



CONNECTIONS

Challenge Barriers. Build Independence.

HANDBOOK FOR
EMPLOYEES

EMPLOYEES

Revised May 25, 2023

© 2023 Connections for Independent Living. All rights reserved.

This handbook does not constitute an employment contract or binding policy and is subject to change at any time. Either Connections for Independent Living or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. Employment with Connections for Independent Living is at-will, and nothing in this handbook will alter that status.

Third Edition: May 2023

Connections for Independent Living
1331 8th Avenue
Greeley, CO 80631

ConnectionsColorado.org

TABLE of CONTENTS

WELCOME	5
From the Executive Director	5
At-Will Employment	5
INTRODUCTORY LANGUAGE AND POLICIES	6
HIPAA Privacy and Ethics	6
Revisions to Handbook	6
HIRING AND ORIENTATION POLICIES	6
EEO Statement and Non-harassment Policy	6
Disability Accommodation	8
Religious Accommodation	9
Federal Accommodations for Pregnant Employees	9
Accommodations for Nursing Mothers	10
Service Animals	10
Conflicts of Interest	12
Employment of Relatives and Friends	12
Posting of Openings	12
New Hires and Introductory Periods	12
Employment Authorization Verification	12
Job Descriptions	13
Training Program	13
WAGE AND HOUR POLICIES	13
Employment Classifications	13
Attendance and Punctuality	14
Quiet Hours	14
Job Abandonment	14
Colorado Overtime & Minimum Pay Standards (COMPS) Order Notice	14
Meal and Rest Periods	15
Overtime	15
Paydays	15
Time Reporting	16
Paycheck Deductions	16
Travel Time Pay	17
Wage Disclosure Protection	17
PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION	18
Criminal Activity/Arrests	18
Job Related Problems	18
Standards of Conduct	18
Discipline	19
Performance Review	19
Separation of Employment	19
References	20
GENERAL POLICIES	20
Communication Systems	20
Personal Use of the Internet	21
Software and Copyright	21
Unauthorized Use	21
E-mail	21
Voice Mail	21
Workplace Privacy and Right to Inspect	22
Telephones/Cell Phones/Mobile Devices	22
Employer Sponsored Social Events	22
Non-solicitation/Non-distribution Policy	23
Appearance, Attire, and Hygiene	23
Access to Personnel and Medical Records Files	23
Personal Data Changes	24
Security	24
Social Media	24
Third Party Disclosures	25
Work from Home	26
BENEFITS AND LEAVES OF ABSENCE	27
Insurance Benefit Plans	27
Paid Time Off (PTO)	27
Paid Sick Leave	28

Leave Share Program	31
Paid Public Health Emergency Leave	32
Colorado Family and Medical Leave Insurance (FAMLI) Program	32
Holidays	34
Unemployment Compensation Insurance	35
Workers' Compensation Insurance	35
Domestic Abuse Leave	35
Compassion Leave	36
Jury Duty Leave	36
Military Leave (USERRA)	36
Medical Leave	37
Volunteer Leave	38
Voting Leave	38
SAFETY AND LOSS PREVENTION	38
Alcohol and Drugs	38
General Safety	39
Anti-Violence	39
Colorado Workplace Public Health Rights Notice	40
COVID-19 Vaccination Policy	40
Tobacco and Smoke-free Workplace	41
ACKNOWLEDGMENT OF RECEIPT AND REVIEW	42

Welcome

From the Executive Director

Welcome to employment at Connections for Independent Living!

This handbook was developed to describe some of the guidelines, programs, and benefits for employees of Connections for Independent Living, referred to as "Connections" and/or "Organization" throughout this handbook. All employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it may answer many questions about employment with our organization.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Employees should sign the acknowledgement at the end to show they have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Connections reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If employees have questions about their employment or any provisions in this handbook they should contact Human Resources and/or the Executive Director/CEO.

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

We hope that your experience here will be challenging and enjoyable.

Rochelle Miller, Chief Executive Officer/Executive Director
Connections for Independent Living

At-Will Employment

Employment with Connections is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, Connections respects the employee's right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director/CEO has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between the employee and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Introductory Language and Policies

HIPAA Privacy and Ethics

Connections will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

Connections is committed to ensuring the confidentiality and integrity of all Personal Health Information (PHI) that we create, receive, maintain, and/or transmit. PHI refers to individually identifiable health information received by Connections' programs or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information, and evidence of disability. Protected health information is an asset and shall be managed to ensure its security, confidentiality, integrity, and availability for authorized purposes. All Connections employees, volunteers, contractors, partners, and visitors with access to Connections information systems, files, equipment, or facilities (main or satellite) share the responsibility for safeguarding protected health information to which they have access.

Consumer records and disclosures of PHI will be maintained for a period of six (6) years as required by federal law unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data are not compromised in the future in accordance with the Organization's record destruction policy.

Violation of this policy can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Revisions to Handbook

This handbook is our attempt to keep employees informed of the terms and conditions of employment, including Connections policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on Organization commonly shared digital space and/or bulletin boards.

Hiring and Orientation Policies

EEO Statement and Non-harassment Policy

Equal Opportunity Statement

Connections is dedicated to the principles of equal employment opportunity and is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 or older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related conditions), race (including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, or any other status

protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

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

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. Employees may discuss questions regarding equal employment opportunity with their supervisor or any other designated member of management.

Policy Against Workplace Harassment

Connections has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 or older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related conditions), race (including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

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

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties, or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 or older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related conditions), race (including hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps), national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

Any employee that feels they have witnessed or have been subjected to any form of discrimination or harassment, should immediately notify Rochelle Miller, Executive Director, Human Resources, or any member of management.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Disability Accommodation

Connections complies with the Americans with Disabilities Act (ADA), the Colorado Anti-Discrimination Act (as amended by the Pregnant Workers Fairness Act), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities (including pregnancy-related disabilities and health conditions related to pregnancy or the physical recovery from childbirth). Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If an employee requires an accommodation because of their disability, it is the employee's responsibility to notify their supervisor. Employees may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason they need an accommodation.
- How the accommodation will help the employee perform the essential functions of their job.

After receiving an employee request, the Organization will engage in an interactive dialogue with the employee to determine the precise limitations of their disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need the employee's permission to obtain additional information from their medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages employees to suggest specific reasonable accommodations they believe would allow them to perform their job. However, the Organization is not required to make the specific accommodation requested by an employee and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under any other type of leave where permitted by state and federal law.

Hybrid and flexible work arrangements may also be a form of accommodation based upon the burden on operations – speak with your supervisor for more information.

The Organization will not discriminate or retaliate against employees for requesting an accommodation.

Religious Accommodation

Connections is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Organization dress code or the individual's schedule, basic job duties, or other aspects of employment. The Organization will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations – including other employees – when determining a reasonable accommodation. At no time will the Organization question the validity of a person's belief.

If an employee requires a religious accommodation, they are advised to speak with their supervisor or the Executive Director.

Federal Accommodations for Pregnant Employees

Connections will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Flexible hours;
- Appropriately safety apparel;
- Additional break time to use the bathroom, eat, and rest;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your supervisor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.

- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Organization will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Organization is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Organization.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The Organization will comply with state or local laws that provide additional protections beyond the PFWA.

The Organization will not retaliate against employees who request or receive an accommodation under this policy.

Accommodations for Nursing Mothers

Connections will provide nursing mothers reasonable break time to express milk for their infant child following the child's birth.

If an employee is nursing, the Organization will provide the employee with a private room or other location in close proximity to the work area, other than a restroom, to express milk. The room or location will be shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in Organization refrigerators. Employees must sufficiently mark or label their milk to avoid confusion for other employees who may share the refrigerator. Employees may also bring a personal cooler for storage.

The break time must, if possible, run concurrently with any break time already provided. Break time should be taken as needed and does not require employees to clock in or out.

Employees are encouraged to discuss the length and frequency of these breaks with their supervisor.

The Organization will not discriminate or retaliate against employees who express milk in the workplace in accordance with this policy.

The Organization is not required to provide the above benefits if doing so would impose an undue hardship on the Organization.

Service Animals

Service animals will always be given priority at Connections. Connections will follow all ADA compliance measurements on how service animals are allowed in our physical offices. Connections also recognizes companion animals that make our lives better in so many ways. At work, they create a fun, happy environment, encourage interactions among people, and get us up for regular exercise breaks.

Service animals and all animals are also a responsibility. Connections has developed this general animal policy to allow for a general agreement in these responsibilities. This policy applies to employees only. Service animals that accompany our consumers will be required to meet the compliance measures set out by the ADA.

The focus of our policy is domestic dogs and cats. Other animals are not included at this time. Please contact Human Resources if you would like to explore adding other animal types to the workplace animal policy.

Animal Requirements

- At least 3 months old
- Up-to-date on vaccinations required by state law. (proof provided annually)
- Free of any communicable infections or any parasites such as fleas
- Clean and well groomed
- Outdoor potty-trained
- Obedient, well-socialized and with no history of biting, excessive barking, chasing or aggressive behavior
- Microchipped and/or carry identifying tags to help locate and return them in case they would run away while visiting
- Covered under their owner's homeowners/renter's insurance policy, which must cover dog bites

Parent Responsibilities

To comply with our policy, animal parents who need/want to bring their service and/or companion animals to work must agree to:

- Be 100% responsible for their animal's behavior, well-being, hygiene, and happiness the entire time they are visiting
- Be respectful of other employees, and their animals, to ensure everyone can be as successful and productive as possible at work
- Manage their workspace to ensure it is "animal-proofed" and safe for their visiting animal.
- Keep their animal with them and controlled throughout the day. Or make arrangements with a colleague to do so if they need to step away
- Ensure that their animal's behavior does not interfere with other employees' comfort or ability to do their work
- Provide their own animal items to ensure safety, such as leashes, crates, or gates to keep the animal securely in the employee's work area
- Provide their own animal wellness items, such as waste bags, toys, food, and water bowls
- Provide adequate bathroom breaks, access to water and food, and exercise throughout the day
- Clean up after their animal immediately if any accidents occur
- Maintain homeowners/renters' insurance that covers dog bites
- Be legally and financially responsible for any damage caused by their animal
- Provide annual proof of vaccination and health for their visiting animals
- Keep animals out of animal-free areas
- Use alternate animal care away from work on days when the employee would be unable to fully manage the animal at work (e.g., an all-day meeting) or the animal is ill
- Take their animal home at any time if the animal's behavior or health makes it a distraction, nuisance, or danger to anyone else, or if asked to do so by their manager

Managing Issues

Concerns related to visiting animals or the workplace animal policy should be handled in the following way:

- Talk with the animal parent and work to resolve issues mutually
- Escalate the issue to the animal owner's supervisor
- Escalate the issue to Human Resources

Conflicts of Interest

Connections requires that employees protect Connections' information and avoid outside activities or relationships, which do or could improperly influence their decisions or actions on the job.

Conflict of interest situations which could arise while moonlighting for a competitor of ours, should also be avoided. Working for a municipal agency might be considered a conflict and should be discussed with the Executive Director.

Other examples of conflict of interest could be: Serving as a board member or director of a competing firm, holding financial interest in a competing Organization, or being self-employed in an occupation which competes with Connections, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to Organization business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the Executive Director for a final determination.

Employment of Relatives and Friends

Connections may employ friends or relatives where no actual or potential conflicts arise that could compromise supervision, safety, confidentiality, security, and morale at Connections. Relatives may work in the same department, but under no circumstances shall one relative supervisor another. It is the employee's obligation to inform the Organization of any such potential conflict so the Organization can determine how best to respond to the particular situation.

Posting of Openings

Connections desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New employment advancement opportunities and job openings generally will be posted internally, and if needed externally, including pay range and benefit information.

New Hires and Introductory Periods

The first 90 days of employment is considered an introductory period. During this period, employees will become familiar with Connections and their job responsibilities, and the Organization will have the opportunity to monitor the quality and value of employee performance and make any necessary adjustments in the job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Connections. If an employee is currently employed and has not complied with this requirement or if their status has changed, they should inform their supervisor.

If an employee is authorized to work in this country for a limited period of time, they will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Organization.

Job Descriptions

Connections attempts to maintain a job description for each position. If an employee does not have a current copy of their job description, they should request one from their supervisor.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, employees may be required to perform job duties that are not within their written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to employees.

If employees have any questions regarding their job description or the scope of their duties, they are advised to speak with their supervisor.

Training Program

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if an employee has had previous experience in the specified functions of their job duties, it is necessary for employees to learn our specific procedures, as well as the responsibilities of the specific position. If employees ever feel they require additional training, they are advised to consult their supervisor. Connections relies heavily on Independent Living Research Utilization (ILRU.org) and Association for Community Living (ACL.gov) for specific Independent Living history training and best practices training.

Wage and Hour Policies

Employment Classifications

The Organization designates all employees as either exempt or non-exempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Non-exempt Employees.** Non-exempt employees are entitled to minimum wage and overtime pay. All overtime must be pre-approved by the Executive Director PRIOR to its occurrence.

The Organization also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work 32 hours or more per workweek, except for approved time off. Full-time employees are eligible for most Organization benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work fewer than 32 hours per workweek. Part-time employees are eligible for some Organization benefits including Paid Time Off, Holiday Leave, and other leaves.
- **Temporary Employees.** Is an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible except as required by law for Connections benefits.

Employees will be informed of your classification, status, and responsibilities at the time of hire and at any time their classification, status, or responsibilities change. If employees have a question regarding this information, they should contact Human Resources. These classifications do not alter an employee's employment at-will status.

Attendance and Punctuality

All employees are expected to be on time and punctual to show up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable.

Quiet Hours

Connections offers quiet hours to all employees on Fridays. For part-time employees, quiet hours are 12:00 p.m. – 2:00 p.m. each Friday, and for full-time employees, quiet hours are 12:00 p.m. – 4:00 p.m. each Friday. Employees who are not regularly scheduled to work on a Friday are not eligible for quiet hours, unless they are filling in for another employee on a Friday.

Quiet hours are working hours to be used for any purpose the employee chooses, e.g., catch up on projects or tasks, meditation, relaxation, etc.

If an employee will be absent any portion of the day on a Friday, a full eight (8) hours must be requested using the Organization's payroll platform. For part-time employees, the amount of time requested should equal their regularly scheduled number of hours.

Job Abandonment

If an employee fails to show up for work or fails to call/email/text with an acceptable reason for the absence for a period of three (3) consecutive days, they will be considered to have abandoned their job and voluntarily resigned from employment with Connections.

Colorado Overtime & Minimum Pay Standards (COMPS) Order Notice



COLORADO
Department of
Labor and Employment

COLORADO OVERTIME & MINIMUM PAY STANDARDS ORDER ("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 employees, 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 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)

- Employees 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***

Meal and Rest Periods

Connections strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Employees should check with their supervisor regarding procedures and schedules for rest and meal breaks.

In Colorado, employees are entitled to an uninterrupted and duty-free unpaid 30-minute meal period for all shifts exceeding five (5) consecutive hours. If practical, these meal periods will be at least one (1) hour after the start and one (1) hour before the end of the shift. If this is not possible or is impractical, employees will be permitted to consume an "on duty" meal while performing their work duties, and this meal period will be paid.

Non-exempt employees must take a full 30-minute lunch period. Employees must notify their supervisor immediately, if their lunch is shorter than 30 minutes or if their lunch is interrupted by work.

Additionally, employees are entitled to a paid 10-minute rest period for each four (4) hours of work, or major fraction thereof, as follows:

Periods Required	Number of rest breaks
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

Rest periods must be in the middle of each four-hour work period, unless it is impractical. It is not necessary that employees leave Connections' property for a rest period. Rest periods will be 10 minutes unless otherwise provided by applicable law.

Required rest periods are "time worked" for the purposes of calculating minimum wage and overtime obligations.

Overtime

From time to time, supervisors may require employees to work overtime. In these instances, employees are given as much advance notice as practical. It is important to remember, however, that all overtime must be authorized and approved in advance by supervisors.

For non-exempt employees, hours worked in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), or 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1 1/2) times the employee's regular pay rate. When a non-exempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The established workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 p.m. on Saturday.

For the purpose of calculating overtime payments, only hours worked are counted. Consequently, hours paid but not worked, e.g., PTO or holidays are not counted.

Paydays

At Connections, the standard pay period is semi-monthly for all employees. Employees are paid on the 15th and last day of each month. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. If a pay date falls on a Saturday or Sunday, you will be paid on the preceding Friday.

On each payday, employees have access to their statement showing gross pay, deductions, and net pay. Review your paycheck for accuracy. If you find an issue, report it to your supervisor immediately.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Finance Associate. All employees are encouraged to sign up for direct deposit with Connections designated payroll providers. If an employee has selected direct deposit payroll service, a written explanation of your deductions will be provided to the employee on paydays in lieu of a check.

Time Reporting

Connections is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Organization has complete and accurate time records and that employees are paid for all hours worked, non-exempt employees are required to complete a timecard daily electronically through Connections' designated payroll provider.

Non-exempt employees must accurately record all time worked to ensure accurate payment for all hours worked and must follow established Organizational procedures for recording hours worked. Time must be recorded as follows:

- Immediately before starting a shift.
- Immediately after finishing work, before a meal period.
- Immediately before resuming work, after a meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

At the conclusion of each pay period, employees must digitally sign the timecard and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. These records are the only ones used by Connections to calculate employee pay and paid time off balances. It is especially important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked.

Employees should notify their supervisor, Human Resources, or Executive Director of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods. Employees who also chose to keep their own personal time records must provide them to Connections if they find a discrepancy between Connections' records and their own records.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If employees falsify their own time records, or the time records of co-workers, or if they work off the clock, they will be subject to discipline up to and including termination. Immediately report to a supervisor, Finance Associate, or the Executive Director any employee, supervisor, or manager who falsifies any employee's time entries or encourages or requires an employee to falsify their time entries or work off the clock.

Paycheck Deductions

Connections is required by law to make certain deductions from employee pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, state disability insurance taxes, etc., and any other deductions required under law or by court order for wage garnishments. The amount of tax deductions will depend on individual employee earnings and the information listed on the employee's federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paycheck where permissible under state law. Deductions will be reflected in each employee's wage statement. If an employee has any questions about deductions from their

pay, they are advised to contact their supervisor.

Connections will not make deductions to employee pay that are prohibited by federal, state, or local law. Employees should review their paycheck for errors each pay period and immediately report any discrepancies to their supervisor.

Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, employees will receive an immediate adjustment, which will be paid no later than their next regular payday.

The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

Travel Time Pay

Some non-exempt positions within Connections require travel. The Organization pays non-exempt employees for time spent on travel for the benefit of the Organization, excluding normal home-to-work travel.

Further, at the start or end of the workday, travel to or from a work station, entirely within Organization premises and/or with Organization-provided transportation, will not be considered time worked unless:

- Employees are engaged in activities that render this time "time worked" as defined by the Colorado Overtime and Minimum Pay Standards Order. Examples of the activities that would render this time "time worked" include but are not limited to receiving or sharing work-related information or awaiting a work-related assignment;
- Any such travel occurs after compensable time starts or before compensable time ends; or
- The travel is in Organization-mandated transportation that materially prolongs your commute time, or which subjects the employee to a heightened physical risk compared to an ordinary commute.

For Outreach employees, the home office starting point for travel time is the center of Fort Morgan to the location destination unless other arrangements have been approved by the Executive Director.

Wage Disclosure Protection

In accordance with Colorado law, Connections will not:

- Discharge, discipline, discriminate or retaliate against, coerce, intimidate, threaten, or interfere with employees or any other person because the employee inquired about, disclosed, compared, or otherwise discussed their wages;
- Require employees to agree to a non-disclosure of their wages as a condition of employment with the Organization; or
- Require employees to sign a waiver or other document that proposes to deny employees the right to disclose their wage information.

However, if an employee has access to or knowledge of the compensation information of other employees as a part of their essential job functions, they may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge;
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by the Organization; or
- Consistent with the legal duty of the Organization to furnish information.

If an employee believes they have been discriminated or retaliated against in violation of this policy, the employee(s) should immediately report their concerns to their supervisor, Human Resources, or the Executive Director.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

Performance, Discipline, Layoff, and Termination

Criminal Activity/Arrests

Connections will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Organization, whether on or off Organization property, may result in disciplinary action including suspension or termination of employment.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Job Related Problems

Employees who disagree or are dissatisfied with a Connections practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to submit a written complaint to the Executive Director for review and final decision about the situation. Also see the Harassment Complaint Procedure on page 11.

Standards of Conduct

Connections wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all employees, clients, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, employees agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Providing knowingly inaccurate hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to,

job applications, personnel files, employment review documents, intra-Organization communications, or expense records.

- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Organization or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with the employee's ability to perform their job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Discipline

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

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. Understand that while the Organization is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

Connections is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Any attempt at progressive discipline does not imply that employment is anything other than on an "at-will" basis.

Performance Review

Connections will make efforts to periodically review employee work performance. Supervisors will provide continuous coaching and feedback to employees as the need arises. Employees may specifically request that their supervisor assist in developing a performance improvement plan at any time.

Separation of Employment

Employees who wish to resign their positions should notify Connections as soon as possible of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

The Organization reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Employees may be considered for re-employment if they qualify for the position of interest and maintained satisfactory performance and attendance while they were employed with Connections.

Final Pay

The Organization will pay separated employees in accordance with applicable laws and other sections of this handbook.

Employees should notify the Organization if their address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Employees are required to return all Organization property at the time of separation. Failure to return some items may result in deductions from an employee's final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

References

Connections does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the caller to Human Resources. Only the Executive Director has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

Connections' policy is to confirm dates of employment and job title only. With written authorization, the Organization will confirm compensation.

General Policies

Communication Systems

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

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

Computer equipment should not be removed from Connections' premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to Connections.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, Connections prohibits the display, transmittal, or downloading of material that is in violation of Organization guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

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

Unauthorized Use

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

E-mail

E-mail is to be used for business purposes only during working times. While personal email is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. Connections prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service using e-mail or anywhere else on Connections premises during working times. Working time does not include breaks or meal periods. Management may monitor email from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

Connections voice mail system is intended for transmitting business-related information.

Although Connections does not monitor voice messages as a routine matter, Connections reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Workplace Privacy and Right to Inspect

Connections property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any employees, and without their presence.

Employees should have no expectation of privacy in any of these areas. Connections assumes no responsibility for the loss of, or damage to, employee property maintained on Organization premises including that kept in lockers and desks.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use good judgment when taking or responding to personal calls and ensure that they do not disrupt business operations or interfere with duties and responsibilities.

Phones and mobile devices with cameras should not be used in a way that violates other Organization guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees with a device that has a camera and/or audio/video recording capability, are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner consistent with an employee's right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

Employees' use of a cell phone or mobile device to access Organization systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests, or action by Connections. Employees authorized to access Connections systems and information using a personal device must immediately inform Connections if the device is lost or stolen. Employees are expected to comply with Organization policies regarding the protection of confidential and proprietary information when using personal devices.

For safety reasons, employees are not permitted to use cell phones to make calls while driving in Connection vehicles. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked. Connections telephone lines including cellular devices are intended for business use.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Employees will be subject to disciplinary action up to and including termination of employment for violation of this policy.

Employer Sponsored Social Events

Connections holds periodic social events for employees. Be advised that employee attendance at these events is voluntary and does not constitute part of their work-related duties. Any exceptions to this policy must be in writing and signed by a supervisor prior to the event.

Alcoholic beverages may be available at these events. If an employee chooses to drink alcoholic beverages, they

must do so in a responsible manner. Employees should not drink and drive, and should instead, call a taxi, rideshare service, or appoint a designated driver.

Non-solicitation/Non-distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Connections has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the employee or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized non-working time, so long as they do so when the other employees are also on non-working time.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the Organization's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on Organization premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to the employee's supervisor.

Appearance, Attire, and Hygiene

Connections believes an employee's dress and grooming should be appropriate to the work situation.

Perfume, cologne, or aftershave should be used sparingly and is generally prohibited from the Connection offices due to the consideration of the others with breathing/pulmonary disabilities. If employees report for work improperly dressed or groomed in Connections' opinion, their supervisor may instruct them to return home.

Access to Personnel and Medical Records Files

Connections maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to employee personnel files for possible employment-related decisions. Upon request, employees will be permitted, on at least an annual basis, to inspect and/or obtain a copy of their own personnel or medical records file. Inspection will occur at the Organization's conditions, including limited digital read-only access. Employees may be required to pay the reasonable cost of duplication of documents.

All requests by an outside party for information contained in employee personnel files will be directed to the Executive Director and/or Human Resources, which are the only ones authorized to give out such information.

Personal Data Changes

It is each employee's obligation to provide Connections with their current contact information, including current mailing address and telephone number. Employees should also inform the Organization of any changes to their tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, employees should contact Human Resources.

Security

All employees are responsible for helping to make Connections a secure work environment. Upon leaving work, employees must lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, password breaches, or similar devices to their supervisor immediately. Employees should refrain from discussing specifics regarding Organization security systems, alarms, passwords, etc. with those outside of the Organization.

Employees must immediately advise their supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Organization. Safety and security are the responsibility of all employees, and we rely on employees to help us keep our virtual and physical premises secure.

Social Media

At Connections, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, the use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Organization, all employees are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Organization.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Organization, as well as any other form of digital communication.

Organization principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, each employee is solely responsible for what they communicate in social media. Employees may be personally responsible for any litigation that may arise should they make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Organization.

Know and Follow the Rules

Employees should ensure their posts are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

Be Respectful

The Organization cannot force or mandate respectful and courteous activity by employees on social media during non-working time. If an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening,

or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Organization policy. Employee's personal posts and social media activity should not reflect upon or refer to the Organization.

Maintain Accuracy and Confidentiality

When posting information, employees should do the following:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization.
- Do not create a link from an employee's personal blog, website, or other social networking site to an Organization website that identifies the employee as speaking on behalf of the Organization.
- Never represent themselves as a spokesperson for the Organization. If the Organization is a subject of the content an employee is creating, they should not represent themselves as speaking on behalf of the Organization. Employees should make it clear in their social media activity they are speaking on their own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Employees are not authorized to use social media while on work time, unless it is work related as authorized by their manager or consistent with policies that cover equipment owned by the Organization.

Media Contacts

If an employee is not authorized to speak on behalf of the Organization, they should not speak to the media on behalf of the Organization. All media inquiries will follow the Emergency Communications Plan and should be referred to the Executive Director and/or Board Chair.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

Third Party Disclosures

From time to time, Connections may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If employees receive such a contact, they should not speak on behalf of the Organization and should refer any call requesting the position of the Organization to the Executive Director. If employees have any questions about this policy or are not certain what to do when such a contact is made, contact the Executive Director.

Work from Home

- **Disability Accommodations**

As a leader in advocacy for people with disabilities, Connections recognizes that accommodations for employees with disabilities may require time away from a traditional office setting. Connections recognizes that allowing employees with disabilities to, at times, carry out their work in a remote setting, may in some cases constitute reasonable accommodation. Team members should discuss such requests with their supervisor and human resource representative. See the Disability Accommodation Policy for more information.

- **Productivity Enhancements**

Connections recognizes that the level and scope of activity that often takes place in traditional office settings may, at times, be a deterrent to productivity. Employees who wish to work from a remote environment as an attempt to enhance their productivity, should discuss their request with their supervisor or human resource representative, all discussions will be recorded in compliance with Human Resource best practices. Flexible work schedules can generally not be accommodated in this scenario, rather, work should be completed during regular business hours. Approval or denial of such requests will take into account the need for concentrated attention to detail and uninterrupted focus; the scope of the projects and tasks to be performed remotely; the anticipated time frame for addressing the projects and tasks; the employee's job performance; previous requests to work remotely and the level of success achieved; the proposed work environment and the best interests of the organization.

- **Extenuating Circumstances**

Connections team members who can perform their duties from remote settings may be allowed to do so in the event that federal, state, and/or local authorities and/or governing bodies, including, but not limited to, the Connections Board of Directors, require and/or strongly recommend safety and/or health restrictions or precautionary actions that may best be met by limiting the number and/or demographics of individuals present in the Connections office at any given time. This scenario also refers to circumstances that the Board of Directors deems "extenuating."

While team members are generally expected to carry out their work responsibilities during standard business hours, the Executive Director will consider requests for flexible work schedules that align with the organization's program and service offerings. However, team members, regardless of their work location, are generally expected to respond in a 24-hour time period to all inquiries from clients, consumers, and team members. Non-exempt employees must document time worked in accordance with current policies and procedures.

Employees who request to work remotely solely to augment their productivity will be expected to complete their work during standard business hours. Consideration of remote work requests related solely to productivity will take into account the need for concentrated attention to detail and uninterrupted focus; the scope of the projects or tasks to be performed remotely; the anticipated time frame for addressing the projects or tasks; the employee's job performance; previous requests to work remotely and the level of success achieved; the proposed remote work environment; and the best interests of the organization.

Connections may, under specific circumstances, provide remote workers with support in the form of new or modified access to, and/or reimbursement for, technology equipment, platforms, and software. This support will be at the discretion of the employer with calculations for reimbursement following best financial practices of being reasonable and necessary.

Benefits and Leaves of Absence

Insurance Benefit Plans

Connections' comprehensive benefits package includes a number of different plans for staff members. Connections currently offers these plans:

- **403(b) Plan**

Each full-time employee is eligible for a match of contributed funds after one full year of employment. The percentage of the match is determined annually by the Board of Directors, and can be changed at any time in the year to accommodate budget constraints or expansions. Part time employees are eligible to participate once they have in excess of 1,000 hours worked and one full year of employment with Connections.

The Organization will notify you if you are eligible to participate in the 403(b) plan. Contact Human Resources to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Organization, unless otherwise required by law.

- **Medical Insurance Reimbursement**

Helps pay up to a combined total of \$500 monthly maximum for incurred medical/dental/vision insurance coverage for the employee only. The maximum benefit reimbursement is determined annually by the Board of Directors, and can be changed at any time in the year to accommodate budget constraints or expansions. Employees must provide documentation monthly and be paid in full by the employee.

Paid Time Off (PTO)

Connections for Independent Living allows employees to accrue Paid Time Off (PTO). This paid time is for employees to do with as they wish or as their needs present. For example, PTO may be used to take time off for vacation, illness, family illness, personal matters or for any other reason.

Banking PTO

Connections provides banked PTO hours to full-time employees and part-time employees, 90 days post hiring, as well as to each employee at the beginning of the calendar year January 2 of each year. This is a banked PTO amount and is in addition to an employee's regular accrual of PTO as described below.

For employees hired between January 2nd and June 30th each calendar year, the employee will be provided with the following amount of banked PTO, following completion of 90 days of employment:

- Full-Time: 40 hours
- Part-Time: 20 hours

Employees hired on or after July 1st each calendar year, the employee will be provided with the following amount of banked PTO, following completion of 90 days of employment:

- Full-Time: 20 hours

- Part-Time: 10 hours

PTO Accrual Schedule, Maximum Accrual, and Cap

Eligible employees will accrue Paid Time Off each pay period based upon the following schedule:

LENGTH OF CONTINUOUS EMPLOYMENT	PAID TIME OFF	AMOUNT ACCRUED PER PAY PERIOD
After 90 Days	32 Hours	1.33 Hours
After 1 Year	72 Hours	3.00 Hours
After 2 Years Through 10 Years	112 Hours	4.66 Hours
After 10+ Years	152 Hours	6.33 Hours

Maximum Accumulation Cap

Employees are not eligible to earn any additional PTO once they have reached the maximum cap of 200 hours. Employees will begin to earn PTO at their scheduled rate once their PTO falls below the maximum cap. Employees taking medical leave may still accrue PTO during their medical leave time period. Employees must exhaust all PTO before beginning the certification process for medical leave.

Leave Usage and Requests for Leave

Paid Time Off should be planned and scheduled in advance whenever possible. To schedule planned PTO, employees should request approval in advance from their immediate supervisor. Employees who have an unexpected need to be absent from work should notify their direct supervisor before the scheduled start of their workday, whenever possible. The direct supervisor must also be contacted on each additional day of unexpected absence. Employees who cannot reach their manager via telephone should speak with the Executive Director.

Non-exempt hourly employees may take PTO in whole-hour increments. PTO should be scheduled to interfere as little as possible with the normal operation of business at Connections for Independent Living and to avoid excessive workloads for other employees during peak periods. If two or more employees request the same day(s) off, preference will be given to the employee with regards to workload distribution and seniority.

PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or shift differentials.

If during the course of the year all PTO is used for vacation and an illness occurs, PTO will have been exhausted. Employees are urged to use PTO to ensure a good personal balance between leisure and unexpected absences.

During a Leave of Absence

The Organization requires employees to exhaust all unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Interaction with Other Leave

PTO leave will run concurrently with the FAMLI, Medical Leave, and and/or other leaves where permitted under state and federal law.

Carryover

Employees may carry over all accrued, but unused PTO hours up to the cap of 200 hours each year.

Separation of Employment

Upon separation from employment with Connections for Independent Living, the employee will be compensated for accrued unused PTO time through the last day of employment, up to a maximum of the capped allowance.

Paid Sick Leave

Connections for Independent Living provides paid sick leave to eligible employees in accordance with the Colorado Healthy Families and Workplaces Act (HFWA).

Eligibility

All employees who work in Colorado are eligible for sick leave.

Reasons for Leave

Sick leave may be taken many reasons, some are as follows:

- To care for an employee's own, or a family member's, mental or physical illness, injury, or health condition; to obtain medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or to obtain preventative medical care or alternative health treatments.
- If an employee or their family member have been the victim of domestic abuse, sexual assault, or harassment, in order to:
 - Seek medical attention or to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - Obtain services from a victim services organization;
 - Obtain mental health or other counseling;
 - Seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - Seek legal services, including preparation for or participation in a civil or criminal proceeding related to or resulting from the domestic abuse, sexual assault, or harassment.
- Due to a public health emergency, a public official has ordered the closure of:
 - An employee's place of business; or
 - An employee's child's school or place of care and the employee needs to be absent from work to care for their child.

Family member means:

- A person who is related to you by blood, marriage, civil union, or adoption;
- A child to whom you stand in loco parentis or a person who stood in loco parentis to you when were you were a child; or
- A person for whom you are responsible for providing or arranging health- or safety-related care.

Public health emergency means:

- An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, for which: 1) an emergency is declared by a federal, state, or local public health agency; or 2) a disaster emergency is declared by the governor; or

- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Accrual and Usage

Eligible employees accrue one (1) hour for every 30 hours worked up to a maximum accrual of 48 hours in a leave year. Employees will begin accruing sick leave on their first day of employment.

For purposes of this policy, the leave year is a calendar year. If an employee is classified as exempt, they are presumed to work 40 hours per week, unless they are normally scheduled to work fewer than 40 hours, in which case sick leave accrues based on their normal schedule. Employees may begin using sick leave as it accrues.

Employees may use a maximum of 48 hours of sick leave in a leave year. The minimum increment of sick leave employees may take is one (1) hour. Employees may carry over up to 48 hours of unused accrued sick leave to the following leave year; however, the maximum amount of leave an employee may have in their sick leave bank at any given time is 48 hours.

Compensation

Employees will be compensated for sick leave at the same rate and with the same benefits, including health benefits, as they normally earn during hours worked, not including overtime, bonuses, or holiday pay. In no instance will this be less than the applicable minimum wage.

During a Leave of Absence

Connections requires employees to exhaust all unused paid sick leave during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Employees will not accrue paid sick leave during unpaid leaves of absence, or other periods of inactive service, unless paid sick leave accrual is required by applicable federal, state, or local law.

Notice

If the need for leave is foreseeable, employees must make a good-faith effort to provide advance notice and make a reasonable effort to schedule leave in a manner that does not unduly disrupt the Organization. If unforeseeable, employees must provide notice as soon as practical. If known, notice should include the expected length of the absence.

Documentation

If an employee is absent for four (4) or more consecutive days, they may be requested to provide reasonable documentation as soon as they are reasonably able to provide it, showing that the leave is being taken for permitted purposes.

Payment upon Termination

Employees will not be paid for any unused sick leave when their employment ends.

Interaction with Other Leave

Sick leave will run concurrently with the federal Family and Medical Leave Act and/or other leaves where permitted under state and federal law.

Transfers

If an employee transfers to another division, entity, or location, they are entitled to all previously unused sick leave and may use it as described in this policy.

Reinstatement of Sick Leave upon Rehire

The Organization will reinstate previously accrued, unused sick leave if an employee separates and is rehired within six (6) months.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Leave Share Program

One of the greatest aspects of the Connections culture is the desire to help our fellow team members in times of need. With that in mind, Connections offers a Leave-Sharing Program.

The Leave-Sharing program is completely voluntary, and no Connections team member will ever be solicited for their contributions or feel pressure to apply for Paid Time Off (PTO) gifts from the program.

Donation parameters

Once a team member has exceeded (20 hours for Part Time, 40 hours for Full Time) a basic accrual of Paid Time Off (PTO), they may choose to donate to the Connections Leave Share Program. An individual may donate up to 20 hours for P/T and 40 hours for F/T to the leave bank per calendar year. Donors do not have any influence over to whom the hours are donated, nor can they influence the decision on whether or not other team members may receive donated PTO hours. Once the PTO hours are donated, they are removed from the donor's accrual bank and are no longer eligible to receive any benefit from donated hours. No tax repercussions are anticipated for donated PTO hours.

Application parameters

A team member who has been employed with Connections for a minimum of 90 business days may apply for PTO from the leave share program once all their own PTO hours have been exhausted. P/T team members may apply for up to 20 hours of PTO in any given calendar year. F/T team members may apply for up to 40 hours of PTO in any given calendar year. No team member shall exceed this amount in shared leave donation per calendar year. Applications are not a guarantee of receipt of shared PTO.

All team members requesting shared PTO must fill out a Leave Share Program application for assistance. Priority will be given to those with medical emergencies, those who experience major disasters and those undergoing medical treatments for life threatening health issues. All decisions for PTO donation assistance will be made by the Executive Director with input from the Leadership team when appropriate or necessary. Some applications may receive partial approval, depending upon circumstances and status of the bank of PTO time. In the event of the Executive Director's application for leave assistance, the board shall make the final determination of eligibility.

Valuation for taxation purposes

A Connections team member who receives a donation of additional PTO from the shared bank is subject to taxation on those hours as taxable income. All hours will be taxed at \$27.00/hour. No more than 200 hours will be held in the PTO bank at any given time.

Paid Public Health Emergency Leave

In addition to the paid sick leave provided under the Colorado Paid Sick Leave Policy, Connections will provide you with paid public health emergency leave, in accordance with the Colorado Healthy Families and Workplaces Act (HFWA), for a declared public health emergency.

Public health emergency means:

- An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, for which 1) an emergency is declared by a federal, state, or local public health agency; or 2) a disaster emergency is declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Public health emergency leave may be used for the following reasons:

1. To self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
2. To seek diagnosis, treatment, or care (including preventive care) of such illness;
3. Exclusion from work by a government health official, or by your employer, due to your exposure to, or symptoms of, such illness;
4. Inability to work due to a health condition that may increase your susceptibility or risk of such illness; or
5. To care for a child or other family member who is in category 1, 2, or 3 above, or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Public health emergency leave will be provided, as needed, in addition to any paid sick leave that you have already accrued. If you normally work 40 or more hours in a week, you will be provided with enough public health emergency leave to ensure that you are able to take 80 hours of leave during a public health emergency. If you work fewer than 40 hours per week, you will be provided with enough public health emergency leave to ensure that you are able to take leave equal to the amount of time that you are scheduled to work in a 14-day period or the amount of time you actually work on average in a 14-day period—whichever is greater.

You may use any public health emergency leave that is provided under this policy before using any paid sick leave that you have accrued prior to the public health emergency.

Public health emergency leave expires four weeks after the official termination or suspension of the public health emergency. During a public health emergency, you will continue to accrue paid sick leave as outlined in the Colorado Paid Sick Leave Policy.

You must provide notice of your need for public health emergency leave as soon as practical if your need for leave is foreseeable and the Organization is not closed. If the need for leave is unforeseeable, provide notice as soon as possible.

You will not be required to provide any documentation for public health emergency leave.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Colorado Family and Medical Leave Insurance (FAMLI) Program

Colorado voters approved Proposition 118 in November 2020, paving the way for a state-run paid Family and Medical Leave Insurance (FAMLI) program. FAMLI supports both employees and businesses alike by protecting and supporting them when certain life events happen.

Starting in January 2024, most Colorado workers will be able to apply for FAMLI leave benefits to help them get through the following circumstances:

- 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.

Eligibility

Starting in 2024, paid family and medical leave benefits will be available to most Colorado workers who have earned \$2,500 over the previous year for work performed in Colorado. You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to four (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.

Payroll Deductions

The FAMLI program is funded through premiums paid by both workers and employers (depending on how many employees the business has). The portion paid by workers will be made through a simple payroll deduction facilitated by your employer. You will see a FAMLI deduction coming out of your paychecks starting in January 2023.

- The employee share of FAMLI premiums is set at 0.45% of employee wages through the end of 2024.
- For every \$100.00 an employee makes, an employer may deduct up to \$0.45. For someone making \$45,000/year that's a deduction of less than \$8 per bi-weekly paycheck.

To see what your estimated deduction will be, check out the premium and benefit calculator on www.famli.colorado.gov.

Benefit Amounts

FAMLI 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 (5) 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. You can estimate your potential benefits by using the calculator available at www.famli.colorado.gov.

Applying for FAMLI Benefits

Individuals or their designated representatives can apply for FAMLI benefits by submitting an application directly to the FAMLI Division, along with other required documents that support the need for leave.

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 their employer when practicable. When the need for leave is unforeseeable, individuals have up to 30 days after the leave has begun to apply for FAMLI benefits.

Approved applications will be paid by the FAMLI Division within two (2) weeks after the claim is properly filed, and every two (2) weeks thereafter for the extent of the approved leave.

Employees can appeal claim determinations to the FAMLI Division. Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Employee Rights and Protections

Eligible Colorado workers have the right to take FAMLI leave for covered circumstances at any point in their employment.

Once you have worked for the same employer for at least 180 days (about six (6) months), your job is protected under the law. That means you're entitled to return to the same position, or an equivalent position, when your leave ends. You can still take FAMLI leave before you meet that 180 day threshold, but your employer is not required to keep your job for you when your leave is over. As long as you

are eligible and qualify to use paid leave, your employer cannot prevent you from taking leave, and cannot penalize you for taking paid leave.

You are also entitled to the same healthcare benefits while you are on FAMLI leave, but you also remain responsible for paying for those benefits in the same amounts as before the leave began.

Additional Information

FAMLI leave is designed to run concurrently with the federal FMLA. If FAMLI leave is used for a reason that also qualifies as leave under FMLA, then the leave may also count as FMLA leave used.

Employees may choose to use sick leave or other employer-provided paid time off before using FAMLI benefits, but they are not required to do so. As long as mutually agreed upon in writing with your employer, you may supplement your FAMLI benefit payments with sick leave or other paid time off in order to receive full wage replacement.

Holidays

Connections for Independent Living recognizes and observes the following days as paid holidays for all staff. Notated Holidays (*) may be used as "floating Holidays" to be used within the same calendar year. If a paid holiday falls on a Saturday, the Friday prior will be recognized, if the paid holiday falls on a Sunday, the following Monday will be recognized. All full-time employees receive 8 hours of holiday time on paid holidays, while part-time employees are paid for the hours that they normally would have been scheduled to work on the day when the holiday is observed.

- New Year's Day (1/1)
- Martin Luther King Jr. Day*
- President's Day*
- Memorial Day
- Juneteenth
- Independence Day (7/4)
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (12/24)
- Christmas Day (12/25)
- New Year's Eve (12/31)

If a holiday falls on your regular day off, ask your supervisor how it affects you.

You will be compensated for holidays in accordance with federal and state law. Holiday pay allowance is not considered as time worked in the computation of overtime pay.

Floating holidays are restricted to specific types of events/occurrences, and may be used in the following ways:

- To take an additional day before or after an Organization observed regular paid holiday;
- To celebrate a religious or cultural holiday that is not formally designated as an Organizational holiday;
- To celebrate the employee's or immediate family member's birthday or anniversary;
- To supplement another type of leave such as bereavement, FMLA, etc.
- To observe state or federal holidays during which Connections remains open for business.

To access a floating holiday, an employee must submit a request using the payroll system in advance of the request date and note what type of event they are tying the floating holiday to (see above options) and if requested or applicable, provide supporting documentation. Full time employees will be paid for eight (8) hours when accessing a floating holiday, and part time employees will be paid for their regularly scheduled hours when accessing a floating holiday. A request to use a floating holiday does not guarantee approval as Connections must weigh many factors when determining whether to grant a request for a floating holiday.

Floating holidays must be used within the calendar year in which they are granted, must be tied to a specific event as listed above, and prior supervisor approval is required. Unused floating holidays do not carry over into the next year and are not paid out at separation of employment.

Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Connections for Independent Living and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Organization, final determination is made by the Colorado Department of Labor and Employment.

Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Connections for Independent Living, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

Compassion Leave

Connections for Independent Living recognizes the importance of taking leave when there is a death in the family. Where funeral/compassion leave is not required by law, the Organization will provide compassion leave as follows:

Full-time employees are currently eligible for paid leave of up to three (3) days to attend the funeral/memorial or arrangements for and of an immediate family member. Immediate family is defined as the employee's domestic partner/spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, full-time employees are currently granted up to one (1) paid day. Near relatives include the employee's aunts, uncles, nieces, nephews, and their spouse's grandparents, brothers, sisters, and other close relatives. We at Connections also include any companion or service animals and pets in this type of compassion leave consideration.

If more time is needed than provided above, additional leave may be granted upon the approval of the Executive Director if PTO usage is not an option. Compassion Leave can be granted on an individual basis upon the approval of the Executive Director with differing circumstances being taken into account.

You must provide notice of your need for compassion leave as far in advance as possible. The Organization may require documentation supporting your need for compassion leave.

Jury Duty Leave

Connections recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for the first three (3) days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from Connections. You may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Military Leave (USERRA)

Connections complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

Medical Leave

A medical leave of absence of not more than three (3) months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- For non-ADA medical issues, the employee has completed ninety (90) days of employment with our Organization.
- The Executive Director must be notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed. (Connections reserves the right to select and obtain its own doctor's opinion.)
- Approvals are obtained from the Executive Director prior to the leave.
- All available PTO and paid sick leave is used prior to the beginning of the leave of absence.

When the estimated period of leave is less than three (3) months, and an employee needs to extend the leave, another medical provider's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave must present a doctor's statement indicating ability to return to work and perform the essential functions of their position, with or without reasonable accommodation.

Unless otherwise required by law, the following applies to medical leaves of absence:

Connections may reinstate an employee ready to return from a medical leave of absence when, in the opinion of Connections, it is practical to do so. Connections does not guarantee reinstatement of an employee to the former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

Connections currently continues medical/dental/vision reimbursement for an employee on leave for a maximum of three months as long as the employee continues to pay on their individual policy.

PTO and paid sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, or jury duty pay will not be granted during the leave.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act (ADA) or other law, additional accommodations may be provided. Employees must supply sufficient information from their medical provider indicating that they have a covered disability and when they can return to work, with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and Connections. See Connections' Disability Accommodation policy for more information.

Part-time employees are not eligible for medical leave except as required for a disability.

Failure to Return from Leave

If an employee fails to return to work after a medical leave of absence, they will be considered to have resigned from employment.

Alternative Employment

While on an unpaid leave of absence, employees may not work or be gainfully employed either for themselves or others unless express, written permission to perform such outside work has been granted by the Organization. If an employee is on a leave of absence and is found to be working elsewhere without permission, they will be subject to disciplinary action up to and including termination.

Volunteer Leave

Volunteerism is valued by Connections. Each staff member regardless of time status is granted one (1) day of volunteer leave that is apart from their PTO in each calendar year. All volunteer leave must be pre-approved by a supervisor and pre-arranged. Only one day per calendar year is apart from regular PTO, but volunteerism is valued and an appropriate use of PTO.

Voting Leave

Upon prior request (before Election Day), employees will be provided up to two (2) hours of paid time off to vote if the employee does not have three (3) or more non-working hours in which to vote during the hours the polls are open. If it is necessary for employees to take time away from work to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day, consistent with applicable legal requirements.

Safety and Loss Prevention

Alcohol and Drugs

Connections is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a non-prescription drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws) while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Organization expressly prohibits employees from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use of prescription drugs.

While the use of marijuana has been legalized under state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. Employees may not consume marijuana while on duty or at work. If an employee has a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit an employee's appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair the employee's job performance or safety or the safety of others. If an employee takes over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, the employee should inform their supervisor if they believe the medication may impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation due to medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

General Safety

It is the responsibility of all Connections for Independent Living employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Anti-Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Connections, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Organization has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Workplace bullying, which includes repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Employees should immediately report any such occurrences to their supervisor or to the Human Resources Department. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

Employees are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject an employee to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, employees will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If an employee initiates, participates, are involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, they will be subject to discipline up to and including termination.

Employees that believe they have been wrongfully retaliated against, immediately report the matter to their supervisor, Human Resources, or the Executive Director.

Colorado Workplace Public Health Rights Notice



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

Updated June 1, 2022: 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

- All 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.*
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during 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) caring for 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 accrued leave was for a qualifying reason only if leave was for four or more consecutive work days** (i.e. days when an employee would have worked, not calendar days).
- **Documentation is not required to take accrued leave**, but can be required as soon as an employee returns to work or separates 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 a 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 three Colorado workplace public health laws: SB 20-205 (paid leave), HB 20-1415 & SB 22-097 (healthy and safety whistleblowing). It does not cover other health or safety laws, rules, and orders, including 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 June 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 retained and 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 misusing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"): Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just "employers" and "employees," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors working for a "principal").

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to **retaliate against, or interfere with**, the following acts:
 - (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 PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, 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 & PHEW)

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

COVID-19 Vaccination Policy

Connections for Independent Living requires employees to obtain and maintain up-to-date vaccinations, when available, including those for COVID-19, Influenza, Hepatitis B, etc. Connections believes this is an important measure to protect the health and safety of employees, consumers, customers, clients, family members, and those who visit the workplace from infection. There are some work locations that require vaccination in order to provide services such as long-term care facilities and hospitals.

All employees must maintain and provide written proof that they have been fully vaccinated. Employees must provide proof of vaccination to Human Resources. NOTE: employees should NOT provide proof of vaccination that includes any genetic information (e.g., family medical history). All documentation regarding vaccine receipt will be kept confidential to the extent required by law.

New hires must present proof of required vaccinations at time of hire.

This policy is mandatory except for employees with a documented medical and/or religious reason for not receiving a vaccination. The process for seeking an exemption or reasonable accommodation based on a medical and/or religious reason is addressed below.

Requests for Exemptions as a Reasonable Accommodation:

If there is a reason you cannot receive a required vaccination contact Rochelle Miller, Executive Director.

An exemption as a reasonable accommodation under the Americans with Disabilities Act may be provided so long as it does not cause undue hardship for the organization or pose a direct threat to others' health and safety. This determination will be made on a case-by-case basis. Any medical information concerning an employee's or job applicant's limitations and/or reasonable accommodation needs will be kept in strict confidence in compliance with applicable federal, state, and local laws. Please refer to our reasonable accommodation procedure in the Employee Handbook for further information. Employees and job applicants may request an exemption as a reasonable accommodation without fear of retaliation.

Confidentiality of Employee Information

In accordance with local, state, and federal law, any information provided by an employee related to vaccination and/or medical information will be kept confidential and stored separately from other employee information in a confidential medical file.

Compensation:

Employees will be paid their hourly rate for the time spent waiting and getting required vaccinations, as well as for the waiting time after receiving vaccines to monitor for adverse reactions to vaccines. If an employee receives a vaccine at a location separate from work, the employee will also be compensated for the time traveling to and from the vaccination site.

Non-compliance:

An employee who does not provide proof they have been fully vaccinated for any required vaccinations will be considered non-compliant with this policy. Non-compliance will not be tolerated.

This provision does not apply to an employee who has been provided with an exemption as a reasonable accommodation for a disability or a sincerely held religious belief. In the event that an employee is unable to receive a vaccine due to factors outside of their control (e.g., limited vaccine supply), contact the Executive Director.

Tobacco and Smoke-free Workplace

In keeping with our Organization's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited on Organization grounds and in Organization-owned vehicles. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees and visitors.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Connections for Independent Living Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Executive Director and Board of Directors of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Connections for Independent Living.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Additionally, by signing, I acknowledge that I have received a copy of the current Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster published by the Colorado Department of Labor and Employment.

Signature

Date

Print Name