



# EMPLOYEE HANDBOOK

## EFFECTIVE AUGUST 7, 2023

---

## CONTENTS

|   |           |
|---|-----------|
| <b>OVERVIEW AND EMPLOYMENT RELATIONSHIP .....</b>                   | <b>5</b>  |
| Employee Handbook .....   | 5         |
| Employment-At-Will .....  | 5         |
| <b>GENERAL EMPLOYMENT INFORMATION.....</b>                          | <b>6</b>  |
| FRH's Mission .....   | 6         |
| Chief Executive Officer .....                                       | 6         |
| Employee .....  | 6         |
| Pay Logistics .....   | 7         |
| Breaks & Meals .....  | 7         |
| Equal Employment Opportunity and Unlawful Harassment .....          | 8         |
| <b>CONFIDENTIALITY .....</b>  | <b>8</b>  |
| Information Concerning Clients.....                                 | 14        |
| Business Ethics and Conduct .....                                   | 15        |
| Employee problem Solving .....                                      | 15        |
| Employment of Relatives .....                                       | 16        |
| Outside Employment .....  | 16        |
| Applying For Internal FRH Positions .....                           | 17        |
| Conflicts of Interest.....  | 17        |
| Safeguarding & Disposal of Personal Identifying Information.....    | 17        |
| Attendance and Punctuality .....                                    | 18        |
| Overtime Work Hours .....   | 19        |
| Mandatory Overtime .....  | 19        |
| Workplace Accommodations for Nursing Mothers.....                   | 19        |
| Inclement Weather.....  | 19        |
| <b>WORKPLACE SAFETY.....</b>  | <b>19</b> |
| Safety/Reporting of Injury .....                                    | 19        |
| Workers' Compensation Insurance .....                               | 20        |
| Workplace Violence Prevention .....                                 | 20        |
| Visitors in the Workplace .....                                     | 23        |
| Former Employees .....  | 23        |
| Employee Criminal Background Checks and Motor Vehicle Reports ..... | 24        |

---

|   |           |
|---|-----------|
| <b>WORKPLACE PROFESSIONALISM.....</b>               | <b>24</b> |
| Purpose .....                                       | 24        |
| Office, Desk, and Work Vehicle Appearance .....     | 24        |
| Personal Appearance .....                           | 24        |
| Smoke-Free Workplace .....                          | 25        |
| Alcohol and Drugs .....                             | 25        |
| <b>COMPANY REPRESENTATION .....</b>                 | <b>27</b> |
| Personal Expression on Public Issues .....          | 27        |
| Acceptance of Gratuities and Gifts.....             | 27        |
| <b>PAY PRACTICES .....</b>                          | <b>28</b> |
| Salary Basis Requirement for Exempt Employees ..... | 28        |
| Retirement.....                                     | 29        |
| Time Sheets .....                                   | 29        |
| Out of Town Travel Time .....                       | 30        |
| Conference and Training Time.....                   | 30        |
| Emergency Call-Out Pay .....                        | 30        |
| Overtime Pay.....                                   | 30        |
| Leave cash out .....                                | 30        |
| <b>BENEFITS AND PROFESSIONAL DEVELOPMENT .....</b>  | <b>31</b> |
| Employer Contribution to Benefits.....              | 31        |
| Membership in Professional Organizations .....      | 31        |
| Conferences/Training .....                          | 31        |
| Educational Assistance.....                         | 31        |
| Employee Expenses .....                             | 32        |
| <b>EMPLOYEE TIME OFF FROM WORK .....</b>            | <b>32</b> |
| Holidays.....                                       | 32        |
| Leave.....  | 33        |
| Colorado Healthy Families and Workplaces Act .....  | 34        |
| Unpaid Administrative Leave .....                   | 39        |
| Funeral Leave.....                                  | 39        |
| Jury Duty .....                                     | 40        |
| Voting Leave.....                                   | 40        |
| Military Leave .....                                | 40        |

---

|   |                                     |
|---|-------------------------------------|
| Civil Air Patrol Mission Leave .....                          | 40                                  |
| Family & medical Leave of Absence .....                       | 41                                  |
| Emergency Volunteer Service Leave .....                       | 48                                  |
| <b>USE OF EQUIPMENT AND VEHICLES.....</b>                     | <b>50</b>                           |
| General Policy .....  | 50                                  |
| FRH Owned or Leased Vehicles .....                            | 51                                  |
| Personal Vehicles .....                                       | 52                                  |
| Miscellaneous .....   | 52                                  |
| Accident and Damage Reports .....                             | 52                                  |
| <b>USE OF COMPUTERS AND COMPUTER NETWORK .....</b>            | <b>53</b>                           |
| FRH Employees Who Live in any FRH or JHC Owned Property ..... | 53                                  |
| <b>PERFORMANCE EXPECTATIONS AND EVALUATIONS .....</b>         | <b>53</b>                           |
| Unacceptable Conduct Policy .....                             | 53                                  |
| <b>NOTICES AND POSTERS.....</b>                               | <b>ERROR! BOOKMARK NOT DEFINED.</b> |
| Colorado Overtime & Minimum Pay Standards Order .....         | <b>Error! Bookmark not defined.</b> |
| Colorado Employment Security Act Notice .....                 | <b>Error! Bookmark not defined.</b> |
| Colorado Workplace Public Health Rights .....                 | <b>Error! Bookmark not defined.</b> |
| <b>EMPLOYEE ACKNOWLEDGMENT FORM .....</b>                     | <b>59</b>                           |

---

## OVERVIEW AND EMPLOYMENT RELATIONSHIP

### **EMPLOYEE HANDBOOK**

FRH believes in keeping its Employees informed about its policies, procedures, practices, benefits, and expectations. This Handbook is intended to provide an overview of such matters. All Employees are expected to become familiar with the information in this Handbook and any other policies, procedures, practices, and benefits of FRH. Any Employee needing clarification of or having concerns about this Handbook or any policy within the Handbook is encouraged to discuss such matters with the Executive Director/CEO.

This Handbook supersedes and replaces any and all previous Handbooks, manuals, policies, procedures, practices, or benefits, except where the Handbook identifies those other policies control. FRH reserves the right to add to, modify, or delete provisions of this Handbook or any other agency policy, procedure, practice, or benefit provided by the FRH at any time without advance notice to Employees. For this reason, Employees should check with the Executive Director/CEO to obtain current information regarding the status of any particular policy, procedure or practice.

### **EMPLOYMENT AT-WILL**

**NOTHING IN THIS HANDBOOK OR ANY OTHER FRH POLICY, PROCEDURE, PRACTICE, OR BENEFIT IS INTENDED TO CREATE AN EXPRESSED OR IMPLIED CONTRACT, GUARANTEE, PROMISE, EXPECTATION, OR COVENANT OF ANY TYPE. IN OTHER WORDS, FRH IS NOT MAKING ANY EMPLOYEE AN OFFER OF EMPLOYMENT FOR ANY DEFINITE TERM OR ON ANY DEFINITE TERM, AND NOTHING IN THIS HANDBOOK SHOULD BE CONSIDERED SUCH AN OFFER.**

**EMPLOYMENT WITH FRH IS AT WILL, MEANING IT MAY BE TERMINATED BY THE EMPLOYEE OR BY FRH AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON.**

**NO EMPLOYEE, SUPERVISOR, REPRESENTATIVE OF FRH, OTHER THAN THE EXECUTIVE DIRECTOR/CEO, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND THEN SUCH AGREEMENT MUST THEN BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR/CEO AND THE EMPLOYEE, AND SPECIFICALLY IDENTIFY THE INTENT TO MODIFY THE AT-WILL NATURE OF EMPLOYMENT WITH FRH. THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE.**

**THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, FRH RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF FRH. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**

---

## GENERAL EMPLOYMENT INFORMATION

### FRH'S MISSION

To create vibrant, stable, communities in areas of opportunity via bold and strategic initiatives to provide families and individuals with housing options driven by compassion and respect throughout Jefferson County.

### CHIEF EXECUTIVE OFFICER

The Board of Commissioners selects the Executive Director/CEO and defines the duties, responsibilities, and conditions of his/her employment via a mutually agreed upon contract for employment. In the temporary absence of the Executive Director/CEO, his or her duties will be assigned to the designee of their choice.

### EMPLOYEE

An Employee is defined as: (1) Regular or Casual; (2) Full-time or Part-Time; and (3) Exempt or Non-exempt. Some Employees are additionally defined as Essential.

**Regular / Casual.** A "Regular" Employee is one who is hired to work for an indefinite period of time, on a regular basis, either full-time or part-time, and who is considered a regular member of the workforce. On the other hand, a Casual Employee is an Employee hired for a limited period of time, for a specific project, on a fill-in or as-needed basis, or to work less than 30 hours per workweek. Casual Employees are not entitled to any benefits except those required by law (*e.g.*, unemployment insurance, workers' compensation insurance, jury duty leave, voting leave, HFWA paid sick leave).

**Full-time / Part-time Employee** – A Full-time Employee is one who is regularly scheduled to work at least 40 hours per workweek and a Part-time Employee generally works less than 40 hours per workweek.

**Exempt / Non-exempt Employee** – An "Exempt" Employee is not entitled to overtime pay under the Fair Labor Standards Act ("FLSA") or the Colorado Overtime and Minimum Pay Standards Order ("COMPS"). Exempt Employees are generally paid a guaranteed salary each pay period that covers all hours worked. A "Non-exempt" Employee receives overtime pay at the rate of 1.5 times their regular rate of pay for actual hours worked in excess of 40 per workweek, and 12 hours in a workday, or 12 consecutive hours. Non-exempt Employees are paid only for hours actually worked, designated holidays or for paid leaves provided by FRH. Only time actually worked is counted toward computing overtime for Non-exempt Employees. Leave time, whether paid or unpaid, does not count as hours actually worked when computing overtime.

---

Essential Employee(s) – An FRH “Essential Employee” is a designated Employee who is required to work during a business closure in order to meet operational requirements. The Essential Employee designation is determined by the state, along with the responsibilities of the Employee, and the reason for closing. The CEO will relay when an Employee is considered “Essential.”

## **PAY LOGISTICS**

Payday is when Employees receive compensation for services performed during the pay period that just ended. Paydays occur every other Friday. If a regular payday occurs on a holiday, the payday is the last working day prior to the holiday. Employees have access to payrolls statements showing gross pay, deductions, and net pay.

Workweek – A seven-day period starting at 12:01 a.m. Monday morning and ending at 12:00 midnight Sunday evening. This period is significant for purposes of computing overtime hours for Non-exempt Employees.

## **BREAKS & MEALS**

### ***Breaks***

**Non-exempt Employees are always authorized and permitted to take one (1) 15 rest period in the middle of every four-hour work period.** This time is paid and is considered nonproductive work time. The supervisor may set break times. Breaks do not accumulate if not taken and cannot be used in combination with a meal period or for purposes of arriving late or leaving early. FRH requests that you inform the Human Resources Department or the Executive Director/CEO if anyone (e.g., co-Employee, supervisor, manager, etc.) does not authorize or permit you to take a rest break as required. If you are requested to not take a rest break by one of the identified individuals in this policy, please inform one of the other individuals listed as soon as possible. FRH will make every effort to ensure that all Employees are paid for time worked and that all Non-exempt Employees are authorized and permitted to take rest breaks.

### ***Meal Periods***

If a non-exempt Employee works longer than five hours in a workday, the Employee is entitled to an unpaid meal period of not less than thirty (30) minutes. The Employee’s supervisor may set the time for meal periods. These meal periods are not compensated and are not treated as work time. When the circumstances prevent a meal period of at least 30 minutes, the Employee shall be permitted to consume an “on-duty” i.e., paid meal while performing duties. Non-exempt Employees shall be fully compensated for on-duty meal periods and such time shall be treated as work time. Such meal periods, to the extent practical, shall be at least one hour after the start, and one hour before the end, of the shift. Non-exempt Employees must not work during their meal periods unless required to do so by the supervisor or other management. Non-exempt Employees are

---

required to indicate on their timecard when they leave and return from the meal period. When the circumstances prevent a meal period of at least 30 minutes, the Employee shall be permitted to consume an “on-duty” (i.e., paid) meal while performing duties.

## **EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT**

Equal Employment Opportunity. FRH believes that all employees should have an equal opportunity to succeed in the workplace and are entitled to a workplace that is safe and free from discrimination, harassment, and retaliation based on the employee’s protected status. Further, FRH believes that when employees have a safe workplace that is free from discrimination, harassment, and retaliation employees are more productive and are more inclined to remain in the employee’s job and that FRH benefits from increased employee productivity and retention. To this end, FRH adopts this equal employment opportunity policy to prevent and disincentivize unlawful harassment, discrimination, and retaliation based on protected classifications.

There shall be no unlawful discrimination, harassment, or retaliation against Employees or applicants for employment because of hair, race or color, religion or creed, sex or gender, gender identity or gender expression, marital status, national origin or ancestry, age, sexual orientation, pregnancy, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

The following are some of the identified protected classifications under federal and state law:

Age as used above refers to the age group 40 and above, as specified by the Age Discrimination in Employment Act and the Colorado Antidiscrimination Act.

“DISABILITY” INCLUDES PHYSICAL AND MENTAL DISABILITIES THAT SUBSTANTIALLY LIMIT ONE OR MORE MAJOR LIFE ACTIVITY. Disabled individuals must be otherwise qualified for the job and able to perform essential job functions with or without reasonable accommodations and without causing a direct threat to themselves or others. T

GENETIC INFORMATION. Genetic information includes: 1) information about a person’s genetic tests; 2) information about the genetic tests of that person’s family members; 3) a person’s family medical history (i.e., the manifestation of a disease or disorder in a person’s family members, often used to determine if a person has an increased risk of getting a disorder, disease or condition in the future); 4) a person’s request for, and receipt of, genetic services; 5) a person’s participation in clinical research that includes genetic services (or the person’s family members participation); 6) the genetic information of a fetus carried by a person or a family member of the person; 7) the genetic information of an



---

embryo legally held by a person or a family member using assisted reproductive technology.

Hair and Race. “Race” includes the employee’s race and the personal characteristics associated with race (such as hair texture, skin color, or certain facial features). So, the term “race” includes, but is not limited to, hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race, such as but not limited to braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and/or headwraps. “Color discrimination” involves treating someone unfavorably because of skin color complexion.

“Marital status” means a relationship or a spousal status of an individual, including but not limited to being single, cohabitating, engaged, widowed, married, in a civil union, or legally separated, or a relationship or a spousal status of an individual who has had or is in the process of having a marriage or civil union dissolved or declared invalid.

Sex, Gender Identity, Gender Expression, and Sexual Orientation. The terms “sex” and “gender” include an individual’s sex, gender identity, gender expression, pregnancy, or sexual orientation. Colorado law defines “sexual orientation” as “an individual’s identity, or another individual’s perception thereof, in relation to the gender or genders to which the individual is sexually or emotionally attracted and the behavior or social affiliation that may result from the attraction.” Colorado law defines “gender expression” as “an individual’s way of reflecting and expressing the individual’s gender to the outside world, typically demonstrated through appearance, dress, and behavior.” Finally, “gender identity” means “an individual’s innate sense of the individual’s own gender, which may or may not correspond with the individual’s sex assigned at birth.”

Harassment based on a Protected Classification. As used in this Policy, the term “harass” or “harassment” means to engage in, or the act of engaging in any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual’s or group’s membership in, or perceived membership in a protected classification (as described in Section 1 and Section 3 of this Policy), which conduct or communication is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected classification. Factors that will be considered include, but are not limited to:

- The frequency of the conduct or communication, recognizing that a single incident may rise to the level of harassment.
- The number of individuals engaged in the conduct or communication.

- 
- The type or nature of the conduct or communication recognizing that conduct or communication that, at one time, was or is welcome between two or more individuals may become unwelcome to one or more of those individuals.
  - The duration of the conduct or communication.
  - The location where the conduct or communication occurred.
  - Whether the conduct or communication is threatening.
  - Whether any power differential exists between the individual alleged to have engaged in harassment and the individual alleging the harassment.
  - Any use of epithets, slurs, or other conduct or communication that is humiliating or degrading; and
  - Whether the conduct or communication reflects stereotypes about an individual or group of individuals in a protected.

Conduct that does not rise to the level of harassment may, nevertheless, result in discipline or discharge (e.g., unprofessional or inappropriate conduct). Such conduct includes, but is not limited to sexual advances or propositioning, jokes of a sexual nature, unwelcome comments about someone's clothing or appearance, intimate stories about one's sex life, sexually explicit photographs or drawings, and unprofessional or inappropriate treatment toward an individual, no matter whether such conduct is based on a protected classification. Unprofessional conduct may result in discipline or discharge, regardless of whether it rises to the level of unlawful sexual harassment.

If you find someone's conduct sexually harassing, or harassing on another protected basis, or unprofessional /inappropriate, you should not encourage that person to continue by indicating that you like or approve of the conduct. For example, you shouldn't tell jokes that you wouldn't want someone to tell; you shouldn't hug others if you don't want others to hug.

FRH will make reasonable accommodation for qualified individuals with known disabilities to allow the individual to satisfy the essential functions of the employee's position. FRH will also reasonably accommodate those Employees whose work requirements interfere with a sincerely held religious belief, unless doing so would result in an undue hardship to FRH or create a direct threat to the Employee or others.

---

Requests for reasonable accommodation must be directed to the Chief People Officer or to the Executive Director/CEO.

FRH will provide reasonable accommodation(s) to an applicant for employment, or an Employee, because of pregnancy, health conditions related to pregnancy or physical recovery from childbirth, absent an undue hardship on FRH. And FRH will not deny employment opportunities because of its need to make pregnancy-related reasonable accommodations. FRH will not force an applicant or Employee affected by pregnancy-related conditions to accept an accommodation that she has not requested or that is unnecessary to perform the essential function of her job. Similarly, FRH will not require a pregnant Employee to take leave if there is another reasonable accommodation that may be provided.

FRH will not unlawfully discriminate between Employees on the basis of sex, sexual orientation, gender identity, or gender expression (hereinafter collectively referred to as “sex”), including by paying an Employee of one sex a wage rate less than the rate paid to an Employee of a different sex for substantially similar work, except where the wage differential is based on a seniority system; a merit system; a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training, or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed. Accordingly, if you believe that your compensation does not comply with this requirement, please contact the Chief People Officer or the Executive Director/CEO. Further, FRH will not seek the wage rate history of a prospective Employee or require disclosure of wage rate or prior benefit information as a condition of employment; rely on a prior wage rate to determine a wage rate; discriminate or retaliate against a prospective Employee for failing to disclose the Employee's wage rate history; discharge or retaliate against an Employee for actions by an Employee in asserting the rights established by Colorado law against an employer; or discharge, discipline, discriminate against, or otherwise interfere with an Employee for inquiring about, disclosing, or discussing the Employee’s wage rate.

FRH also identifies that it will announce to all FRH Employees each job opportunity on the same calendar day and prior to the date on which FRH makes a selection decision. Such posting shall include:

- The hourly or salary compensation or the range of the hourly or salary compensation.
- A general description of benefits and other compensation applicable to the job, job opportunity; and
- The date the application window is anticipated to close.

---

FRH will also make reasonable efforts to announce, post, or otherwise make known, within thirty (30) calendar days after a candidate who is selected to fill a job opportunity begins working in the position the following information to those FRH intends the selected candidate to work with regularly:

- The name of the candidate selected for the job opportunity.
- The selected candidate’s former job title if selected while already employed by FRH.
- The selected candidate’s new job title; and
- Information regarding how employees may demonstrate interest in similar job opportunities in the future, including identifying individuals or departments to whom the employees can express interest in similar job opportunities.

FRH encourages the free reporting, discussion, and exposure of discriminatory, harassing, and retaliatory practices in order to better protect employees and discourage discriminatory, harassing, retaliatory, or unfair behavior. Attempts to interfere with an Employee’s or Employees’ ability to communicate about and report any of the behavior discussed in this Policy will lead to discipline, up to and including termination of employment. Accordingly, any Employee who is subjected to or who observes conduct the Employee honestly believes is in violation of this policy should report it to the Chief People Officer or to the Executive Director/CEO. This includes conduct by co-workers, Supervisors, management, directors or clients, suppliers or others encountered during the course and scope of the Employee’s employment. It is FRH’s desire to maintain a professional working environment and to prevent any unlawful discrimination or harassment in employment. Employees are strongly advised that they should not quit employment because of conduct that violates this policy rather than reporting such conduct. Please give FRH a reasonable opportunity to investigate and correct any violations of this policy. Upon receiving a report of conduct that violates or may violate this policy, FRH will take prompt, reasonable action to investigate or address alleged discriminatory, harassing, retaliatory, or unfair employment practices. FRH will take prompt, reasonable remedial action, when warranted, in response to complaints of discriminatory, harassing, retaliatory, or unfair employment practices.

The State of Colorado requires FRH to preserve any personnel or employment record FRH made, received, or kept for at least five years after the later of: (a) the date FRH made or received the record; or (b) the date of the personnel action about which the record pertains.

Additionally, the State of Colorado also requires FRH to maintain “an accurate, designated repository of all written or oral complaints of discriminatory, harassing, retaliatory, or unfair employment practices that includes, but is not limited to: (a) the

---

date of the complaint; (b) the identity of the complaining party, if the complaint was not made anonymously; (c) the identity of the alleged perpetrator; and (d) the substance of the complaint.” FRH will only share such information on a need-to-know basis and FRH will not retaliate against any Employee that submits a complaint for inclusion in the repository because of such submission. The goal of such efforts is to prevent harassment and deter future harassers and protect employees from harassment.

An Employee engaging in any unlawful discrimination or harassment against another Employee, as set forth above, shall be subject to disciplinary action that may include termination, demotion, suspension, or whatever disciplinary action FRH deems appropriate under the circumstances. Employees may be disciplined or discharged for unprofessional conduct in violation of this policy, even if the conduct is not so severe or pervasive that it is unlawful conduct. Any Employee who is dishonest in reporting information that another person is engaging in conduct that violates this policy is similarly subject to discipline or discharge.

RETALIATION IS DEFINED AS ANY ADVERSE EMPLOYMENT ACTION TAKEN AGAINST AN EMPLOYEE BECAUSE THE EMPLOYEE ENGAGED IN ACTIVITY PROTECTED UNDER THIS POLICY. PROTECTED ACTIVITIES MAY INCLUDE, BUT ARE NOT LIMITED TO, REPORTING OR ASSISTING IN REPORTING SUSPECTED VIOLATIONS OF THIS POLICY; AND COOPERATING IN INVESTIGATIONS OR PROCEEDINGS ARISING OUT OF VIOLATION OF THIS POLICY. ADVERSE EMPLOYMENT ACTION IS AN ACTION OR CONDUCT THAT MATERIALLY AFFECTS THE TERMS AND CONDITIONS OF AN EMPLOYEE’S EMPLOYMENT OR THAT IS REASONABLY LIKELY TO DETER AN EMPLOYEE FROM ENGAGING IN PROTECTED ACTIVITY. No Employee shall be subject to adverse action because the Employee reports any behavior or conduct that the Employee believes is prohibited under this or any other policy in this Handbook, even behavior or conduct believed to be unprofessional. Further, no Employee shall be subject to adverse action because an Employee assists in any investigation regarding behavior or conduct under this policy. FRH will not tolerate such retaliation against any Employee who, in good faith, makes any report regarding behavior or conduct under this or any other policy. Any Employee who believes the Employee has been subject to retaliation should report it to the Chief People Officer or to the Executive Director/CEO. Please give FRH a reasonable opportunity to investigate and correct any violations of this policy. Any FRH Employee who retaliates against anyone, as prohibited by this policy, will be subject to disciplinary action, up to and including termination of employment.

Employees must cooperate fully during an investigation and must provide the investigator with honest and complete responses. No Employee shall be retaliated against for making a report of conduct that the Employee honestly and reasonably believes is in violation of this policy or the law, or for participating in an investigation of such conduct. Any retaliatory conduct against the Employee must be reported using the

---

above procedure for reporting discrimination and harassment. FRH will investigate the circumstances and take appropriate action.

Non-Employees. Employees shall not, in the course or scope of their employment, unlawfully discriminate against, harass or engage in unprofessional conduct toward Non-Employees or clients based on the Non-Employee or client's protected status (listed in paragraph 1). Such conduct may result in discipline or discharge. Similarly, Employees who are subjected by Non-Employees to conduct prohibited by this policy in the course or scope of their employment should report this conduct to FRH in the same manner as if the conduct were by an Employee. FRH will investigate and take appropriate action.

## CONFIDENTIALITY

### **INFORMATION CONCERNING CLIENTS**

It is the policy of FRH to safeguard private information provided by FRH by persons who apply for and/or participate in any program administered by FRH. Private information is any information obtained about a person which might identify him/her as an applicant for any program.

Private information to which an Employee of FRH gains access shall not be used, published, disclosed or disseminated in any form to any person, agency (governmental or otherwise), corporation or other entity except (1) as required in fulfilling the legal responsibilities of HUD, or other contractual obligations in administering a program, or (2) as required by law, as determined by the FRH's Executive Director/CEO or (3) as requested in writing by the applicant, enrollee or program participant specifying the information to be given, the form in which it is to be given and the party or parties to whom it is to be given.

If authorized by the FRH Executive Director/CEO, FRH's staff may disclose information to law enforcement authorities if (1) FRH has reasonable grounds to believe that a crime has been committed and is providing the information in connection with the reporting of that crime or (2) a law enforcement authority makes a request to FRH to inspect an individual's records and provides evidence satisfactory to FRH that the inspection is reasonably related to the law enforcement authority's duties.

All Employees must maintain the strict privacy of information and follow FRH procedures established to ensure the privacy of data concerning individuals. Access to private information is to be strictly limited to those Employees who require it to conduct their job activities.

If an Employee is subpoenaed or otherwise believes that he or she may be called upon to make a disclosure of private information to any court or governmental agency, he or she shall immediately notify their supervisor who is then required to get approval from the Executive Director/CEO.

---

Forms of communication are all-inclusive of any type of form of communication, i.e., phone, email or face-to-face.

Except as otherwise provided by law, the failure of an Employee to comply with the confidentiality requirements set forth in this Handbook will not be tolerated.

The restrictions of this confidentiality statement regarding use and disclosure of information shall continue to apply after termination of employment or other relationship with FRH.

## **BUSINESS ETHICS AND CONDUCT**

The continued success of FRH is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees should act in a way that will merit the continued trust and confidence of the public and refrain from any illegal, dishonest, or unethical conduct.

Reports of illegal, dishonest, or unethical conduct may be filed directly, first, with the Employee's supervisor, then with Human Resources, then with the Chief Executive Officer, and lastly, the Board of Commissioners. Complaints to the Board of Commissioners are sent to or received by the Office Manager/Executive Assistant.

Retaliation against an Employee for making such a disclosure or for having refused an illegal order is not permitted at FRH. All reported business ethics and conduct policy violations and retaliation complaints will be investigated by a third party selected by FRH. The Chief Executive Officer will take appropriate action regarding any Employee who is found to have violated this policy.

With regard to complaints where it is alleged the Chief Executive Officer interfered or took retaliatory action, the finding of the investigation shall be presented to the Board of Commissioners, which will take appropriate action.

## **EMPLOYEE PROBLEM SOLVING**

FRH is committed to providing the best possible working conditions for its Employees. Part of this commitment is encouraging an open and frank atmosphere in which a work-related problem, complaint, suggestion, or question receives a timely response from FRH supervisors and management. If Employees disagree or are dissatisfied with a FRH practice, they should discuss the matter with their supervisor or manager. Normally, this discussion should be held in a timely matter. Discussions held in a timely manner will enhance FRH's ability to resolve concerns while the concern is fresh in everyone's mind.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then the chain of command should be followed by approaching the Supervisor's supervisor, then Employees are encouraged to take the problem to the Executive Director/CEO.

---

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can Employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

This guideline does not include workers' compensation matters, which are discussed under the Safety/Reporting of Injury section.

## **EMPLOYMENT OF RELATIVES**

FRH wishes to provide a qualified applicant the opportunity for employment whether related to a present Employee or not. FRH requires employees to disclose any relationship they may have with an applicant. However, employment situations that may be prohibited include, but are not limited to:

- An Immediate Family Member supervising another Immediate Family Member;
- An Immediate Family Member who would have access to confidential information of another Immediate Family Member, including payroll and personnel records; and
- An Immediate Family Member who would be responsible to audit, verify, receive or be entrusted with money handled by another Immediate Family Member.

In cases where two Employees marry or enter into a committed partnership, if the above guidelines apply, one of the two Employees must agree to resign, or to be reassigned, if there is a position available. If there is no other suitable position, or if the Employees cannot determine who should resign, the Executive Director/CEO shall determine, in the best interest of FRH, what action is to be taken.

"Immediate Family Member" is defined as a parent, child, spouse or domestic partner, stepparent, foster parent, grandparent, grandchild, natural sibling, adopted sibling or stepsibling and all those similarly related to the Employee's spouse or domestic partner.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs if such employment does not create a conflict of interest with FRH. Employees may not receive any income or material gain from FRH materials or services while performing outside employment, nor may Employees perform outside work on FRH time, or with FRH materials. Outside employment that constitutes a conflict of interest, or an appearance of conflict, may be prohibited. If you have a question about whether an outside job may violate this policy, talk to your supervisor. Outside employment of FRH Employees or vendors for FRH Employees is not encouraged. Additionally, FRH Employees should not employ any tenant(s) of any FRH properties for personal work.



---

## **APPLYING FOR INTERNAL FRH POSITIONS**

In conformity with the Equal Pay for Equal Work Act, all promotional opportunities will be provided to Employees via email.

## **CONFLICTS OF INTEREST**

No Employee of FRH shall acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any FRH Employee owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, he or she shall immediately disclose the same in writing to FRH's CEO, and such disclosure shall be entered upon the minutes of FRH by disclosure to the FRH Board. Failure to so disclose such interest shall constitute misconduct in office and may result in discipline, up to and including termination.

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of FRH. As in all other facets of their duties, Employees dealing with residents, customers, suppliers, contractors, competitors, or any person doing or seeking to do business with FRH are to act in the best interest of FRH. Employees are to disclose to their supervisor any relationship with a vendor.

Furthermore, any Employee of FRH, upon making such disclosure, shall thereafter refrain from discussion or voting on any matter related to the project or otherwise attempting to exert any influence to affect any decision related to the project in which he or she has an interest.

If any such interest is related to a project in which federal funds are being used, the rules of the funding source will dictate the actions of the agency.

Bear in mind that you are a representative of FRH, and you must maintain appropriate professional boundaries with our residents. Residents will think of you when they need help or support, are in need of advice, or want to discuss a personal matter with you. Personal relationships with our residents present a conflict of interest, or the appearance of a conflict of interest, which must be avoided.

Employees shall make prompt and full disclosure to their supervisor of any potential situation which may involve a conflict of interest.

## **SAFEGUARDING & DISPOSAL OF PERSONAL IDENTIFYING INFORMATION**

### ***Purpose***

FRH understands the importance of keeping personal identifying information secure. To that end, FRH implements the following policy to ensure that personal identifying information is handled with care.

---

### ***Personal Identifying Information (PII)***

PII means: a social security number; a personal identification number; a password; a pass code; an official state or government-issued driver's license or identification card number; a government passport number; biometric data; an employer, student, or military identification number; or a financial transaction device.

### ***Safeguarding PII***

In order to protect PII, including that of Employees, from unauthorized access, use, modification, disclosure, or destruction, FRH limits access of PII to those individuals who need such information to perform their position with FRH.

### ***Disposal of PII***

When paper or electronic documents containing PII are no longer necessary for FRH's business purposes, FRH will destroy or arrange for the destruction of the documents in its custody or control by shredding, erasing, or otherwise modifying the personal identifying information in the documents to make the information unreadable or indecipherable through any means.

### ***Notice of Security Breach***

FRH will take no more than 30 days to provide Employees notice of a security breach that results in or is likely to result in the misuse of PII when the breach involves a Colorado resident's first name or first initial and last name in combination with: the individual's social security number; student, military, or passport identification number; driver's license number or identification card number; medical information; health insurance identification number; or biometric data; username or email address, in combination with a password or security questions and answers, that would permit access to an online account; or an account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account, when any of these data elements are not encrypted, redacted, or secured by any other method rendering the name or the element unreadable or unusable.

## **ATTENDANCE AND PUNCTUALITY**

Reliable and punctual attendance is an essential job duty of every position with FRH. Employee's work hours are established by the Employee's supervisor. Employees who will be late or absent for an unexpected, brief illness or emergency must contact their supervisor as soon as possible but no later than 15 minutes after the beginning of their shift each day of the absence.

Employees who must be absent for a medical appointment during work hours must notify their supervisor as soon as the need for the absence is scheduled.

Excessive absenteeism and/or tardiness may be addressed by your supervisor.

---

## **OVERTIME WORK HOURS**

When operating requirements exceed regular scheduled work hours, Employees may be required to work overtime. All overtime hours for Non-exempt Employees must be pre-approved by a supervisor. Non-exempt will be paid for that time as outlined elsewhere in this Handbook (see the Overtime Pay section).

## **MANDATORY OVERTIME**

Occasionally situations may arise that require the Employee to work overtime at FRH's request. Employees must be willing to work whatever hours are necessary to perform the job and may be disciplined or discharged for refusing to work overtime.

## **WORKPLACE ACCOMMODATIONS FOR NURSING MOTHERS**

FRH shall provide reasonable unpaid break time or permit an Employee to use paid break time, mealtime, or both, each day to allow the Employee to express breast milk for her nursing child for up to two years after the child's birth.

FRH shall make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where an Employee can express breast milk in privacy. "Reasonable efforts" means any effort that would not impose an undue hardship on the operation of the FRH's business. "Undue hardship" means any action that requires significant difficulty or expense when considered in relation to factors such as the size of the business, the financial resources of the business, or the nature and structure of its operation, including consideration of the special circumstances of public safety.

## **INCLEMENT WEATHER**

FRH will make every effort to maintain normal work hours even during inclement weather. At times, FRH may have to suspend operations due to events like severe weather, natural disaster, fire, or related hazard and will take careful consideration in balancing the health and safety of our Employees with the need to continue essential services and operations. FRH's CEO or designee will have the authority to make the decision to close, issue work at home orders or delay operations at their discretion.

## **WORKPLACE SAFETY**

### **SAFETY/REPORTING OF INJURY**

An Employee who suffers a personal injury while on duty must report the injury, no matter how minor, immediately and within four working days to his or her supervisor, who will inform Human Resources, who will then notify the Executive Director/CEO of the incident. The Employee must provide a written account of the incident. If medical treatment is required, the Employee will be assisted to a selected FRH medical facility.

---

## **WORKERS' COMPENSATION INSURANCE**

Employees should immediately report on the job injuries and safety issues, no later than 24 hours after the event, to the Chief People Officer or the Executive Director/CEO, so that FRH can ensure that it addresses all safety issues.

Employees who suffer job-related injuries or disease may be entitled to workers' compensation benefits for medical expenses and lost wages, in accordance with State law.

FRH requests that Employee provide it written notice of a work-related injury or injuries or disease, regardless of how minor, to the Chief People Officer or the Executive Director/CEO, within 24 hours, so that the organization can sufficiently and timely address the concerns presented by potential safety issues. Failure to report the injury and submit to testing in a timely manner, if required, may result in discipline or discharge. Upon reporting the injury, FRH will provide the Employee the names of the four (4) designated medical providers in writing. Employees must designate their choice of a treating physician when FRH presents Employee with its list of treating physicians. Employees are allowed to make a one-time change between the four options. Employee must submit an approved Division of Workers' Compensation form to FRH and Workers' Compensation insurance provider in writing within 90 days of the injury to make a change between the four designated medical providers. Upon receipt of written notice of a work-related injury, FRH shall affix the date and time of the receipt on the notice received from the employee and shall make a copy of the notice affixed with the date and time of receipt available to the injured employee within seven (7) days after receiving the notice from the employee.

### **WARNING:**

**IF YOU ARE INJURED ON THE JOB, YOU HAVE RIGHTS UNDER THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS REQUIRED BY LAW TO HAVE WORKERS' COMPENSATION INSURANCE. THE COST OF THE INSURANCE IS PAID ENTIRELY BY YOUR EMPLOYER. IF YOUR EMPLOYER DOES NOT HAVE WORKERS' COMPENSATION INSURANCE, YOU STILL HAVE RIGHTS UNDER THE LAW.**

**IT IS AGAINST THE LAW FOR YOUR EMPLOYER TO HAVE A POLICY CONTRARY TO THE REPORTING REQUIREMENTS SET FORTH IN THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS INSURED THROUGH Pinnacol Assurance. YOU ARE INJURED ON THE JOB, NOTIFY YOUR EMPLOYER AS SOON AS YOU ARE ABLE, AND REPORT YOUR INJURY TO YOUR EMPLOYER IN WRITING WITHIN 10 DAYS AFTER THE INJURY. IF YOU DO NOT REPORT YOUR INJURY PROMPTLY, YOU MAY STILL PURSUE A CLAIM. ADVISE YOUR EMPLOYER IF YOU NEED MEDICAL TREATMENT. IF**

---

**YOU OBTAIN MEDICAL CARE, BE SURE TO REPORT TO YOUR EMPLOYER AND HEALTH-CARE PROVIDER HOW, WHEN, AND WHERE THE INJURY OCCURRED.**

**YOU MAY FILE A WORKER'S CLAIM FOR COMPENSATION WITH THE DIVISION OF WORKERS' COMPENSATION. TO OBTAIN FORMS OR INFORMATION REGARDING THE WORKERS' COMPENSATION SYSTEM, THE CUSTOMER SERVICE CONTACT INFORMATION FOR THE DIVISION OF WORKERS' COMPENSATION IS 303-318-8700.**

FRH has the right to require that an Employee is treated by a physician selected from a list of physicians designated by FRH. Failure to use a physician from the designated list may result in loss of medical benefits. Employees are required to review and sign a designated medical provider information form. The Employee must contact the Chief People Officer or the Executive Director/CEO to arrange an appointment with the designated treating physician.

Workers' Compensation benefits are separate from group health insurance benefits.

The treating physician may recommend that an injured Employee return to work on limited duty. In such event, FRH may require the Employee to return to work performing duties within the medical restrictions, even if such work is different than the Employee's regular job duties. An Employee's refusal of limited duty may result in termination of temporary disability benefits and is a basis for discipline or discharge.

An Employee affected by the contraction of an occupational disease shall give written notice of the contraction of the occupational disease to FRH within thirty (30) days after the first distinct manifestation of the disease.

The law also provides for loss or reduction of benefits under certain circumstances, including but not limited to, when:

- Employee's injury is intentionally self-inflicted;
- Employee's actions which led to the injury were in violation of a safety rule;
- Employee is discharged for misconduct unrelated to the Employee's injury or quits for personal reasons when not required to by the injury; and/or
- Employee had alcohol or controlled substances in his/her system at the time of the injury.

---

## **WORKPLACE VIOLENCE PREVENTION**

### ***Policy***

A safe and nonviolent workplace is essential in order for FRH to create a productive employment environment and a positive public image. Employees are expected to refrain from fighting, horseplay or other conduct that may be dangerous to self or others. Firearms, weapons and other dangerous or hazardous devices or substances are strictly prohibited on the premises of FRH.

### ***Threatening Conduct Prohibited***

Conduct that is intended to, or can reasonably be expected to threaten, the physical safety of another Employee, manager, vendor, solicitor, resident, or a member of the public, or that effectively causes another to fear for physical safety is prohibited when it occurs on-the-job, and when it occurs off-the-job with actual or potential adverse impact on the workplace. Bizarre or frightening comments regarding violent events, even if made in jest, and bizarre or frightening behavior on the telephone, in faxes or e-mails are prohibited. Such behavior includes oral or written statements, gestures, or expressions that reasonably could or do communicate a threat of physical harm.

### ***Reporting Required***

FRH needs Employee's cooperation to effectively implement this policy and maintain a safe working environment. Do not ignore violent, bizarre, frightening, or threatening behavior that either occurs in the workplace, threatens to spill over into the workplace, or has an adverse impact on the workplace. All threats of violence or actual violence in violation of this policy of which Employee has first-hand knowledge must be reported immediately to Employee's Supervisor or the CEO. If the threat of harm is immediate, Employee must call 911. Employee should not place him/herself in peril by attempting to intercede when the threat is immediate.

### ***Examples***

Threats of violence can include verbal, written or physical threats. Statements by Employee to the effect that Employee intends to shoot, maim, kill, strangle or otherwise cause physical harm to another are not to be made, even if there is no intent to actually engage in this conduct. Threatening conduct can include, but is not limited to, blatant insubordination, loud arguing, swearing at others, expressions of hostility, clenched fists, glaring or staring at another, threatening or harassing phone calls or email, stalking, pushing or poking another person, throwing items or slamming doors, intentional or reckless destruction of property, among other acts.

### ***Investigation***

FRH will promptly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Employees will be responsible for cooperating with any FRH investigation or the investigation by any law enforcement agency. This may include providing interviews, testimony and written statements of the events observed.

---

### ***Consequences of Conduct***

Anyone determined to be responsible for threats of violence or actual violence or other conduct that is in violation of this policy will be subject to disciplinary action up to and including termination of employment, or criminal penalties or both. Employees who engage in conduct in violation of this policy may also have personal liability for the damages caused to others by their conduct.

### ***No Retaliation for Honestly Reporting***

Employees will not be retaliated against for making a report of conduct that they reasonably and honestly believe is in violation of this policy. Employees who make intentionally or recklessly false reports that another person has violated this policy, however, shall be subject to discipline or discharge.

## **VISITORS IN THE WORKPLACE**

All visitors must enter at the main entrance to each office building. Authorized visitors will check in at the reception area and from there they will need to be escorted to their destination. Employees should closely monitor the conduct and safety of their visitors.

Restricting unauthorized visitors is crucial for maintaining safety standards, protecting against theft, ensuring security of equipment, protecting confidential information, safeguarding Employee welfare, and avoiding potential distractions and disturbances.

Employees that observe an unauthorized or unescorted individual on FRH premises should immediately notify their supervisor or redirect the individual to the reception area. If the situation becomes confrontational, immediately dial 911. See the “Workplace Violence Prevention” policy above for procedures involving violent or threatening behavior.

## **FORMER EMPLOYEES**

Former Employees are generally prohibited from all FRH owned or managed properties/premises. Only the Chief Executive Officer or a designated supervisor/manager may authorize exceptions.

In the event that an exception is formally authorized, the former Employee must be accompanied by a supervisor/manager at all times and is never allowed to access certain business areas. Examples of such business areas would be finance/accounting department offices, IT areas, maintenance offices/facilities where keys are kept, etc. Examples of exceptions which could be formally authorized would include a situation in which a former Employee has come to return FRH property or to access FRH housing services.

All FRH staff members are required to show good judgment and initiative in dealing with such situations as they arise.

---

## **EMPLOYEE CRIMINAL BACKGROUND CHECKS AND MOTOR VEHICLE REPORTS**

All job offers with FRH are contingent upon the results of a criminal background check and motor vehicle report. Additionally, FRH conducts periodic criminal background checks and motor vehicle reports on existing Employees to ensure the safety of FRH staff, residents, and property. FRH may deny employment or terminate continued employment for any person having a history of criminal activity that is deemed to adversely affect the health, safety or well-being of staff, tenants, customers or vendors. FRH may deny or terminate employment of an Employee that has a motor vehicle record that prohibits them from being insurable at standard rates.

## **WORKPLACE PROFESSIONALISM**

### **PURPOSE**

FRH strives to display an image of confidence, competence, and professionalism when working with community members and one another. Employees will conform with basic standards of appearance, personal behaviors, and conduct that are appropriate to a professional business. To continue to improve and enhance the organization's performance and Employee morale, the following standards strive to maintain and promote a positive workplace experience for Employees, citizens, and customers.

### **OFFICE, DESK, AND WORK VEHICLE APPEARANCE**

Employees are expected to keep offices and work vehicles clean and organized to demonstrate professional competency to co-workers, customers, and the public. Desks and vehicles must be kept free of food, spills, dust, and other debris. Desktops and all other workspaces must be free of clutter and items not generally related to work production. Personal effects may be displayed but may not be excessive at the management's sole discretion.

### **PERSONAL APPEARANCE**

Workplace attire and personal cleanliness standards contribute to the morale of all Employees and affect the business image FRH presents to the community. A professional image must be maintained to instill confidence in the minds of our customers. This helps ensure our agency's success. Employee's appearance should be consistent with good hygiene, safety and what our company considers appropriate business attire.

Maintenance and janitorial team members are to wear FRH provided shirts with professional workpants during all work and on-call hours.

Departments and staff may be required to wear a uniform. Those employees must abide by all requirements set by their supervisor.



---

Management reserves the right to determine appropriateness of Employee dress and appearance.

### **SMOKE-FREE WORKPLACE**

As required by City Code and also motivated by FRH’s desire to provide a healthy work environment for its Employees and clients, smoking is prohibited on properties owned, managed or leased by FRH including all workplace facilities, and within a 25-foot perimeter outside of the entrances, operable windows, passageways and ventilation systems of those properties, except for passersby who do not stop. Smoking is defined as the act of lighting, smoking, carrying or placing a lighted or smoldering cigar, cigarette, e-cigarette or pipe.

This smoke-free workplace policy applies to all areas of buildings occupied by Employees, all FRH sponsored off-site conferences and meetings, all vehicles owned or leased by FRH all visitors to the properties described above, and all contractors and consultants and/or their Employees working on such properties.

Established break time will be used by Employees for smoking in locations that have been specifically designated as smoking areas. Those smoking will be responsible for proper disposal of cigarette butts and cleanup of smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

### **ALCOHOL AND DRUGS**

The use of controlled substances and the misuse of alcohol increase the risk of accidents and jeopardizes the safe work environment for Employees, customers, and the public in general. The goal of FRH is to provide a safe and healthy workplace. Therefore, FRH is committed to an alcohol and drug-free workplace to promote the safety and well-being of its Employees, customers and the public affected by the conduct of Employees during the course and scope of their employment.

The following conduct by Employees is prohibited on any premises owned, leased or used by FRH for performing FRH’s services, or any place while Employee is performing services for FRH: 1) alcohol possession or use, 2) the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, 3) having detectable amounts of alcohol or controlled substances in the Employee’s system, or 4) smelling of alcohol on the job, regardless whether the Employee is under the influence.

- a. “Drugs” or “controlled substances” means a controlled substance listed in Schedules I through V of 21 U.S.C. 812 and as further defined by federal regulations (21 CFR Section 1300.11 through 1300.15). This list includes but is not limited to marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP). It does not include over-the-counter medications

---

taken in accordance with the manufacturer's instructions, or drugs prescribed by a physician for the Employee when taken in the manner, combination and quantity prescribed, unless possession or use is illegal despite a prescription. Employees who are using over-the-counter or medically prescribed drugs that could impair their ability to perform work in a safe manner must notify their Supervisor prior to starting work. The Employee may be required to provide a physician's certification that it is safe for the Employee to perform the essential job functions while using the medications as a condition of continuing to work.

- b. **WARNING ABOUT MARIJUANA:** Although the Colorado Constitution has decriminalized certain use of marijuana, Colorado does not require employers to accommodate the use of marijuana by their Employees. Further, use of marijuana is still illegal under federal law. FRH prohibits marijuana use by Employees and will treat its use the same as any other use of unlawful controlled substance. In short, testing positive for marijuana will likely result in immediate discharge.
- c. Any Employee who is convicted of a drug-related crime for any violation occurring within the course or scope of employment by FRH, must notify FRH of the conviction no later than five (5) days after such conviction. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of federal or state criminal drug statutes. Notice of such conviction should be given to Human Resources.
- d. Sanctions will be imposed on any Employee so convicted. Within thirty (30) days after receiving notice of the conviction, FRH will take appropriate disciplinary action against the Employee, up to, and including, termination.
- e. Sanctions may be imposed if FRH has reasonable suspicion of a violation of this policy, regardless of whether the Employee is convicted or criminally prosecuted.

Testing will be required as a condition of employment under the following circumstances: If, in Management's opinion, reasonable suspicion exists that an Employee is in violation of this policy, the Employee may be required to submit to testing for alcohol and/or controlled substances. Some of the circumstances that might provoke reasonable-suspicion testing are evidence of repeated errors on the job, sleeping on the job, slurred speech, uncharacteristic appearance or behavior, or unsatisfactory time or attendance patterns, if coupled with specific events that indicate probable drug/alcohol use. Reasonable suspicion for testing may also exist if other individuals have first-hand knowledge relating to an Employee's violation of this policy and report this to FRH.

---

Any violation of this policy will likely result in immediate termination. The following behavior constitutes a “refusal” to take a test:

- a. Express refusal to take the test.
- b. Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation for the failure, or engaging in conduct that clearly obstructs the testing.
- c. Tampering with, or attempting to adulterate, the specimen or collection procedure.
- d. Not reporting to the collection site in the time allotted.
- e. Leaving the scene of an accident without a valid reason and not submitting to the test as required in this policy.

Refusal to submit to required testing is considered a violation of this policy and the consequences will be the same as though there has been a positive test result.

Nothing in this policy changes the fact that all employment with FRH is at will and can be terminated at any time by the Employee or FRH, with or without cause, or prior notice. Nothing in this policy requires Employer to test before terminating an Employee for violation of this policy.

## COMPANY REPRESENTATION

### **PERSONAL EXPRESSION ON PUBLIC ISSUES**

The Executive Director/CEO is the authorized spokesperson for FRH. Employees participating in a discussion or promotion of controversial or partisan issues must not identify that the Employee is speaking for FRH. The Executive Director/CEO is always the point of contact for all media or press inquiries. The Executive Director/CEO may designate this authority at their discretion, but at no time should staff members speak to the press for any reason. All staff have access to the Executive Director/CEO or her assistant’s cell phone and should immediately refer them to either person.

### **ACCEPTANCE OF GRATUITIES AND GIFTS**

No FRH Employee may accept any gift, gratuity, favor, entertainment, loan, or any other consideration or item of monetary value, which, in the judgment of a reasonably prudent person, would tend to impair or give the appearance of impairing the Employee’s independence or judgment in the performance of her or his duties with FRH.

---

FRH Employees may accept gratuities in the form of perishable, non-permanent or promotional materials that are insignificant in value, \$75 dollars is the maximum gift value permitted. Any questions should be directed to the Executive Director/CEO.

## PAY PRACTICES

### **SALARY BASIS REQUIREMENT FOR EXEMPT EMPLOYEES**

It is FRH's policy to comply with the salary basis requirements of the Federal Labor Standards Act (FLSA) and the Colorado Overtime and Minimum Pay Standards Order (COMPS). Therefore, deductions that violate the FLSA or COMPS may not be made from Exempt Employees' salaries.

FRH shall automatically take the legally required deductions (e.g., FICA, income tax withholdings) from gross wages. Deductions for insurance premiums and other benefits shall require the prior written authorization from the Employee, except in cases of court order or where otherwise permitted by law.

Exempt Employees are paid on a salary basis and, in general, must be paid their full salary for any pay period in which they perform work, according to the FLSA. Exceptions under the FLSA include:

- a. Exempt Employees who are absent for a full day for personal reasons or because of sickness or disability need not be paid for that day once they have exhausted all applicable paid leave benefits.
- b. Exempt Employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave will have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay (not including reimbursement of expenses). Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work for the Company in a given workweek.
- c. If an Exempt Employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the Employer as a penalty for that violation.
- d. Exempt Employees may be suspended without pay for violating workplace conduct policies, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. "Workplace conduct" policies are related to misconduct in the workplace, like engaging in prohibited discrimination and harassment, dishonesty,

---

horseplay, rudeness, etc. “Workplace conduct” does not include performance or attendance deficiencies.

- e. Exempt Employees who work less than 40 hours during their first or last work week of employment will be paid a proportionate part of their full salary for the time actually worked.

FRH will reimburse any Exempt Employee whose pay is reduced in violation of this policy and who reports the improper deduction. Improper deductions must be reported immediately by the Employee to their Supervisor and/or the Controller, preferably in writing.

## RETIREMENT

FRH requires the Employee to contribute 3% of their annual Compensation to the 401(a) plan. The Participating Employer's contribution for each Participant for the 401(a) will equal 3%. The 401(a) has a vesting schedule of 20% at the second year of service and 20% thereafter to 100% at the sixth year of service. The 401(a)-plan election is irrevocable. A 457 plan is available to allow for Employees to make additional contributions above the 3%. FRH will match up to 10% total; any employer match above the 3% up to 10% will be contributed into the employee's 401(a) plan. FRH reserves the right to change the plan terms at any time. Employees may refer to the plan documents for more information. **Caveat: Eligibility for Retirement Plan is governed by the Retirement Plan and to the extent it differs from this Policy, the Plan controls.**

## TIME SHEETS

“Time worked” means all time actually spent performing duties for FRH.

Accurately recording time worked is the responsibility of every Non-exempt Employee. Federal and state laws require FRH to keep an accurate record of time worked in order to calculate Employee pay and benefits – all Non-exempt Employees must clock-in and clock-out every workday through the time management software system. Please note the Time Management policy.

Altering, falsifying, tampering with time records, or recording time on another Employee's time record is prohibited. It is the Employee's responsibility to electronically approve his or her time record to certify the accuracy of all time worked. The supervisor will review and electronically approve the time record before submitting it for payroll processing.

Non-exempt Employees are not permitted to perform work “off-the-clock” (*i.e.*, without being clocked in or identifying that time as time worked on the timecard or FRH's timekeeping system). This means that if you are working for FRH, you must be “clocked in” during that time or you must immediately report it to FRH that you worked time that was not recorded. Further, FRH requests that you immediately inform Human Resources

---

or Executive Director/CEO if anyone (e.g., co-Employee, supervisor, manager, coordinator, etc.) requests that you work off-the-clock or that you perform work duties before or after clocking in. And if you are requested to do that by one of the identified positions in this policy, please inform one of the other individuals listed as soon as possible. FRH will make every effort possible to ensure that all Employees are paid for time worked.

### **OUT OF TOWN TRAVEL TIME**

When a Non-exempt Employee travels out of town on FRH business, including to approved conferences and training programs, all the time spent traveling, whether as a driver or a passenger, is to be recorded as time worked, except mealtimes (unless the employee is working during the mealtime) and any time spent driving or as a passenger from home to the usual place of employment, a point of public conveyance or a vehicle pooling point. Non-exempt staff may not incur overtime, including business travel time, unless pre-approved by a supervisor.

### **CONFERENCE AND TRAINING TIME**

The time spent attending an off-site approved conference or training program is considered time worked. Mealtimes not directly associated with the conference or training, scheduled as a break from the program or that occur before or after the program are not considered time worked, even when those meals are covered by a per diem payment or are eligible for reimbursement.

### **EMERGENCY CALL-OUT PAY**

When a Non-exempt Employee is scheduled on-call the Employee will be paid \$200 per week stipend as Primary call and \$100 as Back-up call. Their hourly rate or overtime will apply if they are to go out on a call.

### **OVERTIME PAY**

Overtime pay is based on *actual hours worked*. Non-exempt Employees are eligible for overtime pay. Overtime is paid at the rate of one and one-half times the Employee's regular rate of pay for all work in excess of 40 hours per workweek, 12 hours in a day, or 12 consecutive hours.

Paid leave is not considered hours worked for the purposes of calculating overtime.

### **LEAVE CASH OUT**

Employees may request a payout of up to 80 hours of accumulative Vacation and/or Sick Leave. The Executive Director/CEO reserves the grant/deny such requests at their discretion.

---

## BENEFITS AND PROFESSIONAL DEVELOPMENT

### **EMPLOYER CONTRIBUTION TO BENEFITS**

FRH contributes an annually approved fixed amount to insurance benefits for each full-time Employee, beginning the first of the month following employment and continuing through the month of separation. This contribution is typically applied to group medical, term life and long-term disability insurance premiums. However, FRH reserves the right at any time to

- Amend or modify, in whole or in part, any or all of the provisions of a benefit program, including provisions concerning who is eligible for coverage and the coverage provided;
- Discontinue, terminate, or add a benefit program at any time; and
- Change the amount or nature of the required contribution to be made by the participant or beneficiary of a benefit program.

### **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

Dues for professional organizations, service clubs, community, or national organizations will be considered and may be paid by FRH when such memberships are related to the job and approved in advance by the Employee's supervisor.

### **CONFERENCES/TRAINING**

FRH encourages the participation of its Employees in local, regional, and national professional societies, workshops, seminars, and other training events as a part of their work duties. Other identified training and development needs may be determined for each Employee in consultation with their supervisor, including academic study, attendance at events and conferences, workshops, and seminars. Participation and payment for cost are subject to prior written approval by the Employee's supervisor.

### **EDUCATIONAL ASSISTANCE**

FRH recognizes the importance of ongoing training and personal and professional business development for Employees. Employees and their supervisors are encouraged to work together to develop a training action plan. If approved in writing in advance by the Chief Executive Officer, FRH will reimburse Employees the cost of tuition for off-duty, job-related courses at a maximum of \$3,000 per year/\$1,500 per semester where a "C or better" or a "Pass" grade is earned.

---

## **EMPLOYEE EXPENSES**

Employees that incur approved expenses on behalf of FRH will be reimbursed, subject to the FRH policy and approval.

Mileage is reimbursed at the current rate allowed by the Internal Revenue Service and approved by the Chief Executive Officer for private vehicle use to conduct FRH business.

When on approved FRH business, Employees will be reimbursed for reasonable lodging, transportation, and incidental expenses and for meals up to per diem based on the U.S. General Services Administration rates if per diem is not provided.

It is imperative that Employees notify the A/P tech two weeks prior to travel to that he/she can fill out the Travel and Per Diem request form and submit for reimbursement.

An itemized list with receipts must be submitted to the supervisor prior to reimbursement. Employees are responsible for traffic fines, parking tickets, property damage or any other loss incurred while using a private vehicle on FRH business.

Employees who wish to be reimbursed for mileage and other expenses must submit for approval through their direct supervisor for allowable expenses on a quarterly basis, no matter how small the reimbursement. Employees may submit on a monthly basis if they would like to do so, particularly if they accumulate high mileage. Year-end final submission of all Employee reimbursable expenses must be submitted by the first workday of each year for the prior year so expenses can be billed to the proper fiscal year. Any expenses not submitted in a timely manner will not be reimbursed by FRH.

Any Medicare or outside medical insurance premiums that are not offered by FRH will not be reimbursed.

## **EMPLOYEE TIME OFF FROM WORK**

### **HOLIDAYS**

FRH currently observes the following holidays as days off with pay for full-time Employees:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve



- Christmas Day

Holidays are observed as days off with pay for Full-time Employees. Part-time Employees are paid for holidays based on what they would have worked on the holiday. For example, if it's a Monday holiday, and the Employee would have worked 8 hours on Monday, FRH will pay the Employee 8 hours of holiday pay. If, on the other hand, the Employee was not scheduled to work on the day the holiday falls on, the employee is not entitled to holiday pay for that particular holiday unless the Employee performs work on that day.

When a holiday falls on a weekend, the holiday will be observed on the preceding Friday or the following Monday for Employees who work on a Monday-Friday schedule. For Employees who work on weekends, the Employee will be given the actual holiday off (unless they are required to work, in which case they will receive holiday pay).

Non-exempt Employees who are eligible for paid holidays but who may be required to work or who perform work on a holiday will be paid at one and one-half times the Employee's regular rate for hours actually worked on the holiday. On-call Employees who are scheduled to be on-call during a holiday will receive the normal on-call stipend amount on a holiday and will be paid at one and one-half times their regular rate for hours worked.

## LEAVE

FRH provides its regular Employees leave for vacation or personal reasons approved in advance, when practical, by the Employee's supervisor. Full-time Employees accrue Vacation Leave based upon time worked and length of employment. Below are the accrual rates and payout information for both sick and vacation based on hire date and years of service. 10 hours of sick time for all employees is awarded the first full month after hire and accrues per the schedules below based on hire date – this policy may be subject to change based on any State or Federal guidelines. The Chief Executive Officer may authorize full or prorated benefits for Part-time or Temporary Employees.

| Vacation Granted Per Year         | Length of Service  |
|-----------------------------------|--|
| 8 hours/mo.-Full-Time (40 hours)  | Employees get a lumpsum of 40 hours on their 6 <sup>th</sup> month anniversary. Vacation then accrues monthly. |
| 7 hours/mo. –Full-Time (35 hours) | After 1 through 5 full years of continuous employment  |
| 10 hours/mo.-Full-Time (40 hrs.)  | After year 5 and one day through 10 full years of continuous employment  |
| 8.8 hours/mo.-Full-Time (35 hrs.) |  |

|   |   |
|---|---|
| 12 hours/mo.-Full-Time<br>(40 hours)<br>10.5 hours/mo.-Full Time<br>(35 hrs.) | After year 10 and one day through 15 full years of<br>continuous employment |
| 14 hours/mo.-Full-Time<br>(40 hours)<br>12.25 hrs./mo.-Full-Time<br>(35 hrs.) | After 16 or more full years of continuous<br>employment                     |

Employees hired before May 1, 2018 – Vacation accrual begins the 1<sup>st</sup> full month after hire and accrues up to the following based on exempt or nonexempt status and years of service:

| Years of Service   | Monthly Accrual | Nonexempt<br>Max Vacation | Exempt Max Vacation |
|--------------------|-----------------|---------------------------|---------------------|
| 0-5                | 8               | 192                       | 288                 |
| 5 and 1 day to 10  | 10              | 240                       | 360                 |
| 10 and 1 day to 16 | 12              | 288                       | 432                 |
| 16 and 1 day       | 14              | 336                       | 504                 |

Employees hired before May 1, 2018 -- Sick leave is allowed to accrue up to 960 hours.

All accumulated leave may be carried over from one calendar year to another calendar year up to the maximum.

Final pay out of vacation and sick time is as follows and is prorated:

Vacation Pay – 100% of the accrued, but unused, vacation leave.

Sick Pay – 50% after 5 years of continuous employment; 100% after 10 years continuous employment

**Employees hired after May 1, 2018** – Vacation accrual begins the first full month after hire based on the table above and accrues up to the maximum. Leave balances will be allowed to accumulate to a maximum of 168 hours of Vacation and 150 hours Sick Leave and will only be paid accrued Vacation Leave at separation. Employees may take vacation leave after their sixth month anniversary date.

## **COLORADO HEALTHY FAMILIES AND WORKPLACES ACT**

### ***Paid Sick Leave***

---

Starting January 1, 2021, FRH provides sick leave in accordance with the Colorado Health Families and Workplace Act (“HFWA Leave”) and other statutory requirements.

- a. Beginning on the date of hire, all Employees shall accrue HFWA Leave according to the following schedule:
  - 1) Full-time Employees: 10 hours of HFWA Leave for every full month worked;<sup>1</sup>
  - 2) Part-time Employees: a pro-rated, Full-Time Equivalent of the above rate.
- b. At the end of each calendar year, Employees can roll over unused HFWA Leave. Maximum accrual for HFWA Leave for Full-time Employees is 120 days (960 hours). Part-time Employees are eligible for a maximum of 60 days (480 hours).
- c. An Employee may be required to use HFWA Leave in hourly increments unless FRH specifically allows such leave to be taken in smaller increments of time.
- d. If an Employee uses HFWA Leave for four (4) or more consecutive workdays, FRH may require reasonable documentation that the HFWA Leave is for a purpose that is authorized by the Act.
- e. Pursuant to Colorado ¶18-13.3-404, FRH permits Employees to use accrued HFWA Leave when:
  - 1) The Employee:
    - a) Has a mental or physical illness, injury, or health condition that prevents the Employee from working;
    - b) Needs to obtain a medical diagnosis, care or treatment of a mental or physical injury or health condition;
    - c) Needs to obtain preventative medical care;
    - d) 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; or

---

<sup>1</sup> If a Non-exempt Full-time Employee works more than 300 hours in a single month, please speak to Human Resources because you may be eligible for additional HFWA Leave.

- 
- e) Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters arise after the death of a family member.
- 2) The Employee needs to care for a family member who:
    - a) Has a mental or physical illness, injury, or health condition;
    - b) Needs to obtain a medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
    - c) Needs to obtain preventative medical care.
  - 3) The Employee or Employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the use of leave is to:
    - a) Seek medical attention for the Employee or the Employee's family member to recover from a mental or physical illness, injury, or health condition cause by the domestic abuse, sexual assault, or harassment;
    - b) Obtain services from a victim services organization;
    - c) Obtain mental health or other counseling;
    - d) Seek relocation due to the domestic abuse, sexual assault, or harassment; or
    - e) Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.

### ***Request***

FRH allows an Employee to use HFWA Leave upon the request of an Employee. The request may be made orally, in writing, or electronically. When possible, the Employee shall include the expected duration of the absence. FRH will not deny use of HFWA Leave to the Employee based on noncompliance with this policy. Employees must use HFWA Leave in hourly increments. Employee does not have to find a replacement in order to use HFWA Leave.

### ***Additional Leave During a Public Health Emergency***

In addition to the HFWA Leave identified above, on the date a public health emergency is declared, FRH shall supplement each Employee's accrued HFWA Leave as necessary to

---

ensure that an Employee may take the following amounts of paid sick leave for the purposes specified above:

- a. For Employees who normally work 40 or more hours in a week: 80 hours.
- b. For Employees who normally work less than 40 hours in a week: At least the amount of time an Employee is scheduled to work in a 14-day period or the amount of time the Employee actually works on average in a 14-day period, whichever is greater.
- c. FRH may count an Employee's unused, accrued HFWA Leave, toward the paid leave allowable during a public health emergency.
- d. Employee may use paid leave during a public health emergency until four (4) weeks after the official termination or suspension of the public health emergency.
- e. FRH provides all Employees with the paid leave during a public health emergency for the following reasons:
  - 1) An Employee's personal need to:
    - a) Self-isolate and care for oneself because the Employee is diagnosed with a communicable illness that is the cause of a public health emergency;
    - b) Self-isolate and care for oneself because the Employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
    - c) Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
    - d) Seek preventive care concerning a communicable illness that is the cause of a public health emergency;
    - e) An Employee's inability to work because the Employee has a health condition that may increase the susceptibility to or risk of a communicable illness that is the cause of the public health emergency.
  - 2) An Employee's need to care for a family member who:
    - a) Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;

- 
- b) Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
  - c) Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
  - d) Is seeking preventative care concerning a communicable illness that is the cause of a public health emergency;
  - e) To care for a child or other family member when the individual's child care provider is unavailable due to a public health emergency or if the child's or family member's school or place of care has been closed due to a public health emergency, including if a school or place of care is providing instruction remotely.

### ***Non-Retaliation***

FRH will not take retaliatory personnel action or discriminate against an Employee or former Employee because the person exercised, attempted to exercise, or supported the exercise of rights protected under this policy and/or federal or state law. This includes, but it not limited to the right to request or use paid leave; the right to file a complaint with the division or court or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing, or proceeding or cooperate with or assist the division in its investigations of alleged violations; and the right to inform any person of the person's potential rights under this Act.

- 1) An Employee is entitled to:
  - a) Use paid sick leave consistent with this policy and/or federal or state statutes;
  - b) File a complaint or inform any person about an employer's alleged violation of federal or state sick leave statutes;
  - c) Cooperate with the division in its investigation of an alleged violation of federal or state statutes; and
  - d) Inform any person of the person's potential rights under federal or state statutes.

### ***Compliance***

---

FRH and the Employee identify that this Article/Paid Leave is intended to cover the requirements under Colorado's Health Families and Workplaces Act, C.R.S. 8-4-13.3 et seq. between FRH and the Employees.

### **UNPAID ADMINISTRATIVE LEAVE**

For Regular, Full-time Employees, a personal leave of absence may be granted by FRH for compelling personal reasons. Personal leaves are unpaid leave.

- a. Requests for personal leaves must be made in writing at least two weeks before the leave is to begin, except in an emergency situation. The request must indicate: the reason for the leave, the date the leave is to commence, the expected duration of the leave, and the Employee's address and telephone number while on leave. Requests will be considered in light of expected department work requirements and business needs for the period of time of the leave, your performance history and other factors. Personal leave is granted at the sole and absolute discretion of the Executive Director/CEO.
- b. An Employee on personal leave of absence must notify FRH, in writing, of his or her intention to return to work at least one week in advance. Every effort will be made to reinstate an Employee returning from an approved leave of absence, on schedule, into the same or substantially similar position as the one he or she left before the leave. Failure to accept the offered position will be considered a voluntary termination of employment, effective immediately.

### **FUNERAL LEAVE**

Regular Full-time Employees may take up to three days of paid leave per year to attend the funeral or other services for an Immediate Family Member. "Immediate Family Member" is defined as a parent, child, spouse or domestic partner, stepparent, foster parent, grandparent, grandchild, natural sibling, adopted sibling or stepsibling and all those similarly related to the Employee's spouse or domestic partner. If more leave is needed an employee may use their sick or vacation leave.

Part-time and Temporary Employees may be granted a leave of absence without pay to attend the funeral or other services for an Immediate Family Member. If additional leave is required, accumulated leave may be taken if approved in advance by the Employee's supervisor.

The Employee must provide documentation such as a death notice or service program to their supervisor or Human Resources in order to take leave under this section.

---

## **JURY DUTY**

If you are served with a summons to jury duty, you must inform the Executive Director/CEO by the next regular workday and provide a copy of the summons. You will receive leave for jury duty. Non-exempt Employees will be paid their regular wages, up to \$50 per day, for the first three days of jury duty that they would otherwise have been scheduled to work. Thereafter, any pay they receive for jury duty is paid by the governmental entity. Exempt Employees will receive their regular salary during jury duty but must remit to FRH any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which the Exempt Employee is receiving pay from FRH. FRH has no obligation to pay wages for jury duty until and unless the Employee tenders to the Employer a juror service certificate provided by the Court confirming that the Employee was on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.

## **VOTING LEAVE**

Employees who are registered, eligible electors entitled to vote in an election shall be entitled to two hours off, with pay, for the purpose of voting on the day of the election during the time the polls are open, so long as they request the leave of absence prior to the day of election. Leave will not be granted if there are three hours or more between the time the polls open and close during which the Employee is not required to be on the job for FRH. FRH may specify the hours during which the Employee may be absent.

## **MILITARY LEAVE**

Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Employees must present official documentation of the military duty prior to the leave and upon returning from leave. Military leave for Non-Exempt Employees is without pay. Exempt Employees will be paid their salary, unless no work is performed for Employer during the pay period, and subject to reduction for wages received from the Military for the same period.

## **CIVIL AIR PATROL MISSION LEAVE**

Any Employee (except Casual Employees hired only on a temporary basis), who is a member of the Civil Air Patrol, Colorado Wing, and who is called to duty for a Civil Air Patrol Mission is entitled to an unpaid leave of absence for the time when the Employee is engaged in the mission, not to exceed a total of fifteen work days in any calendar year. The leave shall be allowed only if the Employee gives evidence to FRH of the satisfactory completion of the Civil Air Patrol service. This period of leave shall in no way affect the Employee's rights to other paid leaves for which the Employee is eligible,



---

bonuses, advancement, or other employment benefits or advantages relating to and normally to be expected for the Employee's particular employment. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from service for the Civil Air Patrol Mission. The Employee satisfying these requirements and all statutory requirements set forth in CRS §28-1-102 through §28-1-106 shall be entitled to return to the same or a similar position as held before leave began.

## **FAMILY & MEDICAL LEAVE OF ABSENCE**

### ***Statutory Rights Only***

This policy is to be read in accordance with the Family Medical Leave Act ("FMLA" or "Act") of 1993, as amended. The policy is intended to explain those rights and obligations required by the Act and is not intended to create any additional or contractual rights or obligations. This policy applies only if FRH has 50 or more persons on its payroll during at least 20 workweeks of the current calendar year or 20 workweeks of the last calendar year.

### ***Eligibility***

To be eligible for FMLA leave, an Employee must have been employed for at least 12 months (total, but not necessarily continuous if within the past seven years) by FRH, must have worked at least 1,250 hours for FRH during the 12 months before leave is to be taken, and must be employed at a work-site where FRH employs at least 50 Employees within 75 miles. Unless all of these conditions are satisfied, Employee will not be eligible for FMLA leave.

### ***FMLA Benefit***

Eligible Employees shall be granted a total of 12 weeks of FMLA leave during a rolling 12-month period for one or more of the following:

- a. Because of the birth of a son or daughter of the Employee and in order to care for such son or daughter;
- b. Because of the placement of a son or daughter with the Employee for adoption or foster care;
- c. In order to care for the spouse, or a son, daughter, or parent, of the Employee, if such spouse, son, daughter, or parent has a serious health condition;
- d. Because of a serious health condition that makes the Employee unable to perform the functions of the position of the Employee;
- e. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the Employee is on covered active duty (or

---

has been notified of an impending call or order to covered active duty) in the Armed Forces. “Qualifying exigency” is defined by the FMLA Regulations at 29 CFR §825.126. “Covered active duty” means in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code.

A “week” is equal to the average weekly hours worked by the Employee during the 12 weeks prior to the start of the leave. A “rolling” 12-month period is the 12 months immediately preceding the date of leave under consideration for FMLA benefits.

In any case in which husband and wife are both employed by FRH, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during the rolling 12-month period, if such leave is taken for reasons set forth in subparagraph a or b above, or in order to care for a sick parent under subparagraph c above.

### ***Service Member Family Leave***

Subject to meeting certification requirements by the health care provider, an eligible Employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12-month period to care for the covered service member.

- a. “Covered servicemember” means:
  - (1) A 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 is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
  
- b. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or

---

daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When such designation has been made, the designated individual shall be deemed to be the only next of kin.

- c. The leave described in this paragraph shall be available during a single 12-month period. During the single 12-month period, an eligible Employee shall be entitled to a combined total of 26 workweeks of leave under FMLA benefits and Service Member Family Leave. The “single 12-month period” begins on the first day the eligible Employee takes FMLA leave to care for a covered service member and ends 12 months after that date. If an eligible Employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited.
- d. Where husband and wife are both employed by FRH, the aggregate number of workweeks of leave to which both husband and wife may be entitled for service member family leave may be limited to 26 workweeks during the single 12-month period if the leave is service member family leave or a combination of such leave and FMLA leave. If the leave taken by husband and wife includes leave for other FMLA reasons, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks for that FMLA purpose.

Reference to FMLA leave in this policy includes Service Member Family Leave, unless stated otherwise.

***Serious Health Condition***

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; any period of incapacity requiring absence from work, school or other regular daily activities of more than three calendar days, that also involves continuing treatment by a health care provider; continuing treatment by a health care provider for a chronic or long term health condition that is incurable or so serious that if not treated would likely result in a period of incapacity of more than three calendar days; or prenatal care.

***Serious Injury or Illness***

“Serious Injury or Illness” in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred

---

by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period described in subparagraph a., means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

***Intermittent / Reduced Schedule***

In general, FMLA leave shall not be taken by an Employee intermittently or on a reduced schedule basis unless the eligible Employee and FRH agree otherwise. Intermittent and reduced schedule leave is available only for a medical necessity that can be best accommodated through an intermittent or reduced leave schedule. If an Employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, FRH may require such Employee to transfer temporarily to an available alternative position for which the Employee is qualified that has equivalent pay and benefits, and which better accommodates the recurring periods of leave.

***Notice of Need for FMLA Leave***

In any case in which the necessity for FMLA leave is foreseeable, the Employee shall provide FRH with at least 30 calendar days' notice before the date the leave is to begin, or as much notice as is practical. In any event, notice should be provided the same day or the next business day after the Employee becomes aware of the need for leave. The notice should be in writing and must make FRH aware that the Employee needs leave for one of the reasons described above and the anticipated timing and duration of the leave.

***Notice of Leave Due to Active Duty of Family Member***

In any case in which the necessity for leave is due to a qualifying exigency relating to a service member (subparagraph e above) the Employee shall provide such notice to FRH as is reasonable and practicable.

***Certification of Need for Leave***

FRH may require that a request for leave involving a serious health condition or to care for a service member be supported by a certification issued by a health care provider of the eligible Employee, son, daughter, spouse, parent or next of kin of the Employee, as appropriate. The certification shall state:

- a. The date on which the serious health condition commences;
- b. The probable duration of the condition;

- 
- c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
  - d. For purposes of leave under subparagraph c above., a statement that the Employee is needed to care for the child, spouse or parent and an estimate of the amount of time the Employee is needed;
  - e. For purposes of leave under subparagraph d above, a statement that the Employee is unable to perform the functions of the Employee's job position;
  - f. In the case of certification for intermittent leave, or leave on a reduced schedule, for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment, the medical necessity for the intermittent or reduced schedule leave for the Employee's own serious health condition or to care for another with a serious health condition.
  - g. Any other information permitted by the FMLA to assist FRH in evaluating the leave request.

FRH may require that the Employee use the Medical Certification Form provided by FRH. FRH may also require, at its own expense, that the Employee obtain a second opinion from a health care provider designated or approved by FRH.

#### ***Continuation of Health Insurance Benefits***

Employees on FMLA leave are entitled to a continuation of any group health insurance benefits to which they are normally entitled and reinstatement to the same or equivalent position. FRH will pay its normal contribution to the health insurance premiums of Employees who are on FMLA leave, but FRH's obligations (if any) to contribute to health insurance premiums and to restore the Employee to similar employment terminates when FMLA leave is exhausted or when the Employee gives FRH unequivocal notice of intent not to return to work, whichever occurs first. The Employee may then have the right to continue benefits, at Employee's own costs, pursuant to Title 10 of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Employee must make arrangements with the Chief People Officer for how Employee will pay his or her share of premiums while on leave or under COBRA.

#### ***Loss of Insurance Benefits***

The Employee's failure to pay his or her share of the premiums may result in loss of coverage. Should the Employee fail to pay their share of premiums during their leave period, FRH may elect to pay the Employee's share as an advance against future wages in order to maintain coverage while the Employee is on FMLA leave. In this event, FRH has

---

the right to deduct the amount advanced from the Employee's paycheck upon return to work. This right to pay the Employee's premium by FRH is solely at FRH's discretion and this policy does not give the Employee any right to demand that FRH pay the Employee's portion of the insurance premium.

***FRH's Right to Recover Insurance Premiums***

FRH may recover from the Employee FRH's portion of premiums paid during any period of unpaid FMLA leave if the Employee fails to return to work, as defined by the Act, after the Employee's FMLA leave entitlement has expired, unless the reason that the Employee does not return is due to: (1) the continuation, reoccurrence of or onset of a serious health condition that would entitle the Employee to family and medical leave (either affecting Employee or immediate family) or (2) other circumstances beyond the control of the Employee.

***Medical Recertification***

Employees on leave because of a serious health condition are required to furnish medical recertification from their health care provider every 30 days affirming their continuing need for leave, unless the medical certification states that the Employee will be unable to work for a longer designated period. In all cases, recertification will be required at least every six months. Employees on leave are also required to furnish FRH with periodic reports (at least every 30 calendar days) of Employee's intent to return to work. If the circumstances of an Employee's leave changes, and Employee is able to return to work earlier than the date originally indicated, Employee will be required to notify FRH at least two work days prior to the date the Employee intends to report for work.

***Fitness for Duty***

Before the Employee may return to work following FMLA leave as a result of the Employee's own serious health condition, the Employee must provide FRH with a certification issued by a health care provider stating that the Employee has the ability to perform the essential functions of the job, based on a list of the essential functions specified by FRH.

***Extension of Leave***

If for any reason FRH grants Employee additional leave after the Employee has exhausted all FMLA leave, such leave shall be unpaid discretionary leave not subject to the rights and obligations of the Family and Medical Leave Act. It shall not require FRH to pay any portion of Employee's health insurance premiums and shall not guarantee Employee's return to the same or equivalent position upon return to work. FRH has no obligation under this policy or the Act to grant leave in excess of the period specified by the FMLA.

***Use of Paid Leave During FMLA***

Employee is required to exhaust Employee's accrued PTO, if any, during FMLA leave. FMLA leave is, otherwise, unpaid leave. The total period of absence considering all PTO and family leave used for reasons covered by this Family and Medical Leave policy cannot

---

exceed 12 weeks in a rolling 12-month period for FMLA, or 26 weeks in a single 12-month period for Service Member Family Leave. No PTO leave benefits accrue while on unpaid FMLA leave.

### ***Forms***

Forms are available through FRH's Chief People Officer for requesting FMLA leave and for fulfilling Medical Certification requirements.

### ***Termination During Leave***

Employees on FMLA leave generally have a right to return to the same position or an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, this does not entitle the restored Employee to accrual of any seniority or employment benefits during any period of leave, or any right, benefit or position of employment other than that which the Employee would have been entitled to, had the Employee not taken the leave. This means that an Employee on FMLA leave may be laid off or terminated during the leave period at will, the same as any other Employee, so long as the lay-off or termination is not because of the Employee's legitimate use of FMLA leave.

### ***Key Employee Exception***

FRH may deny restoration of a "Key Employee" following FMLA leave as described in paragraph 19, and also if (i) such denial is necessary to prevent substantial and grievous economic injury to the operations of FRH; (ii) FRH notifies the Employee of the intent of FRH to deny restoration on such basis at the time that FRH determines that such injury would occur; and (iii) in any case in which the leave has commenced, the Employee elects not to return to employment after receiving such notice. A "Key Employee" is a salaried FMLA-eligible Employee who is among the highest paid 10 percent of all the Employees employed by FRH within 75 miles of the Employee's worksite.

### ***FRH's Responsibility***

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

### ***Unlawful Acts by Employers***

The FMLA makes it unlawful for any employer to (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) 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***

An Employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The 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.

### **EMERGENCY VOLUNTEER SERVICE LEAVE**

Any Employee (except Casual Employees hired only on a temporary basis), who is a “Qualified Volunteer” called to service by a “Volunteer Organization” for the purpose of assisting in a “Disaster” as these terms are defined by CRS §24-33.5-801 through §24-33.5-828, is entitled to an unpaid leave of absence for the time spent assisting, not to exceed a total of fifteen work days in any calendar year. In order to be eligible for this leave, the Employee must comply with all requirements of these statutes, including, without limitation, providing FRH with proof that he or she is a Qualified Volunteer. Leave need not be granted if the Employee is designated an “Essential Employee” by FRH (meaning the Employee is essential to the operation of the daily enterprise whose absence would likely cause Employer to suffer economic injury or whose duties include assisting in disaster recovery for FRH) or if granting the leave would result in more than 20% of FRH’s Employees being on Emergency Volunteer Service leave on any work day. This period of leave shall in no way affect the Employee’s rights to other paid leaves for which the Employee is eligible, bonuses, advancement, or other employment benefits or advantages relating to and normally to be expected for the Employee’s particular employment. Leave is allowed only if the Employee returns to his or her job as soon as practicable after being relieved from Emergency Volunteer Service. The Employee satisfying the statutory requirements shall be entitled to return to the same or a similar position as held before leave began.

COLORADO FAMILY AND MEDICAL LEAVE INSURANCE – currently FRH does not participate in the Colorado State FMLI program as of the date of this handbook. The details below are for informational purposes only but do not apply.

In November 2020, Colorado voters approved a state-run paid Family and Medical Leave Insurance (FAMLI) program starting in January 2024. FRH has determined as of 12/2022 that it will not participate in the FMLI program, which can change at any moment per the Executive Director. FRH employees that participate in FAMLI will be able to apply for FAMLI leave benefits for any of the following reasons:

- » Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- » Caring for a family member with a serious health condition.
- » Caring for your own serious health condition.
- » Making arrangements for a family member’s military deployment.
- » Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.



---

**Premium Deductions.**

The FAMLI program is funded through premiums paid by both workers and certain employers with 10 or more employees.

**Eligibility for Leave.**

In 2024, paid family and medical leave benefits will be available to FRH employees who have elected to sign up for such benefits and who have earned \$2,500 over the previous year for work performed in Colorado. Before 2024, employees will not be able to use the FAMLI leave.

**Amount of Leave.**

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year for the reasons identified above. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule.

**Leave application process to the FAMLI Division.**

Starting in 2024, covered employees may apply for FAMLI benefits by submitting an application to the CDLE. Such applications will be submitted directly to the State of Colorado FAMLI Division, not to FRH. Applications may be submitted in advance when the need for qualified leave is foreseeable. When the need for leave is foreseeable, individuals must provide 30 days' notice prior to the start of their planned leave to FRH. When the need for leave is unforeseeable, individuals have up to 30 days after the leave has begun to apply for FAMLI benefits, but all Employees must request leave from FRH prior to missing work as required by FRH's policies.

**Providing Notice of FAMLI Leave to the FRH.**

Reliable and punctual attendance is an essential job function for every FRH employee. Accordingly, employees are required to be at their jobs as scheduled each scheduled day. If an employee is unable to report to work or will be late to work for any reason, the employee must notify his or her supervisor or director as soon as possible, but no later than the start of the scheduled workday. Even if the Employee has submitted or plans to submit an application to the FAMLI Division for FAMLI benefits, the Employee must notify FRH prior to starting any leave or missing any work as required by FRH policy. In fact, CDLE Regulations (i.e., 7 CCR 1107-7) identifies that "nothing in the FAMLI Act or its implementing regulations prohibit an employer from disciplining an employee for failing to provide notice" and that employers are not prohibited from disciplining or terminating employees who have attendance issues unrelated to protected leave under the FAMLI Act (e.g., excessive tardiness), or employees who have violated company policies that comply with applicable local, state, and federal laws." Accordingly, Employees are required to notify FRH if the Employee is going to miss or be late for a scheduled shift as soon as possible. Abuse of leave, falsifying the need for leave, or excessive absence or tardiness will result in discipline or termination even though the employee may not have

---

used all accrued leave benefits. Finally, FRH has the right to require employee to provide proof of the need or reasons for any absence or tardiness as permitted by law. This proof may include, without limitation, a medical provider's statement of the need for absence and a statement regarding fitness to return to duty after any absence for medical reasons.

**Wage-Replacement Benefits.**

After receiving approval from the FAMLI Division, an employee will receive wage-replacement benefits will be paid at a rate of up to 90% of the employee's average weekly wage with lower wage earners receiving a higher percentage. Benefits are calculated on a sliding scale using the individual's average weekly wage from the previous five calendar quarters in relation to the average weekly wage for the state of Colorado and may increase over time. Benefits are capped at \$1,100 per week.

**Job reinstatement/non-retaliation.**

Employees that have worked for FRH for at least 180 days (about six months) will have the right to return to the same or equivalent position after the conclusion of the leave. Employees that have worked with FRH less than 180 days can still take leave, but FRH is not required to return such an employee to the same or equivalent position. Further, Employees on FAMLI Leave are also entitled to the same healthcare benefits, but such Employees also remain responsible for paying for those benefits in the same amounts as before the leave began. An employee is not entitled to reinstatement if the leave extends beyond the maximum benefit duration provided by the applicable provision of FAMLI, where the employee's position is eliminated due to legitimate downsizing or reorganization, or where the Division or a private plan administrator determined that the employee applied for or was approved for family and medical leave insurance benefits based on a fraudulent certification.

**Use of other paid leaves.**

FAMLI leave is designed to run at the same time as the federal FMLA. If FAMLI leave is used for a reason that also qualifies as leave under FMLA, then FRH will also count that as FMLA leave used. Additionally, Employees may choose to use sick leave or other FRH-provided paid time off while they are using FAMLI to supplement the benefits payments received from the State while the Employee is on FAMLI leave.

**USE OF EQUIPMENT AND VEHICLES**

**GENERAL POLICY**

Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using FRH property, Employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

---

Employees should notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to Employees and others. The supervisor can answer any questions about an Employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Use of FRH vehicles or equipment for purposes other than those approved by FRH or taking a FRH vehicle or piece of equipment away from the work site home without prior written approval of the direct supervisor or Executive Director/CEO, is prohibited. Smoking in any FRH owned or leased vehicle is also prohibited. FRH vehicles are monitored by GPS tracking software. Employees are expected to utilize vehicle for FRH purposes only. GPS could be randomly audited for compliance and violations of this policy could result in termination of employment.

Employees driving FRH vehicles are required to have a valid State of Colorado driver's license for the vehicle being driven, as required by Colorado motor vehicle law. Violations, citations, fines, or other actions taken by any law enforcement jurisdiction against any Employee while using a FRH vehicle, whether performing FRH business or not, shall be the responsibility of the Employee.

An Employee with a poor driving record that increases the cost of FRH's auto insurance premiums may be required to reimburse FRH for such increases or may be denied use of FRH vehicles, at management's discretion.

The guidelines described herein are provided as an overview of FRH Employee vehicle policies. For more comprehensive rules, procedures, and regulations, please refer to relevant FRH training materials and Employee Manuals regarding vehicle use. FRH policies, insurance policies, regulations subsequent to state contracts, and applicable laws are subject to change. Therefore, where the official policy documents and state law contradict this Handbook, the policies and state law control.

## **FRH OWNED OR LEASED VEHICLES**

### **Definitions**

FRH owned vehicles: FRH owned vehicles include all vehicles purchased by FRH and maintained as part of FRH's property inventory.

FRH leased vehicles: FRH leased vehicles include all long-term leased vehicles for the use of FRH or as otherwise provided for use by certain FRH Employees.

### **Insurance**

A fleet vehicle insurance policy is maintained for owned and leased vehicles. This policy provides liability coverage for FRH and authorized drivers. The policy also covers damage to FRH owned and leased vehicles and includes hired car physical damage coverage for FRH rented vehicles on a short-term basis. Only FRH Employees may be transported as

---

passengers in FRH owned and leased vehicles. Injuries incurred in the course and scope of employment are covered by workers' compensation.

## **PERSONAL VEHICLES**

### **Definitions**

Personal vehicles include privately owned, leased, rented or other personally borrowed vehicles.

### **Liability**

The Employee's personal automobile insurance applies while using a personal vehicle. This is the only protection afforded the Employee for liability claims, regardless of whether the Employee's personal vehicle is used on FRH business. Mileage reimbursement paid for travel in a personal vehicle includes the cost of gas, vehicle wear and tear, and insurance. Additionally, insurance coverage follows the ownership of the vehicle, and FRH does not own the personal vehicles of their Employees. For this reason, an Employee's personal auto insurance is the primary source of coverage while the Employee is using a personal vehicle for work purposes.

If the personal insurance is not sufficient to cover damages, then FRH may provide secondary coverage if the following two conditions are met: (1) the accident occurred while conducting official business, and (2) the "Employee as Insured" endorsement is available and has been added to the FRH policy. If an Employee is transporting another FRH Employee in their personal vehicle while on FRH business, and the passenger Employee gets injured during the course of transportation, the passenger Employee may receive workers' compensation benefits through FRH's workers' compensation carrier. However, the driver's personal insurance would still provide primary coverage for liability and injuries to any Non-Employee passengers.

## **MISCELLANEOUS**

### ***Driver Certification***

FRH will periodically review the driving record of Employees who regularly use vehicles for FRH business activities pursuant to FRH policy. Employees must maintain an acceptable driving record at all times.

## **ACCIDENT AND DAMAGE REPORTS**

Accidents or damages involving FRH vehicles should be reported to the Employee's supervisor as soon as possible for insurance reporting purposes. Accidents or damages involving personal vehicles while conducting official business should be reported to your insurance carrier and your supervisor as soon as possible.

---

## USE OF COMPUTERS AND COMPUTER NETWORK

There is a public trust that imposes responsibilities on FRH to conserve public resources, funds and materials. It is the responsibility of each FRH computer network user to see that this trust is not violated.

Employees should refer to the “Information Technology” policy provided to them at the onset of employment for specific rules and guidelines concerning the use of FRH PCs and computer networks. These policies are subject to change at the discretion of FRH. Employees may obtain a current copy of the Information Technology policy by contacting Human Resources.

Employee’s may be financially responsible for lost, stolen or unreturned equipment.

## FRH EMPLOYEES WHO LIVE IN ANY FRH OR JHC OWNED PROPERTY

Employees may live in a FRH or JHC owned property, but must pay full market rent, unless they are required to live onsite. Additionally, any Employees who wish to live in a FRH or JHC owned property must complete a contract with FRH. This policy is subject to change at any time, without notice. Upon employment separation please refer to the FRH lease addendum.

## PERFORMANCE EXPECTATIONS AND EVALUATIONS

### UNACCEPTABLE CONDUCT POLICY

The list below contains examples of conduct that are considered below minimum standards and unacceptable. **This list is not all inclusive and does not, in any way, change the fact that employment with FRC is at will.** This means that FRH has the right to terminate employment for reasons not listed, or for no reason. Always use common sense and good judgment to perform the job assigned in a manner that is in the best interests of FRH. Your cooperation is appreciated.

#### ***Non-Exclusive List***

Unacceptable conduct includes, but is not limited to:

- a. Insubordination;
- b. Disloyalty to FRH;
- c. Agitation against FRH or other Employees that is, or may be, harmful to morale or work performance and is not protected concerted activity;

- 
- d. Violation of a statute or a FRH rule which results, or could result in, damage to FRH's property or interests or could endanger the life, health or well-being of the Employee or others;
  - e. Immoral or other conduct which has an adverse effect on the Employee's job or otherwise conflicts with FRH's business interests;
  - f. Divulging of confidential information that could or does damage FRH's interests;
  - g. Failure to observe safety or other work rules;
  - h. Falsification of records or reports or other acts of misleading by omission or by misrepresentation;
  - i. Removal or attempted removal of FRH's property from the premises without prior and proper authority;
  - j. Off-the-job use of non-medically prescribed intoxicating beverages to a degree resulting in interference with job performance or the Employee smelling of alcohol on the job;
  - k. On-the-job use or possession of intoxicating beverages;
  - l. Testing positive for intoxicating beverages (at State legal level for DWI or DUI) or controlled substances during work hours;
  - m. Possessing or using illegal drugs or controlled substances at any time while employed by FRH unless the use is in accordance with a prescription provided by a licensed medical provider to the Employee and the possession or use is otherwise legal;
  - n. Theft, fraud, or other act of dishonesty;
  - o. Incarceration after conviction of a violation of any law or incarceration that interferes with performance of job duties;
  - p. Loss of license, certification, credential, or other professional designation that is essential to job performance or otherwise makes the Employee unqualified for the job;
  - q. Assaulting or threatening to assault another person; engaging in horseplay on the job or on FRH's premises or the premises of a client; engaging in any act of violence or threat of violence toward any other Employee,

---

supervisor, client or other person, which conduct occurs on the job or has an adverse impact on the work place;

- r. Neglect or damage to FRH's property or interests; failure to properly safeguard, maintain, or account for FRH's property when this obligation is part of the job;
- s. Rudeness, insolence, harassing, or offensive behavior toward a customer, client, supervisor or fellow Employee, or other person while on the job or that adversely affects the work place;
- t. Careless or shoddy work;
- u. Taking unauthorized vacations or other leave, or failing to return at the end of an authorized vacation or leave;
- v. Refusal to work a different shift, or overtime, or to perform any reasonable work request;
- w. Unexcused or excessive absenteeism or tardiness;
- x. Sleeping or loafing on the job;
- y. Failure to meet job performance standards;
- z. Possessing a firearm or other dangerous weapon on Employer's premises or at a time while on duty or while acting within the course or scope of employment;
- aa. Violation of any policy in this Handbook.



**COLORADO COLORADO OVERTIME & MINIMUM PAY STANDARDS ORDER**  
 Department of Labor and Employment  
 (“COMPS Order”) #38, POSTER & NOTICE

*Effective 1/1/23: must update annually;  
 new poster available each mid-December*

**Colorado Minimum Wage: \$13.65/hour, or \$10.63 for Tipped Employees, in 2023 (Rule 3)**

- The minimum wage is adjusted each year for inflation, so the above amounts are for only 2023
- All employees must be paid at least the minimum wage (unless exempt in Rule 2), whether paid hourly or another way (salary, commission, piecework, etc.), except unemancipated minors can be paid 15% under full minimum wage
- Use the highest standard if other labor laws also apply, such as Denver’s minimum wage (\$17.29 in 2023)

**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, even if 2 or more weeks or days *average* fewer hours
- Employers cannot provide time off (“comp time”) instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
  - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
  - No 40-hour weekly overtime in downhill ski/snowboard jobs (but 56-hour overtime for many under federal law)
  - Agriculture, as of 11/1/22; overtime after 60 hours; half-hour paid break in days over 12 hours; extra pay if over 15

**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)**

|                |         |             |              |               |               |               |     |
|----------------|---------|-------------|--------------|---------------|---------------|---------------|-----|
| #Work Hours:   | Up to 2 | >2, up to 6 | >6, up to 10 | >10, up to 14 | >14, up to 18 | >18, up to 22 | >22 |
| #Rest 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 the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
  - 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 workplaces (but not just letting off-duty employees be on-premises), including:
  - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty;
  - waiting for assignments at work, or receiving or sharing work-related information;
  - security/safety screening, or clocking/checking in or out, or
  - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel 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).

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

- Final pay: Owed 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 declaring 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 audit/notice)
- Tip credits: Employers can pay up to \$3.02 under minimum wage (\$10.63 in 2023, or \$14.27 in Denver), if: (a) tips (not mandatory service charges) raise pay to full minimum, & (b) tips aren’t diverted to non-tipped staff/owners
- Meal credits/deductions: Allowed for the cost or value (without employer profit) of voluntarily accepted meals
- Lodging credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employee’s (not the employer’s) benefit, recorded in writing, 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 deposits or deduct for ordinary wear and tear

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

- Executives/supervisors, administrators, and professionals paid at least a salary (not hourly wages) of \$50,000 in 2023 (\$55,000 in 2024, then inflation-adjusted), except \$31.41/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$112,500 in 2023)
- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management
- Various (not all) types of salespersons, taxi drivers, camp/outdoor education field staff, or property managers

**Record-Keeping & Notices of Rights (Rule 7)**

- Employers must give all employees (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 a COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-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 rulings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)

***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**



---

## THE EMPLOYER IS REQUIRED BY LAW TO POST THIS NOTICE

Colorado Employment Security Act (CESA), 8-74-101(2), Regulations Concerning Employment Security 7.3.1 through 7.3.5

---

### NOTICE TO WORKERS

**You have the right to be properly classified as an employee** if you meet the criteria in Colorado Revised Statute 8-70-115. If you believe you have been improperly classified as an independent contractor, there is a complaint process available to you. On the first offense, an employer may be fined up to \$5,000 per misclassified employee. To file a complaint, call the Unemployment Insurance Audit section at 303-318-9100 and select Option **3**, or visit [www.colorado.gov/cdle/ui](http://www.colorado.gov/cdle/ui).

You, as an employee, are entitled to unemployment insurance benefits if you become unemployed through no fault of your own. Your employer contributes to unemployment insurance and cannot deduct this from your wages.

If you become unemployed and wish to file for unemployment insurance benefits, go to [www.colorado.gov/cdle/ui](http://www.colorado.gov/cdle/ui) and click on File for Unemployment. You may also call one of the following numbers instead:

303-318-9000

(Denver-metro area)

1-800-388-5515

(Outside Denver-metro area)

TDD 303-318-9016

(Hearing Impaired Denver-metro area)

TDD 1-800-894-7730

(Hearing Impaired Outside Denver-metro area)

If your hours of work and pay are reduced, you may be entitled to partial unemployment benefits.

**IMPORTANT NOTICE:** Be sure to have your social security number and the name and address of your last employer available when you call to file a claim for unemployment insurance benefits.

### AVISO PARA EMPLEADOS

**Usted tiene el derecho de ser propiamente clasificado como un empleado** si se cumplen los criterios en Estatuto Revisado de Colorado 8-70-115. Si cree que ha sido impropriadamente clasificado como un contratista independiente, hay un proceso de queja disponible. Por la primera ofensa, un empleador puede ser multado hasta \$5,000 por cada empleado misclasificado. Para presentar una queja, llame a la sección de Auditoría de Seguro de Desempleo al 303-318-9100, y marque Opción **3** o visite [www.colorado.gov/cdle/ui](http://www.colorado.gov/cdle/ui).

Usted, como empleado, tiene derecho a los beneficios de seguro de desempleo si se encuentra desempleado y no es responsable por la separación. La compañía contribuye al seguro de desempleo y no puede deducirlos de su sueldo.

Si se encuentra desempleado y desea reclamar los beneficios de seguro de desempleo, vaya al sitio [www.colorado.gov/cdle/ui](http://www.colorado.gov/cdle/ui) y haga click en en enlace File for Unemployment. También puede llamar a los números siguientes.

303-318-9333

(Área metropolitana de Denver)

1-866-422-0402

(Fuera del área metropolitana de Denver)

TDD 303-318-9016

(Impedimento Auditivo Área de Denver)

TDD 1-800-894-7730

(Impedimento Auditivo Fuera del área metropolitana de Denver)

Si sus horas de trabajo y pago son reducidas, usted puede tener derecho a los beneficios parciales de seguro de desempleo.

**AVISO IMPORTANTE:** Asegúrese de tener su número de seguro social y el nombre y la dirección de su empleo mas reciente cuando llame para establecer su reclamo de seguro de desempleo.

---

Employers can download copies of this poster at [www.colorado.gov/cdle/ui](http://www.colorado.gov/cdle/ui), click on **Forms & Publications**, and then click on **Employer Forms**.

Additional copies can be requested by contacting the Colorado Department of Labor and Employment, Unemployment Insurance Program, P.O. Box 8789, Denver, Colorado 80201-8789 or by calling 303-318-9100 or 1-800-480-8299

502 (R. 05/2011)



**COLORADO**  
Department of  
Labor and Employment

**Colorado Workplace Public Health Rights Poster:  
PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT**

*Effective 1/1/22; may be updated annually;  
up-to-date poster available each mid-December*

**THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"); Paid Leave Rights**

Coverage: All Colorado employers of any size, must provide paid leave

- Employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.\*
- Regular hours and pay set the rate of accrual and compensation for leave, during which benefits continue.
- Up to 48 hours of unused accrued leave carries over for use the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.

Employees can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) has a family member experiencing a condition described in category (1) or (2); or
- (4) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

In a public health emergency (PHE), employees can use supplemental PHE leave for the following needs:

- (1) self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the PHE;
- (2) seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- (3) being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
- (4) caring for a child or other family in category (1)-(3), or whose school or child care is unavailable due to the PHE.

During a PHE, employees still earn up to 48 hours of accrued leave and may use supplemental leave before accrued leave.

Employer Policies (Notice, Documentation, Incremental Use, Privacy, and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than their onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for "foreseeable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but cannot deny paid leave for noncompliance with such a policy.
- **An employer can require documentation to show that leave was for a qualifying reason only if leave was taken for four or more consecutive work days** (i.e. days on which an employee would have worked, not calendar days).
- **Documentation is not required to take paid leave**, but can be required as soon as an employee can provide it after returning to work or separating from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee's (or an employee's family member's) health-related need**, an employee may provide: (1) a document from a health or social services provider (if services were received and document can be obtained in reasonable time and without added expense; otherwise (2) the employee's own writing.
- **To document that an employee (or an employee's family member) required leave for a need related to domestic abuse, sexual assault, or criminal harassment**, an employee may provide: a document or writing under (1) above (e.g. from a provider of legal or shelter services) or (2) above, or a legal document (e.g. a restraining order or police report).
- **If an employer reasonably deems an employee's documentation deficient**, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.

This Poster summarizes two Colorado workplace public health laws, SB 20-205 (paid leave) & HB 20-1415 (whistleblowing) under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

**This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.**  
This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, or for the status of the public health emergency ("a qualifying emergency remains in effect as of January 2022"), contact:

**DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle\_labor\_standards@state.co.us, 303-318-8441 / 888-390-7936.**

- **Incremental use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.
- **Employee Privacy.** Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.
- **Records must be provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- **Paid leave cannot be counted as an "absence"** that may result in firing or another kind of adverse action.
- **An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.**
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by,** an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee's reasonable, good-faith HFWA complaint, request, or other activity is incorrect**, an employer need not agree or grant it, but cannot act against the employee for it. Employees can face consequences for missing leave.

**THE PUBLIC HEALTH EMERGENCY WHISTLEBLOWER LAW ("PHEWL");  
Worker Rights to Express Workplace Health Concerns & Use Protective Equipment**

- **Coverage.** All Employers and Employees, Plus Certain Independent Contractors
- PHEWL covers not just "employees" and "employers," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors at a "principal").
- **Worker Rights to Oppose Workplace Health/Safety Violations During Public Health Emergencies:**
  - It is unlawful to retaliate against, or interfere with, the following acts during, and related to, a public health emergency:
    - (1) raising reasonable concerns, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
    - (2) opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
  - A principal need not address a worker's PHEWL-related concern, but it still cannot fire or take other action against the worker for that reason, as long as the concern was reasonable and in good-faith.
- **Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):**
  - A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

**COMPLAINT RIGHTS (under both HFWA & PHEWL)**

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

---

## EMPLOYEE ACKNOWLEDGMENT FORM

I understand that it contains important guidelines and information relating to my employment. I understand that it is my responsibility to read and be familiar with the information contained in this Employee Handbook.

**I understand that this Employee Handbook is not an employment contract and is not intended to, nor should be interpreted to, create contractual rights or obligations either express or implied between FRH and me. I understand that my employment with FRH is AT WILL, meaning that either the Employee or FRH may terminate the employment relationship at any time with or without cause or prior notice. Nothing in this Employee Handbook is intended to, nor should be interpreted to, create a promise of employment for a definite time period or that is otherwise not at will.**

In addition, I understand that the policies and procedures described in this Employee Handbook are subject to the interpretation and discretion of FRH and may be modified or amended by FRH with or without prior notice to Employees. No supervisor has authority to make promises that are contrary to these policies. Modifications must be in writing, signed by the Executive Director/CEO or else it is not reasonable for me to rely on the policy as being authorized by FRH.

I understand that non-exempt Employees are not permitted to perform work “off-the-clock” (i.e., without being clocked in or identifying that time as time worked on FRH’s timekeeping system). This means that if I am working for FRH, I will be “clocked in” during that time or I must immediately report it to FRH that I worked time that was not recorded. Further, I will immediately inform the Human Resource Department or Executive Director/CEO if anyone (e.g., co-Employee, supervisor, manager, etc.) requests that I work off-the-clock or that I perform work duties before or after clocking in. And if I am requested to do that by one of the identified positions in this policy, I will inform one of the other individuals listed as soon as possible.

I understand that all non-exempt Employees are authorized and permitted to take one ten-minute rest period to the extent practical in the middle of each four-hour work period. This time is paid and is considered non-productive work time. The Supervisor may set break times. Breaks do not accumulate if not taken and cannot be used in combination with a meal period or for purposes of arriving late or leave early. I will immediately inform the Human Resources or the Executive Director/CEO if anyone (e.g., co-Employee, supervisor, manager, etc.) does not authorize or permit me to take a rest break as required.

Finally, I acknowledge that I received a copy of the COMPS #38 Poster, the Colorado Employment Security Poster, and the HFWA Poster, which are attached with this Handbook. If I have any questions, I should contact the Human Resources Department.

---

Employee’s Signature

---

Date