

[TABLE OF CONTENTS](#)[ARTICLE I General Provisions](#)[ARTICLE II Employment Information](#)[ARTICLE III Standards of Conduct](#)[ARTICLE IV Discipline and Grievance](#)[ARTICLE V Termination of Employment](#)[ARTICLE VI Leave Time Benefits](#)[ARTICLE VII Wage and Hours](#)[ARTICLE VIII Health and Safety](#)[ARTICLE IX Education and Training](#)[ARTICLE X Pay Practices](#)[ARTICLE XI Performance Evaluations](#)[ARTICLE XII Payroll](#)[ARTICLE XIII FTA Drug, Alcohol Misuse](#)[ARTICLE XIV FMSCA Drug, Alcohol Misuse](#)[APPENDIX](#)

ARTICLE I

General Provisions

Sec. 3-1-10. Introduction.

This Chapter contains the Board of County Commissioners' personnel policies, plans and procedures as enacted by the Board of County Commissioners and as required by Section 4-2(B) of the Home Rule Charter. It is designed to be used by department heads, supervisory and staff personnel, and employees in the day-to-day administration of the County personnel program. In cases that are unique to a specific department or office, departmental supplemental personnel policies will be issued. These supplements must be approved by the Board of County Commissioners. (Weld County Code Ordinance 2003-4)

Sec. 3-1-20. Management rights.

A. The contents of this Chapter and all departmental supplemental personnel policy forms are presented as a matter of information only. The Board of County Commissioners reserves the right to modify, revoke, suspend, terminate, interpret or change any or all of these plans, policies or procedures, in whole or in part, at any time. The language used in this Chapter and in all departmental supplemental personnel policy forms is not intended to create, nor is it to be construed to constitute, a contract between the County and any one (1) or all of its employees. All County employees have been in the past and are currently considered to be employed *at will*.

B. All plans, policies, and procedures contained in the Chapter and in all departmental supplemental personnel policy forms will be administered in accordance with federal and state laws and with the Home Rule Charter.

C. The contents of this Chapter supersede all previous versions of the *Employee Personnel Policy Handbook*, all personnel plans, policies, procedures, manuals, resolutions, and/or personnel operations manuals, except for the procedures set forth in any departmental supplemental personnel policies that have been received by the Department of Human Resources and approved by the Board of County Commissioners. (Weld County Code Ordinance 2003-4; Weld County Code Ordinance 2007-4)

Sec. 3-1-30. Exempt positions.

A. The following positions are exempt from the provisions of these policies and the County Personnel System, except that the Board of County Commissioners shall establish, for these exempted positions, the compensation and benefits.

1. The appointed chief deputy of the Clerk and Recorder and Assessor.

2. All hourly employees as described in Section 3-2-90.
3. All elected officials as defined by the Home Rule Charter.
4. Reserve deputies and Sheriff's posse.
5. The District Attorney for the Nineteenth Judicial District and any and all assistants, deputies and other employees of said District Attorney.
6. The County Attorney and all Assistant County Attorneys.

B. The County is involved in a number of jobs programs. Participants in the below-listed programs are not regular employees of the County and are not covered by the policies of this Chapter.

1. Work study. Contracts with area schools such as Aims Community College and the University of Northern Colorado.
2. Contracts for specialized services. The County enters into special contracts for some services in lieu of hiring an employee.
3. Student intern programs. Area schools occasionally place student interns in County Departments for internships.
4. Employment services of the County. The Department of Human Services places people in various programs.
5. Any other job program which falls into this category and has been approved by the Board of County Commissioners. (Weld County Code Ordinance 2003-4; Weld County Code Ordinance 2007-4; Weld County Code Ordinance 2010-8)

Sec. 3-1-40. Personnel records.

A. The Department of Human Resources is the custodian of all official personnel/payroll records for current and past employees of the County. The employee's file in the Department of Human Resources will be the official file for all employment inquiries. State law requires that the files be restricted from access by anyone other than an individual who has a direct interest; that is, the employee or the employee's supervisor. Each employee has access to his or her own records.

B. The employee may authorize a third party access to his or her record with written authorization signed by the employee which specifies exactly what items can be accessed or released. Without additional signed authorization, the County will only confirm employment and length of employment with the County. Inquiries that are authorized by employees or former employees from prospective employers will be answered based on the final performance evaluation of the employee. Information will not be provided without the employee's permission. (Weld County Code Ordinance 2003-4; Weld County Code Ordinance 2005-14; Weld County Code Ordinance 2007-4; Weld County Code Ordinance 2010-8)

Sec. 3-1-50. Service awards.

A. The County appreciates the extended service of its employees and provides service recognition awards for employees who have completed ten (10), twenty (20) and thirty (30) years of continuous

affiliation as an active full-time employee. The service awards shall be presented annually at an awards ceremony scheduled by the Board of County Commissioners.

B. Employees formally retiring from County service who have served continuously as an active employee for eight (8) years or more may be awarded a retirement pin at the time of their retirement by the Board of County Commissioners upon the recommendation of the employee's department head or elected official.

C. Receipt of the above awards is not an employee right or guaranteed benefit. The award of the retirement or service pins can be terminated by the Board of County Commissioners at any time. (Weld County Code Ordinance 2003-4; Weld County Code Ordinance 2010-8)