIONS:**

The Town expects employees to comply with the personnel policies and practices contained herein. Minor infractions do not require the same disciplinary action that is necessary for major infractions (which may be so serious as to require dismissal). A permanent or probationary employee may be disciplined or terminated for just cause, which shall include, but not be limited to the offenses outlined in paragraphs 2 and 3 below. The offenses listed in paragraph 2 and 3 of this section are not intended to be all inclusive, but are illustrative of unacceptable conduct. In the absence of special circumstances, offenses shall be subject to the penalties indicated in the Disciplinary Action, Termination Section of the manual.

### **MINOR INFRACTIONS:**

Minor infractions are the type of behavior that does not generally, on first offense, require severe disciplinary action, but if continued, may lead to suspension or termination. For example:

1. Wasting time, loitering or being away from assigned working place for long periods of time without good reason.
2. Absence from work for one (1) day with-out permission, notification or adequate permission.
3. Repeated tardiness.
4. Careless use of Town property.
5. Unauthorized removal or use of any Town property or equipment.
6. Failure to report an accident.

### **MAJOR INFRACTIONS:**

Major infractions are the type of behavior that may result in severe disciplinary action such as suspension or termination, especially if repeated.

1. Unreasonable refusal to carry out a specific order or instruction issued by Supervisor.
2. Theft from fellow workers, the Town, or others, on Town property.
3. Violation of Town regulations concerning confidentiality.



4. Omission of pertinent facts or falsifying personnel or other records during or after time of employment.
5. Habitual tardiness and failure to give notice as prescribed in the Lateness and Absenteeism Section of the manual.
6. Failure to comply with Town policies and procedures.

**PROCEDURE:** The employee's Supervisor will take the following steps when he/she feels disciplinary action may be justified.

1. HE/She will investigate alleged violations or see whether they occurred.
2. If a violation is found, he/she will hold an informal discussion with the employee to resolve the problem without resorting to formalities.
3. He/She may meet with the employee to determine the action to be taken and prepare a report for the employee in advance of taking the action.

**GRIEVANCE PROCEDURE:  
GENERAL POLICY:**

It shall be the policy of the Town of Manassa to provide a means to process concerns employees may have about employee welfare and working conditions. Good moral is assured where solutions to problems are sought immediately in a method emphasizing courtesy and cooperation. Grievance proceedings will be kept as informal and confidential as possible.

1. An employee with a grievance will first discuss it with his immediate supervisor with the objective of resolving the matter informally.
2. If the employee is not satisfied with the disposition of his grievance by way of step one, he or she may file a WRITTEN grievance within 3 days to the Town Board who will hold a hearing with the employee within 5 days after receipt of the written grievance. A written answer will be provided to the employee within 5 days after the hearing. The answer shall include the reasons upon which the decision is based.

**TERMINATION:**

1. Policy: Every full time permanent employee has a right to appeal notice of termination. If the grievance cannot be resolved through informal discussion, the employee may submit a written grievance to the Board of Trustees giving the reason for the grievance and all relevant information and stating the desired action.

Unless the termination of a full time permanent employee is for reasons other than disciplinary or arising from a grievance, no full time permanent employee shall be terminated without first affording to such an employee, unless waived by the employee, a procedural due process hearing which shall consist of, as a minimum, the filing of formal charges in writing upon such employee informing the employee with sufficient detail of the exact charges being brought against his so as to enable the employee to prepare an adequate defense, and further information the employee that a hearing will be held not earlier than 20 days after service of such notice before the Board of Trustees at which time the employee may appear, either in person or through representation of counsel, and at which he will be given an opportunity to confront and

cross examine witness testifying against him, call his own witnesses, inspect and object to evidence being offered against him, and, upon request to the Town, the Town shall subpoena witnesses for him who he wishes to call in his own behalf. At the request of the employee, such a hearing will be held in executive session. At such a hearing, a full and complete record of the proceeding will be kept for appellate review if necessary.

Following such a hearing the Board of Trustees will render its decision in writing with appropriate findings of fact and conclusion not later than 10 days after the hearing and will deliver a copy thereof to the employee.

**GENERAL PROVISIONS:**

1. No reprisal of any kind will be taken by the Town administration or employee supervisor against any employee or grievance procedure participant by reason of such participation.
2. Failure at any step of the procedure to communicate the decision in writing on a grievance within the required time limits shall permit the grievant to proceed to the next step. Failure by the employee to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision issued at the step.

**TRAINING:**

It will be expected of all employees to keep themselves aware of current innovations in their field of employment. It shall be the policy of the Town of Manassa to provide new and existing employees with in-going training or orientation programs or the opportunity to take advantage of training and education programs relevant to the employee's position. The policy is adopted in the interest of maintaining the on-going quality of town services.

Where possible, the Town will provide on-site training for employees to train them in newly adopted town policy, procedure or methods of operation. Technical training will be provided also to keep employees current in their field of work.

**LEAVE FOR TRAINING:**

All training outside of Town limits must be approved by the Board of Trustees. Travel will be done in accordance with the travel policy outlined elsewhere in the manual.

**ORIENTATION:**

All new employees will receive a copy of the Town's personnel policies and procedures. At least one day (depending on the position) will be spent by the position supervisor or his appointee detailing the new employee's responsibilities, town policies and procedures and other instructions, where necessary.

**PROBATION:**

All new employees will serve a six month probation period. Within twenty (20) days of the end of probation, an evaluation will be given by the department head. Probationary employees are not eligible for any training during the probationary period.

**TRAVEL:**

**GENERAL POLICY:**

All travel out of the area during working hours or travel where the Town will be expected to reimburse must be approved by the supervisor.

**TRAVEL ADVANCES:**

The supervisor must receive written requests for travel advances one day prior to the departure date. Such advance will be awarded where possible.

**MODE OF TRAVEL:**

Employees will use the least expensive mode of travel that is consistent with the objectives of the travel. Employees are especially encouraged to share rides and/or expenses with other public agency personnel on similar missions. Where use of a personal vehicle is required, compensation for mileage, food, and lodging will be in accordance with the current rate schedule observed by the state guidelines.

**Job Descriptions.....**