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**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, APRIL 3, 2013 at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) March 20, 2013 – Regular Session
 - b) **Set Next Meeting, Date and Time:**
 - 1) April 17, 2013 at 6:30 p.m. – Regular Session
 - 2) April 24, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - 3) Friday, April 26, 2013 at 8:00 a.m. – Budget Work Session
5. **Special Announcements & Presentations**
 - **Possible approval of a proclamation declaring April as *Fair Housing Month***
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for items not on the agenda.**
8. **Discussion, consideration, and possible approval of a consultant agreement between the Town of Camp Verde and Felipe Zubia, principal for ReSEED LLC, contracting Mr. Zubia to lobby the staff and members of the Arizona Department of Transportation State Transportation Board in regard to placing the widening of State Route 260 on ADOT's 5-Year Plan and seeing that the project is fully funded. Staff Resource: Steve Ayers**
9. **Discussion, consideration, and possible approval of the Capital Improvements Plan. Staff Resource: Russ Martin**
10. **Discussion, consideration, and possible direction to staff to prepare a final draft of the revised Position Classification and Salary Plan for Council approval, to include job descriptions and pay ranges for Public Works Analyst and Plans Examiner. Staff Resource: Russ Martin**
11. **Discussion, consideration, and possible direction to staff to prepare a final draft of the revised Personnel Policy Manual for Council approval by resolution. Staff Resource: Russ Martin**
12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation, as described in the League of Arizona Cities and Towns Legislative Bulletins Issues #2 through #10. These bulletins are available at the Clerk's Office and on the web at <http://www.azleague.org/>. Staff Resource: Russ Martin**
13. **Call to the Public for items not on the agenda.**

14. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

15. **Adjournment**

Posted by: *U Jones*

Date/Time: *3.28.2013 8:15 A.M*

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

40-1

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MARCH 20, 2013
at 6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Town Marshal Nancy Gardner, Community Development Director Mike Jenkins, Building Official Robert Foreman, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper

3. **Pledge of Allegiance**

The Pledge was led by Tony Gioia.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) March 6, 2013 – Regular Session
- 2) March 1, 2013 – Work Session

b) **Set Next Meeting, Date and Time:**

- 1) March 27, 2013 at 5:30 p.m. – Work Session - Circle K tri-intersection
- 2) March 27, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 3) April 3, 2013 at 6:30 p.m. – Regular Session
- 4) April 17, 2013 at 6:30 p.m. – Regular Session
- 5) April 24, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 6) Friday, April 26, 2013 at 8:00 a.m. – Budget Work Session

- c) **Possible approval of Resolution 2013-886, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving and authorizing the abatement of dangerous structures located at 3210 Robin Lane (parcel 404-15-126), 3480 E. Lazar (parcel 404-16-215) and 4141 Sparkling Lane (parcel 404-12-124D) and approving and authorizing the Town Manager to allocate any additional funds required and direction the Building Official to issue a "Start Work Order" to demolish and remove the above referenced structures. Staff Resource: Mike Jenkins and Building Official Robert Foreman**
- d) **Possible approval of Resolution 2013-885, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for consideration in the submission by the Marshal's Office for a Governor's Office of Highway Safety Grant in Arizona's 2013 Fiscal Year Highway Safety Plan. This grant, if awarded, will provide for equipment, training/travel, camera systems, radar guns and a vehicle. Staff Resource: Marshal Nancy Gardner**
- e) **Possible approval of Resolution 2013-887, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to the submission by the Marshal's Office of a grant from the Department of Homeland Security Grant (DOHS) in Arizona's 2013 Fiscal Year. This grant, if awarded, will enhance radio communication. Staff Resource Marshal Nancy Gardner**
- f) **Possible approval of Resolution 2013-889, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to the Arizona Legislature and Governor to discontinue diversion of Highway User Revenue Funds and to direct dedicate funding such as HURF toward its intended uses. Staff Resource: Ron Long**
- g) **Possible approval of Resolution 2013-888, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Primary Election held on March 12, 2013. Staff Resource: Deborah Barber**

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

5. **Special Announcements & Presentations**

- **Presentation of Award of Excellence certificates from Arizona Municipal Risk Retention Pool to the Town of Camp Verde. Staff Resource: Carol Brown**
- **Presentation of Certificates of Appreciation to the following organizations and individuals who have kept State Route 260 clean through Camp Verde: Faith Lutheran Church, Folksville USA, American Legion Family Post #25, Verde Valley Rotary, Highlands Resort at Verde Ridge, Camp Verde Fire District, Friends of Coy Hughes, Boy Scout Troop 7193, Camp Verde Marshal's Office, Copper Canyon Academy, Verde Valley Archaeology Center, and Clear Creek RV Park. Staff Resource: Russ Martin**
- **Welcome to New Business –**
 - ❖ **Bargain Smart – Camp Verde**
 - ❖ **Stratton Restoration, LLC – Mesa, AZ**
 - ❖ **Bargain Mart Discount Groceries – Camp Verde**
 - ❖ **Acorn Janitorial Cleaning – Camp Verde**
 - ❖ **New Western, LLC – Glendale**
 - ❖ **Fluoresco Lighting & Signs – Tucson**
 - ❖ **Black Hills Plumbing Service – Cottonwood**
 - ❖ **Pecan & Wine Festival Special Event permits issued to Angie's Americas Foodie, Annadee's Sweet Experience, Crepes and More, LLC, Summer Place Pecan Farm, Vintages Grille, Wild Stampede BBQ, LLC, Rain or Shine L.P., Andrew's Applewood Gifts & More, Sunshine Creative Enterprises Richard Barry, Claudette Cleveland, Brent Cox Photo Imaging, Sarah Elliot Jewelry, Maria Faye, Frank Geminden, CG's Treasures, Rena Hatala, Bruce Kramer Sales, Mason's Jewelers & Trading Post, Designs by Viki, crazygoatlady@swiftwireless.com, Corks Creations and More LLC., Art of Inspiration, Doc Kendrick Spice Co., LLC., Kokopelli Gourd Art, Hidden Valley Farms Soap Co., Karls Creations, All-a-Glow Jewelry, Verde River Valley Nature Org., Verde Valley Questers #1467, Citizens Committee for Camp Verde Library, Blazin M Ranch&Horsin' Around, SRP, and Jason Jeffrey DBA Cutco Cutle**

Assistant to the Manager/Risk Manager Carol Brown, on behalf of the Town Manager, outlined the two Awards of Excellence presented to the Town by the Arizona Municipal Risk Retention Pool for outstanding achievement and continued excellence in Risk Management and Control of Losses. Ms. Brown noted that there have been no injuries to either staff or public, and especially commended all the employees working to make such recognition possible.

Town Manager Martin presented Certificates of Appreciation to representatives of each of the foregoing subject entities who are helping to keep State Route 260 free of debris through Camp Verde, explaining that their clean-up efforts demonstrate that Camp Verde is taking pride in our community, just as he had envisioned when he was appointed as Town Manager. Martin also commented on the generous participation by the County in sponsoring the 2013 Camp Verde Community Clean-Up during March and April.

Mayor Burnside then welcomed the above new businesses to Camp Verde, and announced the many vendors that were issued Special Event Permits for the Pecan & Wine Festival.

6. **Council Informational Reports**

German reported that on Monday she had attended her first Verde Valley Land Preservation meeting, and that she is amazed and impressed with what they do on a solely volunteer basis, and reviewed their many current projects and activities.

Jones said that she will be attending the Chamber of Commerce Board meeting tomorrow morning; the Chamber will be hosting Tom Thurman, currently working with Coconino and Prescott National Forest.

Baker reported on her attendance at the AMRRP meeting at which the actuarial and financial report was given. Baker said she would have something to review when working on the Town budget, and especially thanked Carol Brown for her work in Risk Management.

George commented on the upcoming April 11 event and his participation in the Verde River Basin Partnership, and the County survey process; meanwhile he is busy working on preparing tax returns with AARP.

Whatley reported on the Sanitary District meeting and said she wanted to express gratitude to the District Board for the work they have done, and thanked the employees as well. Whatley and Martin both spoke on the activities in connection with the Memorial Wall that will be coming to Camp Verde on the 27th of March.

Burnside said he had attended the WAC today; two subcommittees will be created. The dues will stay in the budget, and there will be new fees for next year.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individual are summarized.)

Tony Gioia thanked Burnside for his service to the Town, congratulated the Council members, and welcomed Mayor-Elect German to his new seat of office. Gioia invited everyone to the Verde River Basin Partnership event on April 11 at the multiplex facility at the school featuring the water flow model from the USGS. Gioia also reviewed the upcoming Verde River Runoff on Saturday, March 23, and the registration times.

There was no further public input.

8. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation, as described in the attached League of Arizona Cities and Towns Legislative Bulletins Issues #2 through #9. These bulletins are also available at <http://www.azleague.org/>.**

Staff Resource: Russ Martin

There was no action taken.

Martin advised the Council that there was nothing more to report, the Transaction Privilege Tax was not making much headway. He said the League is trying to address some issues between some legislation and a bill proposed by the Governor. As for other ongoing legislation, Martin will bring developments to the Council's attention, adding that the League has been doing a good job on following legislation.

9. **Call to the Public for items not on the agenda.**

There was no public input.

10. **Manager/Staff Report**

Martin reported on the upcoming Archaeology Fair next Saturday and gave an update on the Sanitary District. He will be scheduling weekly meetings on Tuesday mornings, and would like to complete the transition on July 1st. Martin also reported on the result of the incubator study; it was disappointing, but the funds were well spent.

Martin said the next focus would be on the Rio Verde Plaza facility, and he would like to schedule a work session in the near future, inviting people to come and express their opinions; that issue will be on a future agenda.

11. **Adjournment**

On a motion by Burnside, seconded by German, the meeting was adjourned at 7:13 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Sessions of the Town Council of Camp Verde, Arizona, held on the 20th day of March 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Debbie Barber, Town Clerk

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Town of Camp Verde Camp Verde, Arizona

PROCLAMATION

Declaring April as:

Fair Housing Month

Whereas, the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

Whereas, the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and

Whereas, April has traditionally been designated as *Fair Housing Month* in the United States,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, Camp Verde, Arizona, do hereby Proclaim April as:

Fair Housing Month

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 3rd day of April 2013.

Bob Burnside, Mayor

ATTEST:

Deborah Barber, Town Clerk



Agenda Item Submission Form - Section I

Meeting Date:

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Discussion and possible approval of a consultant agreement between the Town of Camp Verde and Felipe Zubia, principal for ReSEED LLC, contracting Mr. Zubia to lobby the staff and members of the Arizona Department of Transportation-State Transportation Board, in regards to placing the widening of State Route 260 on ADOT's Five Year Plan and seeing that the project is fully funded.

List Attached Documents: Copy of proposed agreement

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Steve Ayers Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: Varies

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: The Town of Camp Verde engaged the services of Marathon Consultants to initiate the conversation about widening State route 260 at both the local and state level over the last year. That contract is nearing completion, and the results have been everything the town sought. Local partners are once again working together to see that the project is completed at the earliest possible time, and the Town staff has been able to voice its concerns to state leaders. Now we are ready for the next step. Felipe Zubia is a former ADOT State Transportation Board member, known for his proactive stance on new construction and his ability to see those projects through to completion. After leaving the board he started a company that, among other things, lobbies on behalf of counties and communities for road projects. Mr. Zubia comes highly recommended.

The contract before you calls for a minimal amount of risk with a significant possible return. Both Yavapai County and the City of Cottonwood have indicated to Town Manager Russ Martin and me that they would be willing to share in the \$10,000 cost of Mr. Zubia's retainer as well as the final fee, which will vary according to the year in which the project is inserted into the Five Year Plan and funded. We will also be asking other communities as well as property owners along the SR260 corridor to share in the final fee, although at this time we have no firm commitments.

The SR260 widening project is in ADOT's Five Year Plan, but has only \$7 million earmarked. That money is for "engineering and enhancements" only. The estimated cost of the entire project is \$40 million. At this time there is no date in sight for full funding of the project. Mr. Zubia's fee is based on his ability to 1) get the project back on the Five Year Plan and 2) get the project fully funded. It should be noted that the term "fully funded" would include full or partial funding from ADOT's budget or full or partial bonding for the project, similar to the arrangement that was in place in 2005, or any combination of the two.

Funding for major infrastructure projects in this day and age is difficult in which successful advocates explore all legal avenues. In the instance of SR260 there is little likelihood the project will see the light of day within the next decade if a proactive stance is not taken by all regional partners. The effort that Mr. Zubia is proposing is, in staff's estimation, our "last best" chance to see the project completed in the immediate future.

Recommended Action (Motion): Authorize the Mayor's signature and direct staff to engage all possible partners in funding this agreement in a prorated way.

Instructions to the Clerk:

CONSULTANT AGREEMENT
Proposal No. CV-001

This is an agreement made as of _____, 2013 between ReSEED, LLC (CONSULTANT) and the Town of Camp Verde (CLIENT). CLIENT desires to obtain consulting services regarding transportation improvements in Arizona, related to SR 260 – Thousand Trails to I-17 in the Arizona Department of Transportation (ADOT) 5-year Transportation Construction Plan (TCP) hereinafter called the PROJECT.

The **Scope of Services** shall include those listed on **Attachment A: Scope of Services**.

This Agreement includes the **Consultant Agreement Provisions, Terms and Conditions** included in **Attachment B**.

Fee for Services

CLIENT and CONSULTANT in consideration of their mutual covenants herein agree with respect to the performance of professional services by CONSULTANT and the payment for those services by CLIENT as set forth below:

- A non-refundable deposit covering CONSULTANT'S time and expenses in the amount of: \$10,000 to be paid prior to commencement of work by Consultant.
- Final Consulting Fee as outlined in Attachment A.

In witness whereof, the parties have made and executed this Agreement, effective as of the date listed above.

CLIENT SIGNATURE: _____ CONSULTANT SIGNATURE: _____

Town of Camp Verde
By:
Title: Town Manager
Date Executed: _____, 2013,
Telephone: 928-

ReSEED, LLC
By: Felipe A. Zubia
Title: Principal
Date Executed: _____, 2013,
Telephone: 620-670-2255

Address for giving notice:
Town of Camp Verde

Address for giving notice:
ReSEED
420 W. Roosevelt #107
Phoenix, AZ 85003
Email address: felipez@reseedllc.com

**ATTACHMENT A
SCOPE OF SERVICES**

- Work with the Town of Camp Verde to review the Arizona Department of Transportation (ADOT) 2014-2018 Five-Year Construction Program to determine opportunities to include funding for construction of the PROJECT, SR 260 – Thousand Trails to I-17, in the TCP by the FY 2018.
- The objective of this scope is to fully fund the PROJECT for construction, as soon as possible, but no later than FY 2018 of the Arizona Department of Transportation (ADOT) 2014-2018 Five-Year Construction Program.
- Should the CONSULTANT successfully achieve this objective, the CLIENT will pay the CONSULTANT a Final Consulting Fee as follows:
 - A fee of \$50,000, if the PROJECT is fully funded by FY 2016, or
 - A fee of \$30,000, if the PROJECT is fully funded by FY 2017, or
 - A fee of \$20,000, if the PROJECT is fully funded by FY 2018.

ATTACHMENT B
STANDARD AGREEMENT PROVISIONS, TERMS AND CONDITIONS

1. **Basic Services of CONSULTANT:** CONSULTANT will perform professional services as set forth in the Scope of Services as described in this Agreement or as further described in Attachments thereto. Execution of this Agreement and payment of the initial retainer fee by the CLIENT constitutes written authorization for the CONSULTANT to proceed. CONSULTANT will obtain data and information supplied by the CLIENT and will advise CLIENT as to the necessity of CLIENT providing or obtaining data, information or services from others which are not part of the CONSULTANT's Scope of Services.
2. **Standard of Care:** Services will be performed in accordance with (a) the standard of professional practice and care ordinarily exercised by the applicable profession at the same time and place under similar conditions where the services are performed, and (b) all applicable laws and regulations, including, but not limited to laws and regulations for the protection of the environment. CONSULTANT, will upon notice by the CLIENT, timely re-perform any nonconforming services without additional compensation or assist in determining corrective action.
3. **Change of Scope:** The scope of services set forth in this Agreement is based on the facts known at the time of execution of this agreement. For some projects involving conceptual or process services, scope may not be fully definable during the initial phases. As the PROJECT progresses, facts discovered may indicate that the scope should be changed. CONSULTANT will promptly inform the CLIENT in writing of such situations and if the facts discovered constitute a material change in PROJECT assumptions the parties shall renegotiate this Agreement as necessary. No payment for services beyond those described in the original scope will be authorized without a written amendment to this Agreement. The CLIENT, without invalidating this Agreement, may request a change in the Scope of Services and CONSULTANT shall provide CLIENT with a written proposal for such Amendment.
4. **CLIENT's Responsibilities:** CLIENT shall provide all previous documents and data relating to the PROJECT, all criteria and full information as to CLIENT's requirements for the PROJECT and shall designate a person with the authority to act on the CLIENT's behalf on all aspects of the PROJECT.
5. **Payment to CONSULTANT:** CLIENT shall pay CONSULTANT fee(s) for services rendered under Scope of Services, Attachment A, as follows:
 - (a) Retainer shall be paid at the time this Agreement is signed.
 - (b) Final Consulting Fee shall be paid within thirty (30) days of completion of the requirement and notice by CONSULTANT to CLIENT.

CONSULTANT will submit monthly tracking statements which shall be based on the amount of services provided and expenses incurred by CONSULTANT during each period. If CLIENT objects to any statement submitted by CONSULTANT, CLIENT shall so advise CONSULTANT in writing giving reasons therefore within fourteen calendar (14) days of receipt of such statement. If no such objection is made then the statement will be considered acceptable by CLIENT.

If CLIENT fails to make any payment due CONSULTANT for services and expenses within ninety (90) days after receipt of CONSULTANT's statement the amount due CONSULTANT may include an additional charge at ten percent (10%) per annum plus reasonable attorney fees, court costs and actual expenses incurred in connection with the collection of any past due amount. CONSULTANT may suspend performance of services upon fifteen (15) calendar days written notice to the CLIENT for failure of payment when due or any other breach of this Agreement.

Future Adjustment: If the general scope, extent or character of Services is changed materially through no fault of the CONSULTANT the amount of compensation provided for herein may be adjusted in accordance with Section 3, Change of Scope if approved by CLIENT.

- 6. Dispute Resolution: In the event that a dispute should arise relating to the performance of the services to be provided under this Agreement the Parties may, but shall be required to attempt to settle the dispute by discussion between the parties' senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time the Parties may, but shall be required to agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings.**
- 7. Controlling Law: This Agreement is to be governed by Arizona law.**
- 8. Termination: Either party may terminate this Agreement upon thirty (30) days written notice to the other party. CLIENT shall pay CONSULTANT for Services rendered through the date of termination with the Monthly Fee to be prorated through the date of termination.**
- 9. Survival: Upon the expiration or termination of this Agreement, the Fixed Fee and Lobbying Fee shall terminate, but all provisions related to the Final Consulting Fee, Section 5 (regarding Payment), Section 6 (regarding Dispute Resolution), Section 15 (regarding Proprietary Information), hereof shall survive for a period of twenty-four (24) months and apply to obligations and rights arising prior to termination.**
- 10. Assignment/Subcontracting: Except for assignments to (a) entities which control or are controlled by the Parties hereto or (b) resulting from operation of law, the**

rights and obligations of this Agreement cannot be assigned or subcontracted by either party without the written permission of the other party.

This Agreement shall be binding upon and inure to the benefit of any permitted assigns or subcontractors. CLIENT and CONSULTANT each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other Party of this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other Party in respect to all covenants, agreements and obligations of this Agreement. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CLIENT and CONSULTANT.

11. **Severability:** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
12. **Authority:** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, CLIENT and CONSULTANT.
13. **Notices:** Any notice required hereunder shall be sent to the business address designated on the signature page of this Agreement and shall be deemed served if sent by registered or certified mail or hand-delivered to an officer or authorized representative of the party to whom notice is directed.
14. **Proprietary Information:** Information relating to the PROJECT, unless in the public domain, shall be kept confidential by CONSULTANT and shall not be made available to third parties without consent of CLIENT.
15. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single agreement.



Town of Camp Verde

Meeting Date: April 3, 2013

- Consent Agenda
 Decision Agenda
 Executive Session Requested
 Presentation Only
 Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of the Capital Improvement Plan.

List Attached Documents:

1. Final Draft Capital Improvement Plan

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head:** Russ Martin (comments included in report)
 Town Attorney Comments:
 Finance Department

Fiscal Impact: N/A

Budget Code: N/A **Amount Remaining:** N/A

Comments:

Background Information:

Town Code requires annual adoption of a capital improvement plan. This has been reviewed back in the Fall and finalized in late January and is ready for adoption. It has been made clear that this is an ever changing document that guides future budget decisions and gives staff direction on where future projects may be so they can prepare accordingly.

Recommended Action (Motion):

Move to adopt the Capital Improvement Plan as presented.

INTRODUCTION

The CIP is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without functional public services including water and wastewater facilities, public safety, streets, drainage systems, managed development, and parks and recreation, Camp Verde cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it is imperative that a plan is formulated as development occurs.

The CIP is a five-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects and future costs to the community. The CIP addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth and/or improve services. The CIP links the Town's planning and budgeting functions.

The immediate purpose of this year's CIP plan is to identify Fiscal Year 2013-2014 projects to coincide with the budget approval process. Staff has provided additional projects for years 2015 through 2018. Each year discussions should focus on prioritizing and mapping a clear and realistic update of the plan, making adjustments that reflect changes in needs and importance. When evaluating the projects it is helpful to define the criteria for the importance placed on each project to arrive at the order of priority for the current and next five fiscal year plans. A weighting system is used to consider the following:

- Health, Safety and legal impacts: What does the project do to improve the overall health and safety of citizens, employees and visitors or provide a recognized standard service to the community? Does the project mitigate any potential legal issues?
- Fiscal Impact: What fiscal impact does the project have on the Town's finances? Is there outside funding sources? Is there potential for recouping or adding to revenues?
- Environmental Impact: Will the project address environmental concerns or enhance the natural environment?
- Operations: What impact will the project make on operational efficiency and maintenance costs, how will staffing levels be affected (does the project provide better efficiency, will additional staff be required)

- **Economic Development:** Will the project improve the Town's position to attract economic growth - a significant part of the equation being physical image?
- **Public Desire:** Has the community expressed a desire for the project through surveys, public meetings etc.? What percentage of residents and what level will they benefit from the implementation of the project?
- **Service Levels:** Will customer service be improved? Will the community benefit from the completion of the project?

As the Capital Improvement Plan develops and is used as a guide in decision making, a formal process should be put into place to include public input through public meetings, mailings and outreach.

FINANCIAL

Camp Verde, like most communities, will most likely have more needs than financial resources. It is important to carefully examine the current financial condition of the Town as well as possible funding alternatives.

The key to implementing the CIP is consistent, systematic funding. Camp Verde uses a number of funding options to finance its operations. The majority of revenues go toward day-to-day operations: salaries, benefits, insurance, utilities, fuel and other costs. This leaves little left over to finance large capital projects. For this reason, alternate funding methods need to be examined.

A critical component of funding is user fees. These fees should be adjusted periodically to ensure that the fees adequately cover the cost of service and replacement so that the general fund in no way subsidizes user services.

In addition, the Town needs to work closely with developers to ensure that future development pays for its appropriate share of infrastructure and amenities so adequate funding can be allocated to the CIP.

Funding Options:

- **Pay-as-you-go:** from current revenues. A large portion of Town revenues are from State shared sources distributed on a per-capita basis; including state sales tax and state income tax.
- **Municipal Bonds:** The Town can issue Bonds, which must be paid back, with interest, over a period of time. The issuance of municipal bonds must be approved by a majority of the voters. A Pledge Revenue Obligation Bond Issue is generally the least expensive

way to finance large municipal projects. The bond's repayment is backed by pledged tax revenues of the town.

- **Lease–Purchase Agreements:** This method lessens the up-front costs to the municipality. Interest is paid, but the payoff period is typically for a shorter period than bonds, and the Town will have the option to purchase the leased equipment at the end of the agreement.
- **Grants:** Grants must be identified and researched and are obtained through an application process that has no guarantee of funding. Federal, state, county, and private grants are available to finance capital projects. Grants must be identified and researched and are obtained through an application process that has no guarantee of funding and many require either financial or “in-kind” matches. All grants require staffing resources.
- **User Fees:** Fees paid by service or facility users that should be sufficient enough to maintain existing facilities and develop additional capacity.

Current Debt/Obligations

The town currently has three long-term obligations of debt and pledged revenues.

- **2005 Revenue Obligation Bond**
Outstanding principle - \$1,595,000, 3.125% to 5% interest is paid semi-annually with a principle payment in July of each year, the current annual payment is \$168,000. The obligation expires in 2024.
- **2011 Revenue Obligation Bond**
Outstanding principle- \$1,005,000, 3.91% interest is paid semi-annually with a principle payment in July of each year, the current annual payment is \$107,000. The obligations expire in 2023.
- **Pledged Revenues for Camp Verde Sanitary District Lease-Purchase Agreement**
Annual commitment-\$135,000, last year's actual payment -\$118,800. The obligation expires in 2032.

Town of Camp Verde
Five -Year Capital Improvement Projects Plan (FY 2013-2018)

Department	Description	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	5 Year Total
Administration	Equestrian Facility		\$ 50,000	\$ 357,346	\$ 594,100	\$ 769,000	\$ 1,770,446
	Equestrian Trailhead	\$ 50,000					\$ 50,000
	Total Administration CIP:	\$ 50,000	\$ 50,000	\$ 357,346	\$ 594,100	\$ 769,000	\$ 1,820,446
Clerk	206-207-208 Council Chambers-Council Offices-Conf Room			\$ 161,500			\$ 161,500
	Archival Room-File System			\$ 22,000			\$ 22,000
	Audio System-Current Chamber	\$ 15,000					\$ 15,000
	Total Clerk CIP:	\$ 15,000	\$ -	\$ 183,500	\$ -	\$ -	\$ 198,500
Community Development	Building Inspectors Truck	\$ 20,000					\$ 20,000
	Office Remodel	\$ 16,000					\$ 16,000
	Total Community Development CIP:	\$ 36,000	\$ -	\$ -	\$ -	\$ -	\$ 36,000
Court	New Court Room			\$ 200,000			\$ 200,000
	Total Court CIP:	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
Library	Library Building	\$ 2,084,000					\$ 2,084,000
	Radio Frequency Identification Equipment	\$ 20,000	\$ 60,000				\$ 80,000
	Total Library CIP:	\$ 2,104,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 2,164,000
Marshal Office	Animal Control	\$ 10,500					\$ 10,500
	Expansion of Property & Evidence Room Option 1		\$ 125,000	\$ 45,000			\$ 170,000
	Expansion of Property & Evidence Room Option 2		\$ 207,500	\$ 45,000			\$ 252,500
	Improve Police Radio Reception		\$ 75,000	\$ 30,000			\$ 105,000
	Police Records Remodel				\$ 50,000		\$ 50,000
	Relocate Detective Unit to Teen Center			\$ 9,000			\$ 9,000
	Replace Dispatch Consoles					\$ 36,000	\$ 36,000
	Vehicle Replacement-Option 1	\$ 41,500	\$ 41,500			\$ 36,000	\$ 119,000
	Vehicle Replacement-Option 2		\$ 581,000				\$ 581,000
Total Marshal Office CIP:	\$ 52,000	\$ 1,030,000	\$ 129,000	\$ 50,000	\$ 72,000	\$ 752,000	
Public Works / Engineering	Black Bridge Improvements			\$ 150,000	\$ 892,000		\$ 1,042,000
	Camp Verde Sanitary District Acquisition						
	Camp Verde Water System Acquisition			\$ 6,500,000			\$ 6,500,000
	Facilities Comprehensive Plan	\$ 35,000					\$ 35,000
	Geographic information System (GIS)	\$ 185,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 505,000
	Old Highway 279 Improvements		\$ 95,000	\$ 850,000			\$ 945,000
	Public Transit System	\$ 15,000	\$ 146,500				\$ 161,500
	Public Works / Engineering Total:	\$ 220,000	\$ 175,000	\$ 7,580,000	\$ 972,000	\$ 80,000	\$ 9,027,000
Public Works / Maintenance	Banners, Flags and Holidiay Decorations	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 45,000
	Gym and Kitchen Remodel	\$ 120,000					\$ 120,000
	Gym Floor & Bleachers	\$ 70,500					\$ 70,500
	Remodel Public Works Entry/300 Building	\$ 22,000					\$ 22,000
	Remodel Room 304	\$ 30,000					\$ 30,000
	Repairs to Historical Society Building	\$ 28,000					\$ 28,000
	Replace Doors on 300 Building	\$ 20,000	\$ 10,000				\$ 30,000
	Replace Shingle Roofs on Gymnasium, & Rooms 304 & 306	\$ 135,000					\$ 135,000
	Roll Shutters	\$ 13,025					\$ 13,025
	Tractor Backhoe Attachment	\$ 17,000					\$ 17,000
	Upgrade Electrical Service Panel 200 Building	\$ 10,000					\$ 10,000
	Vehicles Replacement	\$ 82,000	\$ 20,000	\$ 24,000			\$ 126,000
	Public Works / Maintenance Total:	\$ 562,525	\$ 40,000	\$ 34,000	\$ 10,000	\$ -	\$ 646,525

Town of Camp Verde
Five -Year Capital Improvement Projects Plan (FY 2013-2018)

Department	Description	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	5 Year Total
<i>Public Works / Parks & Recreation</i>	Butler Park	\$ 66,000	\$ 40,000				\$ 106,000
	Camp Verde Trails System	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
	Community Park	\$ 795,000	\$ 750,000	\$ 585,000	\$ 700,000	\$ 525,000	\$ 3,355,000
	Pool Upgrades	\$ 29,000					\$ 29,000
	Rezzonico Park Development	\$ 18,000	\$ 45,000	\$ 45,000	\$ 39,000	\$ 45,000	\$ 192,000
	Splash Pad			\$ 80,000			\$ 80,000
	Top Dresser Material Handler	\$ 18,500					\$ 18,500
	Public Works / Parks & Recreation Total:	\$ 941,500	\$ 850,000	\$ 725,000	\$ 754,000	\$ 585,000	\$ 3,855,500
<i>Public Works / Stormwater</i>	Annual Stormwater Improvements Projects	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
	Cliffs Parkway Drainage Basin Improvements	\$ 25,500	\$ 15,000				\$ 40,500
	Gadis Wash Drainage Improvements	\$ 45,000	\$ 7,500	\$ 25,000	\$ 8,500	\$ 9,500	\$ 95,500
	Hollamon St., Main Street Drainage		\$ 225,750		\$ 1,675,250		\$ 1,901,000
	Murdock Road Drainage Improvements		\$ 85,000				\$ 85,000
	Public Works / Stormwater Total:	\$ 100,500	\$ 363,250	\$ 55,000	\$ 1,713,750	\$ 39,500	\$ 2,272,000
<i>Public Works / Streets Division</i>	Crack Seal Machine	\$ 55,000					\$ 55,000
	Lift Gate		\$ 10,500				\$ 10,500
	Materials Crusher			\$ 250,000			\$ 250,000
	Materials Spreader	\$ 10,000					\$ 10,000
	Nine Wheel Roller Compactor		\$ 25,000				\$ 25,000
	PadfootSheep's Foot roller compactor				\$ 25,250		\$ 25,250
	Powerscreen					\$ 125,000	\$ 125,000
	Sidewalk, Curb and gutter Replacement and Development	\$ 20,900	\$ 21,840	\$ 22,822	\$ 23,848	\$ 24,921	\$ 114,331
	Sign Truck		\$ 25,500				\$ 25,500
	Skiploader		\$ 35,500				\$ 35,500
	SR 260 & Industrial Dr.-Goswick Way		\$ 450,000				\$ 450,000
	Steel Wheel Drum Vibratory Roller			\$ 27,750			\$ 27,750
	Street Sweeper		\$ 125,000				\$ 125,000
Tire Replacement Program	\$ 27,250	\$ 8,376				\$ 35,626	
	Public Works / Streets Division Total:	\$ 113,150	\$ 701,716	\$ 300,572	\$ 49,098	\$ 149,921	\$ 1,314,457
	Total for all Divisions of Public Works:	\$ 1,937,675	\$ 2,129,966	\$ 8,694,572	\$ 3,498,848	\$ 854,421	\$ 17,115,482
Town of Camp Verde - 5 Year Capital Improvement Projects Plan		\$ 4,194,675	\$ 3,269,966	\$ 9,564,418	\$ 4,142,948	\$ 1,695,421	\$ 22,286,428

Town of Camp Verde Capital Improvement Plan

ADMINISTRATION - Project Request

Name of Project:

Equestrian Arena (s)/Facilities: To appropriate funding in the Capital Improvement Plan (CIP) in order to develop a financial, operational and strategic focus.

Project Description:

To design, build and provide access to a basic, cost-effective Equestrian Arena(s)/Facilities and Trailhead at the Community Park. Also, to introduce the concept of planning for a premier equestrian facility at this site in future CIP's.

The town-owned equestrian fixed assets currently include: 110 existing panels w/alley, large roping back pens, loading and bucking chutes. A leader in the equestrian industry recommended that the Town build a permanent arena with pipes welded together. Then, utilize the Town-owned portable panels (110) for the back pens, alley, etc.

The funding in this CIP includes the minimal costs for the basic infrastructure and structures that are needed to have a 'bare-bones', but user-friendly equestrian facility. The first phase could be built to meet the needs and expectations of the local equestrian enthusiasts. The current park master plan can only accommodate parking spaces for 30 to 40 trucks/living quarter horse trailers (big-rigs).

If the Town anticipates doing a 'build-out' to make this site a premier equestrian facility and attract target market visitors (ropers, cutters, etc.) this would have to be funded in future CIP's. In addition, the master plan would need revision to accommodate more than 30 to 40 big-rigs.

A 'build-out' example is an arena cover. A covered arena would allow for an all-weather cover – no matter the weather the event can still go on. Event sponsors would be looking for this type of added value for their event. Please note: although the arena lighting (\$100,000) currently is categorized as a minimum requirement in the attachment it really should be under an arena cover to protect the Town's investment.

The park property is in the R1L Zoning District. The Town can prepare and facilitate a use permit as our code allows for this type of development in this district. This is processed in-house and no permit fees are required.

Relative to:

1. The recreational site entrance, the Planning Commission will make recommendations to the Town Council of the site entrance within the permitting process.
2. The capacity to accommodate the big-rigs should be included in the use permit as this would be a quasi-RV Park, especially if the build out is completed.
3. Parking:
 - a. The number of parking spaces required would fall under the Planning and Zoning Ordinance and reviewed in the use permit process.
 - b. Landscaping would be required @15% of the parking area. Once the parking lot was designed for the use permit site plan, this 15% landscape area could be calculated.
4. All septic systems are permitted through Yavapai County Environmental. Research will need to be done to determine if state law requires connection to a sewer system if available within 200 feet of the site.

Why the Project is needed:

To provide:

1. Improve our economy via the Economic Multiplier as exhibitors, sponsors, vendors, spectators and participants will stay in our hotels, eat at our restaurants and shop at our businesses
2. Provide a living-wage employment for local residents
3. Add an additional attraction/asset to our region which already has the single greatest concentration of state parks, national monuments and popular site-seeing attractions
4. Public recreational opportunities
5. Effectively utilize open space in the Town’s community park
6. A venue for entertainment activities with an emphasis on equestrian and western theme events to citizens and target market visitors.

Staffing Required to Complete Project (FTEs and positions):

Eight (8) employees (EE’s) and possibly volunteers

Location of Project (if not already mentioned):

Community Park/Hwy 260, Camp Verde, AZ. Our town is geographically centered in the state and our moderate climate is ideal for participants and spectators to take advantage of recreational activities.

Project Timeline:

Fiscal Year	Activity	Cost/Attachment Color Coded
2014/15	Initial Project Organization/ Inventory and Data Collection/ Conceptual Plan/General Contractor/Engineering standards	\$50,000 – Purple
2015/16	Conceptual Plan/General Contractor/Engineering standards	\$357,346 - Yellow
2016/17	Security Fencing, drill well AB surface parking lot, 15% landscaping, arena: build arena and install perimeter fence	\$594,100 - Pink
2017/18	Judges/Announcer stand w/tables, sound system, arena lighting (lighting s/b covered) , portable bleachers w/trailer/ water truck, harrow, tractor, heavy equipment, secure facility	\$769,000.00 – Blue
2018/19	Business Administrative Office/restrooms/showers/technology, refuse/manure bins/tethering devices	\$853,000.00 - Green
	5 Year Total	\$2,623,446.

Back Up Documents:

[Equestrian Facility](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Utilize a combination of funding to take advantage of every resource opportunity available to the Town.

	A	B	C	D	E
1	Town of Camp Verde				
2	Minimum/Maximum Cost of Equestrian Arena(s)/Facilities & Trailhead				
3					
4					
5	Key Color Code				
6	Purple Color - 1st year				
7	Yellow Color - 2nd year				
8	Pink Color - 3rd year				
9	Blue Color - 4th year				
10	Green Color - 5th year				
11					
12	Minimum	Cost		Maximum	Cost
13	TBD (To be determined)				
14	The Planning Process				
15	Phase 1 - Initial Project Organization- In-kind				
16	Phase 2 - Inventory and Data Collection In-kind				
17	Phase 3 - Analysis				
18	General Contractor - Engineering Stds.	\$	30,000.00		
19	Phase 4 - Conceptual Plan - Use ALTA Survey as basis for plan	\$	20,000.00		
20	Phase 5 - Plan Adoption				
21	Phase 6 - Implementation				
22	Subtotal		\$ 50,000.00		
23					
24	Fed., State, Local Agency Enviro. Requirements				
25	Fed. Accessibility Requirements				
26	Smart Growth Plans				
27	General Plans - In-house	\$	-		
28	Flood Control Plans				
29	Zoning Ordinances				
30	Bldg. Codes/Permits - In-house	\$	-		
31	Other Regulatory Issues				
32	Funding and Partnership Resources				
33	Staffing Required to Complete Project (FTEs and Positions) 8				
34					
35	Craft information for Town Website/Event Calendar				
36	Facility Use Application/Mktg./Location & Map				
37			1		

	A	B	C	D	E
38					
39	ROADS/FACILITY SITE ENTRANCE				
40	Designed for Big Rigs/Living Quarter Horse Trailers				
41					
42	<i>Considerations for Roads below</i>				
43	Road Alignment				
44	Road Grade				
45	Road Profile				
46	Road Drainage				
47					
48	Road/Parking Construction \$\$\$ amounts From P/W Dir. Ron Long				
49	Access from SR 260 to E. Boundary of the Community Park				
50	Acceleration & De-acceleration Lanes/Hwy 260				
51	Entry road w/Center Turn Lane, Stormwater Road Improvments	\$	300,610.00		
52					
53	0.3 mile, 2 Lane Access Road from E. Boundary to Parking Lot				
54	\$136,167 - paved				
55	\$ 56,736 - AB/gravel road	\$	56,736.00		
56					
57	Subtotal		\$	357,346.00	
58	Security Fencing	\$	100,000.00		
59	Well installed/consideration for water issues/piping	\$	75,000.00		
60	Potable v non-potable				
61	People H2O				
62	Horse H2O				
63	Water Hydrants				
64	Water Troughs for Horses				
65	Horse Wash Rack				
66					
67					
68	Equestrian Trailer Parking Lot AB/Surfaced (lot s/be UNPAVED)	\$	193,600.00		
69					
70	Parking Area Design				
71	Parking Area Grade				
72	Parking Area Layout				
73	Parking Area Landscaping - 15% of the parking area				
74	by code this could include crushed rock & native plants		\$7,500		
75	Open Parking Areas				
76	Small Parking Areas				
77	Parking Delineation	\$	3,000.00		
78	Traffic Control	\$	10,000.00		
79					
80	ARENA		2		

	A	B	C	D	E
81	Town-owned				
82	Portable 250 X 300 Arena # 1 Main /Roping Arena 110 Existing Panels	\$ -			
83	W/alley, lg. roping back pens, loading & bucking chutes	\$ -			
84	Possibly missing 3's & 4's WW connector post for back pens- TBD	?			
85	WW Manuf. Dodge City, Kansas				
86	Gate included	\$ -			
87	Poles s/b set in concrete to shore up portable panels (using in-kind labor)	\$ 5,000.00			
88					
89	However, the following was recommended by an arena builder				
90	Build a permanent arena w/welded pipes &	\$ 25,000.00			
91	use existing portable panels for pens, alleys, etc.				
92	10' High 150 x 300 Arena Chain Link Perimeter Fence	\$ 25,000.00			
93	Out buildings/Tack Rooms	\$ 150,000.00			
94	Subtotal		\$ 594,100.00		
95				Covered Arena w/25' overhang on @side of grandstands	#####
96				<i>All-weather cover/ no matter the weather, the event goes on</i>	
97					
98					
99					
100	Open-air/portable Judges/Announcer/Secretary Stand				
101	8 x 12 stand w/partial truss system & set-up	\$ 8,000.00			
102	Main Arena Sound System/special event receptacles/wiring/installation	\$ 30,000.00			
103	Tables/chairs for Announcers Stand	\$ 1,000.00			
104	440 Volts/1200 Amperage Arena Lighting (s/b under an arena cover)	\$ 100,000.00			
105	Portable Bleachers w/Trailer - 2500/3000 Spectators	\$ 40,000.00			
106					
107	FOOTINGS				
108	Proper Equestrian Arena Dirt 'Footings'	\$ 500,000.00			
109	Footings must be wonderful to attract the event sponsors/competitors				
110	Who makes the dirt and ongoing maintenance is critical				
111	requires sub-base, base and footings (Top Soil)				
112					
113	High end dirt requires proper moisture content				
114	key to keeping the ideal dirt for an equestrian arena (it's a science)				
115	Utilize water meter & water arena H2O 2/per day for covered arena				
116	More waterings per day if the arena is uncovered			Minimum 100 PSI sprinkler system	
117	Footings/Horse Friendly Surface Material - Staggering Area to Arena	\$ 10,000.00			
118	Water Truck	\$ 30,000.00			

	A	B	C	D	E
119	2nd-hand, automatic Tractor' specifically for arena/1 or 2 operators allowed	\$ 15,000.00			
120	100 HP John Deere Harrowing Equipment	\$ 15,000.00			
121	<i>or 8' 'Arena Executive' Custom built in Wickenburg/\$7,000</i>				
122	Or Kiser Drag Master /\$12,000\				
123	Or Black Widow Drag \$12,000				
124	Secure, storage building for heaby equipment	\$ 20,000.00			
125	Subtotal		\$ 769,000.00		
126					
127					
128					
129	Business Office/Reception/Med Stn/1 Restroom - 2000 Sq.Ft.	\$ 250,000.00			
130	(Telecommunciations) phone/computers/Desks/Service Counter				
131	w/o server \$3000 per person x 10 people \$30,000				
132	computer, software, licenses, telephone & Wiring				
133	<i>with server 10 people \$40,000</i>	\$40,000			
134	Restrooms/w/showers	\$500,000			
135	Womens/4 stalls/showers & Sinks				
136	Men 2 stalls/2 urinals/showers				
137					
138	Septic Systems/Effluenet dump station/drainage	\$ 50,000.00			
139	Horse Stall's - TCV has panels for 110 stalls that can be converted				
140	for a second arena/recommendation required on this option				
141				Fly Control System	
142				Corral Panels - Existing/Convertible to 2nd Arena	\$ -
143				200'W X 300'L	\$ -
144				Roping shoot - purchase	
145				10 x 10 gate - purchase	
146				May need more panels	
147				Portable 15L X 6H, 6 Rails, Bleachers Seats 300	\$ 2,000.00
148				Move w/Forklift	
149					
150				Out buildings	
151	Vegetation				
152	Existing Vegetation				
153	Retention of Existing Vegetation				
154					
155	Removal of Vegetation				
156	Toxic Vegetation - poisonous				

	A	B	C	D	E
157	Noxious Weeds - harmful/invasive/introduced				
158					
159					
160					
161					
162	Garbage Service/Garbage and Horse Manure Bins	\$ 5,000.00			
163				Concession Stand/Multi-purpose room 18' x 50'	
164				Refer	
165				Stove	
166				Sink	
167				Griddle	
168				Outdoor/rollup grill/BBQ unit	
169				Picnic Tables	
170				Vendor Hookups	
171					
172	Tethering Devices	\$ 5,000.00			
173	Hitching Posts				
174	Hitch Rails				
175				Lighting - Specific to Tethering/Enclosures	
176					
177				Related Facilities - Arenas & Round Pens	
178					
179				Size and Location	
180				Grade	
181				Dust Prevention	
182					
183					
184					
185				Park Perimeter Fencing for Control of Animals /Hwy 260	
186				Fence Materials & Construction	
187				Post and Rail Constructions	
188				Steel Post-and-Rail Fences	
189				Wood Post-and-Rail Fences	
190				Vinyl Post-and-Rail Fences	
191				Premanufactured Tubular Panels	
192					
193				Wire Fences	
194				Wire Mesh Fences	

	A	B	C	D	E
195					
196				Cattle Guards	
197					
198				Gates for Arenas and Round Pens - Min. 4W X 12H	
199				Gate Designs	
200				Gate Materials	
201				Gate Safety	
202				Accessible Gates	
203				Gate Latches	
204					
205				Barn	
206				Structure Locations	
207				Host team roping practice	
208				RV Hook-ups	
209					
210					
211					
212					
213				Mounting Blocks & Ramps	
214	Signage	\$	3,000.00		
215	Sign Plans				
216	Sign Design Factors				
217	Sign Types				
218	Regulatory Signs				
219	Warning Signs				
220	Guide Signs				
221	Road Guide Signs				
222	Subtotal		\$	853,000.00	
223					
224	Reducing Environmental Concerns				
225	Water Quality				
226					
227	Soil Erosion				
228	Dangerous Creatures				
229	Animal Diseases				
230	Low Impacts				
231					
232	Liability Issues				

	A	B	C	D	E
233	Equine Liability Acts & Recreational Use Statutes				
234	Risk Mgmt. Strategies				
235	ADA Compliant				
236	Insurance Policy Rider - rodeo/roping /gymkhana				
237	Liability Insurance				
238	Property & Casualty (P & C)				
239	Care Custody & Control Insurance				
240	Employee W/C & Health Insurance				
241	Maintenance and Operations (M & O)				
242	Security equipment				
243					
244				INCOMPLETE	
245				Rails To Trails	
246				Trailhead	
247				Multijurisdictional Trail Planning	
248				Trail Management	
249				Trail Master Plan	
250				Trailhead gate	
251				Trails barriers/walls/bollards	
252				Trail length	
253					
254				Trailbed construction	
255				Trail Drainage	
256				Crowned Tread	
257				Water Bars	
258				Grade Reversals, Knicks and Rolling Grade Dips	
259				Vegetation clearance	
260				Trod Area	
261				Trail Alignment	
262				Trail Clearance	
263	Total Minimal Cost to develop/build 'bare bones' equestrian arena	\$ 2,623,446.00	\$ 2,623,446.00		
264					\$ -
265					
266				Prep'd 10/17/11 cjb	

Town of Camp Verde Capital Improvement Plan

ADMINISTRATION -Project Request

Name of Project:

Trailhead at the Community Park

Project Description:

To appropriate funding in the Capital Improvement Plan (CIP) to establish financial, operational and strategic focus for a Trailhead (Phase 1 of a proposed Equestrian Arena(s)/Facilities). This trailhead would serve equestrian riders of all ages. Currently, the Community Park Master Plan features a multi-use facility and includes an area for a trailhead/competition equestrian arena/horse trailer parking.

The Town previously placed an OHV and equestrian trailhead at the base of Copper Canyon via a partnership with USFS at a combined cost of \$206,698 (with \$31,176.18 public donations and \$178,486 USFS grant funding). Many of the assets placed at the Copper Canyon trailhead have not been included in the cost for the trailhead at the community park. Primarily, because assets like the restrooms, barbecues, and picnic tables should be available in other areas of the park.

The trailhead will require an individual to oversee the coordination. Additionally, the trailhead should be designed by someone who is familiar with the needs associated with equestrian sports and facilities including space requirements of the horses, their riders and horse trailers.

Why the Project is needed:

To establish Trailhead for Phase 1 of the Equestrian Arena(s)/Facilities

Staffing Required to Complete Project (FTEs and positions):

FTE 3/maintenance/park workers

Location of Project (if not already mentioned):

Community Park

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Archaeology/Environmental Site Assessment/evaluate placement of trailhead/grade land, add Parking delineators, and install Hitching Posts and fencing/equestrian ingress/egress gates	\$50,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Seek grant funding & partnerships, Review Finance options

Town of Camp Verde Capital Improvement Plan

CLERK OFFICE-Project Request

Name of Project:

Remodel Rooms 206-207 for Council Chambers

Project Description:

Remodel rooms 206/207 to house Council Chambers. Upgrade equipment to facilitate live streaming during Council meetings, which will provide additional community outreach and opportunities for public participation.

Why the Project is needed:

Council Chambers are currently shared with the Magistrate Court. At times, conflicts occur and Council meetings must be rescheduled and/or relocated to other areas. Unfortunately, when this occurs it is not possible to record the meeting and place the audio on the Web site. This causes great inconvenience to the public. Further, the current Chamber facility is small, allowing for no more than 74 people. This limit includes Council members, media, and staff. Further, when executive sessions are held, the public is forced to stand outside in inclement weather until the meetings are concluded.

Room 206/207 is ideal, as the room accommodates 108 people. Room 208 (the old Sanitary District offices) is located adjacent to this room. This area could be improved to provide a Council office, a conference room in which Council could hold executive sessions with the sound equipment serving both areas, which would eliminate the need to have the public stand outside while waiting for the meeting to end. In addition, staff believes there is sufficient room to include an archival area in which to store Town records.

This project would necessitate the need to upgrade the recording equipment, as the Court requires use of the existing recording equipment. The upgrade would provide live feed Web streaming for meetings and other matters of community interest. This upgrade will allow the community to watch meetings in real time. Further, this media could support other means of public participation and community outreach

A larger and state-of-the-art Council Chambers would not only improve the Town's image, but could attract other organizations that could hold their meetings in Camp Verde. Further, with the live web streaming, the new Chambers could serve as a method to stay in contact with the public through live web streaming during emergencies or possibly other items of public interest.

Staffing Required to Complete Project (FTEs and positions):

Structural and remodel work to be completed by contractor selected through bid process; staff to manage the project costs and contract.

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Remodel Room 206/207/208 for use as a Council Chambers, Council Office, Conference Room & Archival Room to include removal of restrooms, insulation, painting, flooring, replace windows, data cabling, interior, etc.	108,000
	Heating/air conditioning	18,000
	Council dais to include staff work area	Unknown
	Council/Staff Chairs (10)	1,500

	100 Audience Chairs	12,000
	IT equipment - Computer monitors (10) in Council Chambers; 3 Computers (one in Council office); mounted cameras (2-3); cabling; projector, 2 large monitor (TVs?) screens mounted in each corner, phones, etc.	Unknown
	Sound System	20,000
	Podium	1,000
	Conference Room Table	1,000
	TOTAL Known Costs	\$161,500

Back Up Documents:

[Quote for remodel 206-207-208](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance or reserve fund

DRAFT



RESIDENTIAL AND COMMERCIAL CONTRACTOR
 PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
 ROC#261021

December 12, 2012

**Town of Camp Verde
 BUDGET NUMBERS FOR PROPOSED RELOCATION OF COUNCIL CHAMBERS**

Listed below are some approximate costs associated with renovating Rooms 206, 207 and 208 to accommodate the Council Chambers/conference area and storage room. These costs are based off a site visit, and no architectural plans provided by Owners

This is to serve as a guide for budgeting purposes only and should not be construed as a bid.

DEMOLITION

- Bathroom/Shower 800
- Ceiling Tiles 3,000
- Flooring Tile 2,400
- HVAC 900
- Interior walls 300
- Windows 2,400
- Mold/Asbestos Abatement 5,000

WALL FRAMING	2,500
SHEETROCK	4,000
HVAC	18,000
ELECTRICAL/LIGHT FIXTURES	15,000
DATA/CABLING	4,000
DROP CEILING	7,600
INSULATION (WALLS/CEILING)	10,000
MISCELLANEOUS BLOCK REPAIR	600
FLOORING	8,900
WINDOWS	18,000
PAINTING	3,400
INTERIOR DOORS/HARDWARE	3,000
CABINETS/SHELVING	16,500

Possible floor tile and ceiling tiles
 Fur out block walls, new wall sections
 Cover block walls & new walls
 two energy efficient units, new ducting
 New panel, energy efficient lights
 Projector, USB, computer, data
 Standard 2' x 4'
 Ceiling & walls
 Various repairs needed
 Commercial grade glue down
 Dual pane, fixed, Low E, energy efficient
 Interior
 Security type doors

MISCELLANEOUS

- Permit
- Sales Tax
- Bonding

Town of Camp Verde Capital Improvement Plan

CLERK OFFICE-Project Request

Name of Project:

Archives & Public Records Storage Facility/System & Council Office/Conference Room

Project Description:

Improve Room 208 as facility in which to consolidate and archive the Town's permanent records from all departments into one location and provide Council Office & Conference Room

Why the Project is needed:

As defined in the Arizona Revised Statutes (ARS §41-1350) records are: "All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data contained therein..." Records as defined above are the property of the **STATE OF ARIZONA**. They are in no sense personal property, nor are they the property of a specific agency or political subdivision (ARS §41-1347).

Town records, such as current minutes, deeds, contracts, agreements, studies, etc. are stored in the Clerk's Office in filing cabinets that are unsecured and non-fireproof. Historical and/or inactive records are 'archived' in the girl's shower area of the Community Center. This area is also unsecured and non-fireproof. Neither facility offers the protection that these important records require. Other Town records are located in backrooms that are also unsecured.

Statutes require records to be stored in secure and climate-controlled areas with an environment that is free of dust, insect and/or rodent infestation, and exposure to light. Until such time as an area is identified and improved, the state's records relative to the business and history of the Town of Camp Verde.

In addition, this space has sufficient room for a Council office and a conference room.

Staffing Required to Complete Project (FTEs and positions):

A contractor will be required to retrofit the Room 208 with climate/humidity controlling and install file storage systems. When complete, relocation, re-filing, and indexing records will be required. This is likely to take at least one FTE (Deputy Clerk) several months to complete.

Location of Project (if not already mentioned):

Proposed Room 208 (former Sanitary District Offices) or new construction, or another area that is of sufficient size to sustain the Town's growing records for the next 5-10 years.

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Room 208 – Construction (Includes Archival Room, Council Offices & Conference Room)	Included w/ 206-207 Council Chambers Project
2015/16	Filing systems (cabinets, shelving, map storage cabinets, etc.)	\$20,000

2015/16	Computer/Phone (IT Budget)	\$2,000

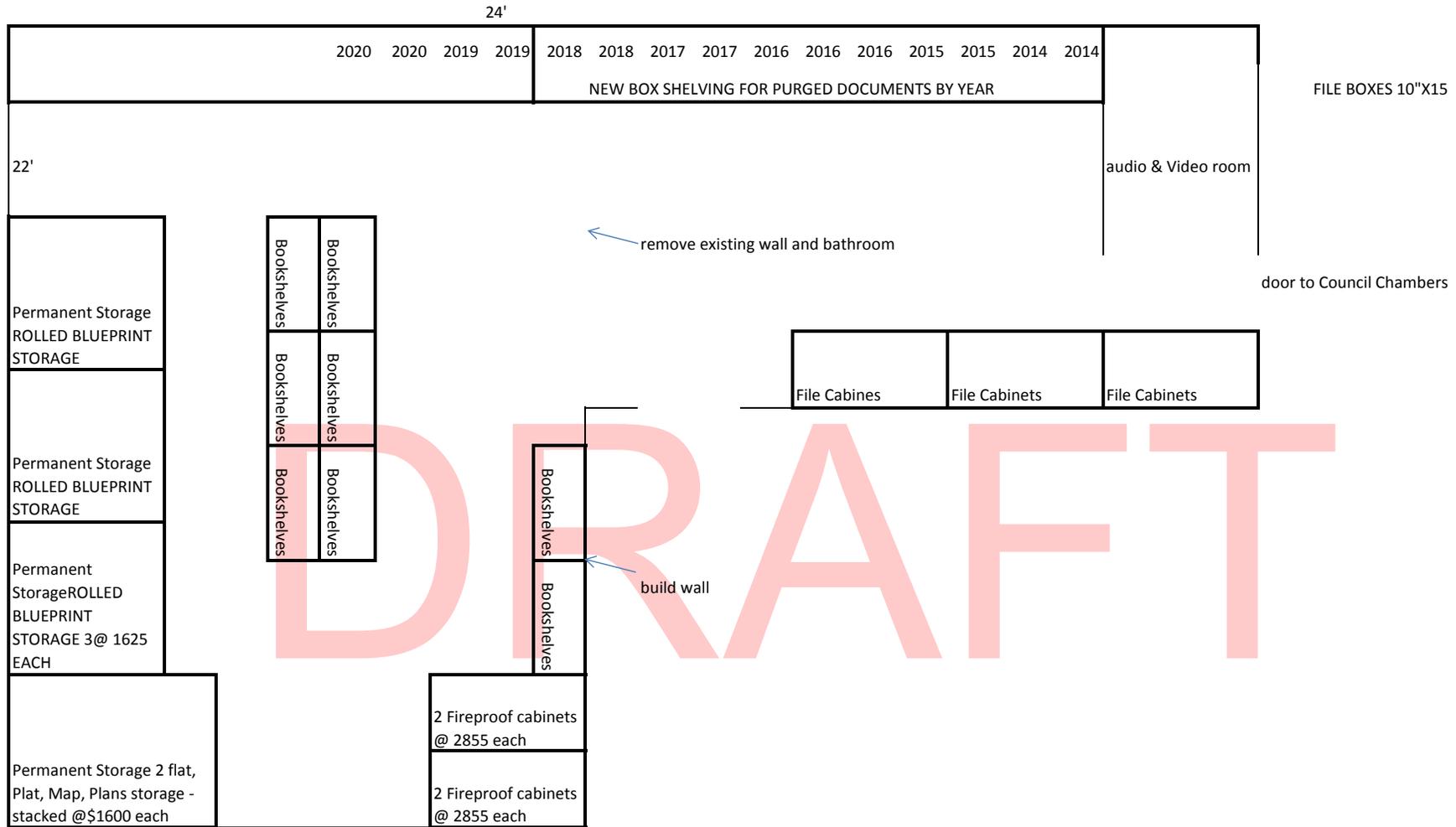
Back Up Documents:

[Storage 2012.xlsx](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Note: Accurate quotes/estimates are required from industry vendors for final budget; above amounts are in-house estimates only.

DRAFT



Hearing & Air Conditioning with Duct work

Electric Panel upgrade

construction - turn key ready

asbestos and mold abatement A-1500-3000 M\$500-4000 or more

Flooring 372 squar feet

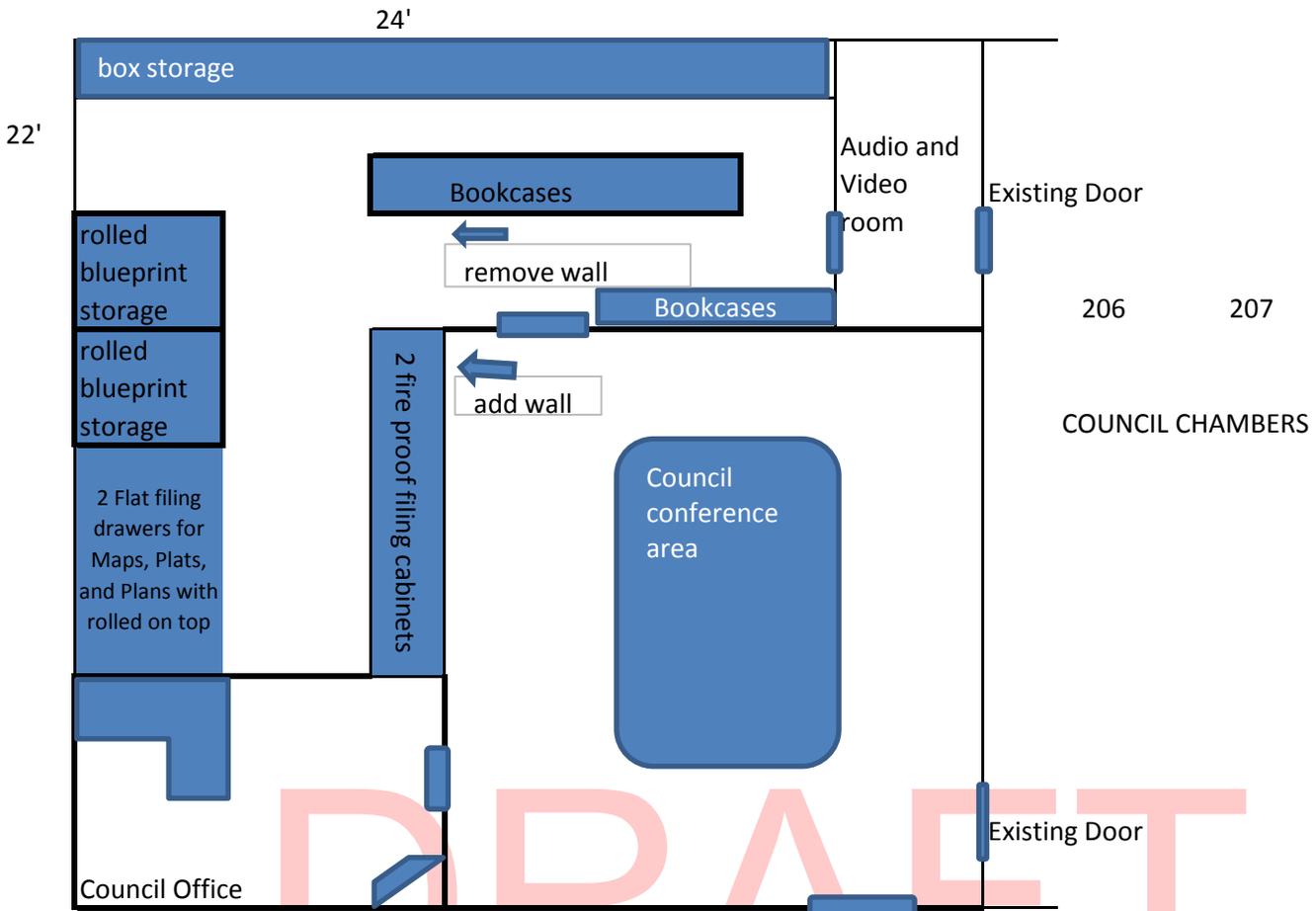
drop ceiling

flooring - Laminate engineered 1.99 - 8.17

carpeting .99 per square foot - up

240 Square feet current area

RECORDS STORAGE CIP



NOT TO SCALE

□ equals approximately 2 feet

372 Sq feet Proposed Storage compared to current 240 Square Feet

- Heating & Air Conditioning with Duct work \$30,000
- Electric Panel upgrade \$7,338
- construction - turn key ready \$50,000
- Asbestos and Mold Abatement \$500-???
- Drop Ceiling
- Flooring carpet tiles \$.99 - \$3.79

	cost per unit		w	d	h		
(3) Rolled Blueprint Storage	1624	x3	4872	42	36	76	Quill
(2) Flat File	1539	x2	3078	53	41	16"	TAB
(2) Fireproof Cabinets	2855	x2	5710	43	31		Sentry
(5) Shelving for boxes	569	x5	2845	77	24	78	Home Depot
			16505				

Current Shelving would have to be cut apart moved and re-welded together, not very cost effective

Town of Camp Verde Capital Improvement Plan

Clerk Office-Project Request

Name of Project:

Council Chambers Sound System (if current Chamber is not relocated)

Project Description:

Upgrade sound system in the current Council Chambers to include 9 desktop gooseneck microphones and a digital sound mixer; replace 4 speakers; and install audio components in an equipment rack.

Why the Project is needed:

Both the Court and the Clerk's Office use the Liberty System to record meetings. The sound system in the current Council Chambers is old and no longer working properly. Microphone repairs are frequent and expensive. We receive numerous complaints from the public about the sound quality during meetings. Further, the sound quality of the web audio is inadequate. A new sound system will digitally integrate the sound for both the Chamber and live web streaming of meetings. The proposed system is provided by JCG Technologies, which is the company that provides the Liberty Recording System, related services, and technical support. The new sound system will be fully integrated with the Liberty Recording System.

Staffing Required to Complete Project (FTEs and positions):

JCG Technologies will provide equipment and installation. Staff must identify and clear a secure space for the equipment rack. Some IT assistance might be needed as well.

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Replace sound system in the current Council Chambers	\$15,000
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

**Town of Camp Verde Capital Improvement Plan
Community Development-Project Request**

Name of Project:

Building Inspection Truck

Project Description:

New Truck for Building Inspections and related duties.

Why the Project is needed:

Current Truck is a Ford Ranger and has 115,200 miles. The current truck is a 2002 model and is requiring more mechanical maintenance as it has gotten older.

Staffing Required to Complete Project (FTEs and positions):

NA

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Building Inspection truck (4 wheel drive)	\$20,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Lease Purchase

Town of Camp Verde Capital Improvement Plan

Community Development-Project Request

Name of Project:

Community Development Office Remodel of customer and counter area.

Project Description:

Remodel to include newly located handicap access doors with new doors, handicap walk and wheelchair access and customer – counter area.

Why the Project is needed:

Currently, the Building and Planning Division Offices have the lunch room office separating the Building Division and Planning Division counter and customer service areas. With the proposed remodel, the lunch room interior walls would be lowered to counter height thus allowing for clear vision between the Building and Planning offices and allowing for a single counter area for the front counter staff to immediately recognize entrance of both the Building and Planning customers. Also, the new handicap access doors, proposed at the exterior center of the new customer area, would provide for required ADA, safer and more convenient access.

Staffing Required to Complete Project (FTEs and positions):

CD Staff would advertise for bids and monitor work progress of contractor

Location of Project (if not already mentioned):

473 S. Main St.

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Community Development Office remodel.	\$16,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General and / or Reserve Funds.

Town of Camp Verde Capital Improvement Plan

Court Office-Project Request

Name of Project:

New Court Room/ Office Area

Project Description:

Improve rooms 206/207 and old Sanitary District offices to house the Court Room, court staff offices, prosecutor office, defense office, victim waiting room and jury room

Why the Project is needed:

The new court facility in rooms 206/207 and old sanitary office will accommodate the future and current needs of this court. The current shared court room/ Council chambers do not meet the needs of the court. The prosecutor now uses the court room with a temporary cloth partition and she does not have privacy from the court proceedings, other defendants and attorneys. The court room also does not allow a room for defense attorneys to speak to their clients in private. Victims are also entitled to a private area/room away from the defendants. The current court room does not have a proper area for a jury box and a room for jury deliberations.

Staffing Required to Complete Project (FTEs and positions):

Either a contractor or a sufficient number of staff will be required to remodel the existing facilities to include removal of existing benches and debris. Walls will need to be painted; installation of heating/cooling, flooring, telephones, sound, and computer equipment will be required in both rooms. Current staff desks would be reused. The court room would require new judge's bench jury box and witness stand and seating to accommodate 50-60 people.

Location of Project (if not already mentioned):

Room 206-207 and 208

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Remodel Room 206/207 and Sanitary District Office to include the purchase and installation of phone and sound equipment required for court operations.	\$150,000 - \$200,000*

*Estimate Only, actual amount may vary.

Back Up Documents:

N/A

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund and some court enhancements funds

Town of Camp Verde Capital Improvement Plan

Library-Project Request

Name of Project:

Library Building

Project Description:

To build a new library to meet the needs of Camp Verde's growing community.

Why the Project is needed:

Our present facility was built in 1974 and is about 5,000 square feet. Since then, our population, collection and services have grown and we have outgrown the building. The current facility is not designed to meet the technological and interactive demands for modern library services as they have evolved throughout the years. In addition to lending material in a variety of formats from CD and DVD to Large Print books, library services today include, but are not limited to

- informal social gathering/interaction spaces
- rooms for programming & instruction for children, teens and adults
- assistance with eBooks, eBook readers and mobile devices
- access to computers, the Internet & WiFi
- computer labs for classes and one-on-one tutoring
- online services, classes and job-helps support
- continuing education opportunities and test-proctoring
- meeting space for citizens to interact with each other in large or small groups or quiet study

The present facility can provide some of these services to a limited degree and very inconveniently, but a facility that will allow us to provide all of those services at the highest possible level would benefit the community and allow library staff to grow and improve library services to more fully meet standards of excellence.

Staffing Required to Complete Project (FTEs and positions):

One additional fulltime Library Specialist and 2-3 additional part-time support staff will be needed to effectively run a library that is over twice the size of the current one. Professionals will need to be hired for architectural design, construction, etc.

Location of Project (if not already mentioned):

On Black Bridge Road between the current library and Rezzonico Park

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Finalize building design & site plan	\$284,000.00
2013/2014	Break Ground and commence construction phase	\$1,800,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance 1.8 million through local banks or USDA loan, Library Building donation funds, \$200,000 from the Mary Lyons Estate and continue to raise money through donations and grants throughout the project.

Town of Camp Verde Capital Improvement Plan

LIBRARY-Project Request

Name of Project:

Security Gates and CircIT Self-Checkout with Radio Frequency Identification (RFID) Equipment

Project Description:

Install security gates with people counters and RFID self-checkout and check-in stations as we build the new library.

Why the Project is needed:

This project, when used to its fullest potential, will allow us to offer self-checkout services to our patrons, provide better security for our materials and more efficient inventory control. Most importantly, CircTRAK it will reduce check-in errors that frustrate patrons when they are billed for material they have already returned. RFID technology will aide library staff in doing many tasks more accurately and efficiently, allowing them to focus on interacting with people instead of spending so much time processing material. The gates will provide security for library materials by sounding an alarm when items that have not been checked out are taken through. The people counter on the gates will give accurate figures for the traffic that comes in and out of the library. The CircIT self-checkout stations are simple enough for children and those who are not technology literate to operate and will allow patrons who want to, to help themselves instead of standing in line waiting to be helped. The CircIT software is intuitive and easy to learn reducing the time needed to train new volunteers to use the current library software. The RFID technology will permit patrons to stack all selected material on a pad and check it out at one time. RFID tags will enable librarians to perform inventory of library materials regularly so that an accurate list of items will show available to patrons using the online library catalog and an accurate count of items will be used in the YLN billing formula.

Staffing Required to Complete Project (FTEs and positions):

RFID tags will be applied to existing material under the direction of the Library Director by volunteers interested in special projects. New material will be tagged with RFID tags as they are processed into the system by library staff.

Location of Project (if not already mentioned):

The application of the RFID tags will take place at the current library in preparation for full utilization of the project in the new library as it is built between the current location and Rezzonico Park

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Acquire the tags and a workstation to program them	
2013/2014	Purchase and install security gates during building construction	\$20,000
2014/2015	Purchase and install CircIT self-checkout and checkin stations	\$40,000
2014/2015	Purchase and install CircTRAK	\$20,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

This project would cost about \$80,000. The Yavapai County Free Library District will be providing the RFID tags to be placed on library items and will pay half the costs of the software and hardware purchase. The cost of wiring for and installing security gates will be part of the construction design of the new building.

Town of Camp Verde Capital Improvement Plan

MARSHAL OFFICE-Project Request

Name of Project:

Animal Impound relocation to the industrial park (off Industrial Dr.)

Project Description:

Utilize the Industrial Park as an animal impound site. Purchase a prebuilt garage and add kennels, window air conditioner / heater, add insulation and plywood walls, desk area to the interior. Water and electric would need to be added.

Why the Project is needed:

Currently CVMO pays \$600.00 per month for 3 kennels at Montezuma Veterinary (\$7,200.00 annually). By utilizing a space at the Industrial Park owned by the Town, there would be an estimated \$10,500.00 cost with an annual electric/water reoccurring cost of approximately \$1,000.00. The new location would be a saving to the town in the long run and would be a permanent location for the animal impound.

Staffing Required to Complete Project (FTEs and positions):

Utilities (water/electric) hook up costs (\$300.00) and Public Works minimal assistance as needed for building placement etc. – 1 day.

Location of Project (if not already mentioned):

Off Industrial Dr.

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Relocate impound to industrial park	\$10,500.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Budget item / Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Expansion of the Property and Evidence Room (Option 1)	Total Project Cost: \$170,000.00
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Project Description:

The need to expand the property and evidence room will be necessary in fiscal year 2014/2015 in order to continue to hold additional items of property and evidence. **OPTION 1:** Add on to the existing room by hiring an outside contractor to add a 20x30 addition on the south side of the Marshal's Office. Rolling shelving would be added to the room. The current part-time staffing for this area would be addressed in the annual budget and a full time staff position would be requested. The following fiscal year 2015/2016 a Bar Code device and software compatible with the Spillman program is recommended to be purchased in order to track property/evidence and input items into the computer.

Why the Project is needed:

The current room size of the property and evidence room is approximately 900 sq ft. the current room is at 80% capacity and severely limited in options for expansion.

Staffing Required to Complete Project (FTEs and positions):

Utilize an outside contractor for remodel and utilize an outside contractor to install shelving

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

Fiscal Year	Activity	Cost
2014/2015	Remodel existing Property/Evidence Room using contractor	\$85,000.00
2014/2015	Add rolling shelves	\$40,000.00
2015/2016	Purchase Bar Code Device and software for Spillman system	\$45,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance – budgeted item

Town of Camp Verde Capital Improvement Plan

Marshal Office-Project Request

Name of Project:

Expansion of the Property and Evidence Room (Option 2)

Total Project Cost: \$252,500.00

Project Description:

The need to expand the property and evidence room will be necessary in fiscal year 2014/2015 in order to continue to hold additional items of property and evidence. **OPTION 2:** Move the dispatch center to a secondary location (Teen Center) and remove the adjoining wall between property/evidence and dispatch to expand the property and evidence room. This project would require moving the entire dispatch unit as well as remodeling the room. Rolling shelving would be added to the room. The current part-time staffing for this area would be addressed in the annual budget and a full time staff position would be requested. The following fiscal year 2015/2016 a Bar Code device and software compatible with the Spillman program is recommended to be purchased in order to track property/evidence and input items into the computer.

Why the Project is needed:

The current room size of the property and evidence room is approximately 900 sq ft. the current room is at 80% capacity and severely limited in options for expansion.

Staffing Required to Complete Project (FTEs and positions):

Bid contractor for remodel project. DPS employees. Century 21 employees. 2 FTEs Public Works employees.

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

Fiscal Year	Activity	Cost
2014/2015	Remodel project to be completed by outside contractor	\$50,000.00
2014/2015	2 Public works employees FTE's to move desks and equipment	\$5,000.00
2014/2015	Relocate ACJIS terminals, phone systems and hardware equip	\$100,000.00
2014/2015	3- Door security systems for entry into building and dispatch	\$7,500.00
2014/2015	Re-inforce interior walls for sound	\$5,000.00
2014/2015	Rolling shelves	\$40,000.00
2015/2016	Bar Coding device and software for Spillman system	\$45,000.00

Back Up Documents:

Contractor estimate

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Improve radio reception and coverage for portable radios and vehicle radios Total Project Cost: \$115,000.00

Project Description:

There is a need to improve police radio reception and coverage throughout Camp Verde and surrounding locations. Currently there are locations where Officers cannot get out on their portable radios and/or reception is very poor. This includes vehicle radio reception and clarity. In order to have better radio coverage, there are three areas that need to be addressed.

1. Upgrade the portable radio's by replacing current portable radios
2. Add a Voting system (satellite radio identifier) which would be placed strategically in 3 locations within the jurisdiction of Camp Verde to include the Tribal Nation.
3. Adjust the Tower antenna for better reception.

Why the Project is needed:

The current police portable radios and vehicle radios have poor reception and clarity. This is an officer safety issue based on the fact that dispatchers and other officers need to be able to understand what is being transmitted to ensure the officer is clearly being understood. With the terrain being mountainous, it is necessary to purchase a voting system which is similar to cell phone towers that allow multiple identification sources for the police radios. In addition to adding the Voting system – an adjustment to the Tower antenna would need to be done in conjunction. New portable radios with antennas attached to the portable microphones will provide an additional step to the necessary steps to ensure adequate operability.

Staffing Required to Complete Project (FTEs and positions):

Contracted services

Location of Project (if not already mentioned):

Marshal's Office, several locations in Camp Verde jurisdiction

Project Timeline:

Fiscal Year	Activity	Cost
2014/2015	Voting System installation	\$65,000.00
2014/2015	Adjust Tower Antenna	\$10,000.00
2015/2016	25 Portable Radios	\$30,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant, Rico, Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Police Records Section Remodel

Project Description:

The records section is out growing the current space and will be in need to have additional space. It is being recommended that a remodel of the current records section be expanded by 16 X 20 into the courtyard of the Marshal's Office. This would provide space necessary to store records and allow for the additional space needed for the records section.

Why the Project is needed:

The need for additional space in the records section

Staffing Required to Complete Project (FTEs and positions):

Bid contracted service

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

Fiscal Year	Activity	Cost
2016/2017	Remodel project to add 16X20 addition to records section	\$50,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Detective Unit Relocation to Teen Center

Total project cost: \$9,000.00

Project Description:

As the Marshal's Office continues to grow and the need for space becomes an issue. It is recommended that the detective unit be relocated to the Teen Center.

Why the Project is needed:

This will free up office space for patrol, VIPs, sergeants and ACO's

Staffing Required to Complete Project (FTEs and positions):

FTEs for 2 Public Works employees for 3 days total of \$3,000.00

Location of Project (if not already mentioned):

Marshal's Office

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Move desks and computers to Teen Center – wiring hook up	\$1,000.00
2015/16	Partitions for office	\$5,000.00
2015/16	Staffing required for project	\$3,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance

Town of Camp Verde Capital Improvement Plan

Marshall Office-Project Request

Name of Project:

Replacement of Dispatch Consoles

Project Description:

The current 4 dispatch consoles are 6 years old and will need to be replaced within the next 5 years to ensure upgraded operability with compatibility with a digital system and Spillman technology.

Why the Project is needed:

In order to continue to be compatible with digital systems and upgraded technology

Staffing Required to Complete Project (FTEs and positions):

Contracted service

Location of Project (if not already mentioned):

Marshal's Office Dispatch

Project Timeline:

Fiscal Year	Activity	Cost
2017/2018	Replace and Upgrade 4 dispatch consoles	\$36,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant or RICO

Town of Camp Verde Capital Improvement Plan

Marshal Office-Project Request

Name of Project:

Patrol Vehicle Replacement Plan (Option 1)

Project Description:

The Marshal's Office currently has 13 vehicles that are usable. There are currently 17 patrol positions leaving 4 positions without vehicles. 5 of the 13 usable vehicles have over 90,000. miles and need to be replaced immediately. 5 vehicles could be purchased this fiscal year with an additional 5 vehicle purchases in July of 2013, which would bring the fleet to 18 usable vehicles. The vehicles would be purchased on a 5 year buyout program where they could be purchased for \$1.00 at the end of the lease program.

Why the Project is needed:

5 patrol vehicles need to be replaced immediately with filling vacant positions the Marshal's Office will be short 5 patrol vehicles. The lease option would support the 10 vehicles needed with a minimal annual cost.

Staffing Required to Complete Project (FTEs and positions):

VIP is being trained and currently working with the Marshal on the project

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Replace 5 patrol vehicles	\$41,500.00 annual lease for 5 yrs w/\$1.00 buy out
2014/2015	Replace 5 patrol vehicles	\$41,500.00 annual lease annual lease for 5 yrs w/\$1.00 buy out
2017/2018	Replace 4 patrol vehicle	\$36,000.00 annual lease for 5 yrs w/\$1.00 buy out

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Lease-purchase

Town of Camp Verde Capital Improvement Plan

Marshal Office-Project Request

Name of Project:

Patrol Vehicle Replacement Plan	(Option 2)
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Project Description:

The Marshal's Office currently has 13 vehicles of which 8 have 60,000 miles or more. There are currently 17 patrol positions leaving 4 positions without vehicles. It is being recommended that the Town purchase 14 new patrol vehicles which would completely update the fleet for the next 5 years.

If 14 vehicles were purchased, fleet would consist of 14 new vehicles, 2 with less than 45,000 miles and 3 with less than 30,000.00 miles. The vehicles would be purchased on a 5 year buyout program where they could be purchased for \$1.00 at the end of the lease program.

Why the Project is needed:

10 police patrol vehicles are desperately needed to operate patrol. 4 additional vehicles will need to be replaced within 3 years.

Staffing Required to Complete Project (FTEs and positions):

VIP is being trained and currently working with the Marshal on the project

Project Timeline:

Fiscal Year	Activity	Cost
2014/2015	14 police vehicles, equipped with radios, fully equipped police package	\$581,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Lease-purchase

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Black Bridge Improvements

Project Description:

Protect the Bridge from scour by armoring the bridge supports, replace the bearing pads, replace the guardrail, and replace the deck seals.

Why the Project is needed:

Black Bridge was built in 1975 and is the only Town owned Bridge that crosses the Verde River. Over the years Black Bridge has served the community well enduring numerous flood events and the daily wear and tear. Black bridge is in surprisingly good shape for its age but needs some critical improvements to extend its service life.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Black Bridge on Montezuma Castle Highway

Project Timeline:

Fiscal Year	Activity	Cost
2015-16	Design, acquire permits and environmental clearances	\$150,000
2016/17	Install Scour Prevention, replace bearing pads, guardrail, & Seals	\$892,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grant and HURF

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Acquisition of Sanitary District

Project Description:

Acquisition of the Camp Verde Sanitary District after it is approved by public vote. The approval process will require the voters within the Sanitary District to elect to dissolve the Sanitary District and the Town's voters to approve assuming responsibility for and the control of the Sewer System as a Town utility.

Why the Project is needed:

A municipality the size of Camp Verde, that is certain to grow in the future, should own and operate the utilities within their corporate boundary. As a Town we have better opportunities for grants and a much greater capacity for loans/debt for the funding necessary to maintain the existing system and to expand the sewer services to more residents. The goal of any municipality should be to ensure community health, safety, and lower environmental impacts while providing dependable services to the community at an affordable rate. Within our jurisdiction we need to be expanding the sewer services to as many residents as practical to; improve public health and safety, reduce the number of existing septic systems, and provide sanitary sewer for all new development in this Town.

Staffing Required to Complete Project (FTEs and positions):

1-FTE Deputy Public Works Director to manage the Utility Division Operations. (the Deputy Director position would assist the Director with the management of all of the public works divisions; streets, maintenance, stormwater, fleet, & utilities) It is assumed that the Sanitary District employees will be retained. 1-FTE Sewer System/Plant Operator, 2-FTE Utility Maintenance Workers, 1-FTE Accounts Manager, & 1-FTE Admin. Assistant.

Location of Project (if not already mentioned):

Town of Camp Verde and the Waste Water Treatment Plant

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Bring acquisition question to the voters in March 2013	To Be Determined

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, WIFA Grants, Finance and Utility Billings

Town of Camp Verde Capital Improvement Plan

Public Works/Engineering Project Request

Name of Project:

Acquisition of Camp Verde Water System: Privately Owned

Project Description:

Purchase the Camp Verde Water System (CVWS) and its assets from its current owners, retain current CVWS employees, and operate the Water System as a Town Utility.

Why the Project is needed:

A municipality the size of Camp Verde, that is certain to grow in the future, should own and operate the utilities within their corporate boundary. As a Town we have better opportunities for grants and a much greater capacity for loans/debt for the funding necessary to maintain the existing system and to expand the water system services to more residents. Water is a valuable asset to any community and the ability to provide quality water at a reasonable rate to as many of our resident as possible would be our goal.

Staffing Required to Complete Project (FTEs and positions):

1-FTE Deputy Public Works Director to manage the Utility Division Operations. (the Deputy Director position would assist the Director with the management of all of the public works divisions; streets, maintenance, stormwater, fleet, & utilities) It is assumed that the CVWS employees will be retained. 1-FTE Water System supervisor, 2-FTE Utility Maintenance Workers, 1-FTE Accounts Manager, & 1-FTE Admin. Assistant.

Location of Project (if not already mentioned):

Town of Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
2016/17	Acquire Camp Verde Water System	\$6,500,000*
	*most recent valuation	

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, WIFA Grants, Finance and Utility Billings

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Facilities Comprehensive Plan

Project Description:

Hire a consultant to evaluate the existing condition and capacity of all Town facilities in order to prepare a comprehensive plan that would best suit the business needs of the Town. The consultant would begin by working with the various departments to understand our current and future business needs. Once the assessment is complete, a plan will be developed that will provide a practical road map to move forward with any necessary changes or remodels for all facilities. By doing this we will have a better idea of the "Big Picture" as it relates to our needs for our future.

Why the Project is needed:

Most if not all Town facilities need to be updated to accommodate modern technology, population growth, energy efficiency and overall functionality.

Staffing Required to Complete Project (FTEs and positions):

Public Works Director and staff creating the Scope of work and working with professional consultants

Location of Project (if not already mentioned):

Town Complex and grounds

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Consultant Fee for Planning Stage	\$35,000

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Geographic Information System (GIS) Mapping and Information Technology Services

Project Description:

Purchase Computer and Software to accurately map and build a data base of the Town's Infrastructure and assets.

Why the Project is needed:

The purpose of the County's GIS is to show property and parcel configurations, mapping, aerial imagery, and to provide property ownership data and physical attributes for all of the properties in Yavapai County. The Yavapai County GIS is helpful however; it is often not very accurate. Typically it does not show the correct alignment of the ROW and, because it is not its intended purpose, does not show utility locations. As Camp Verde moves into the future, adds services, population increases the accurate mapping of Town roads, properties, utility locations, and ROW will become a critical need for managing growth. It is only with accurate mapping of Town infrastructure, that includes all data and attributes that good planning and successful growth can occur.

Staffing Required to Complete Project (FTEs and positions):

1-FTE with IT and GIS experience and Training. The duties would include providing mapping and data bases for Streets, Stormwater, Water & Sewer Utilities, and Planning and Zoning along with IT services.

Location of Project (if not already mentioned):

Public Works Administration Office.

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Hire FTE and Purchase computer, Plotter, GIS Software and Office Furniture/Equipment	\$105,000(\$80,000 of total for Salary +Benefits)
2015/16	1 FTE Salary & Benefits	\$80,000
2016/17	1 FTE Salary & Benefits	\$80,000
2017/18	1 FTE Salary & Benefits	\$80,000
2018/19	1 FTE Salary & Benefits	\$80,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

The project would be funded by a combination of General Fund, Grant, and HURF monies.

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Old Highway 279 Improvements

Project Description:

Design, Engineer and then construct drainage and street improvements on the 1-mile unimproved section of Old Highway 279 in Camp Verde. The improvements will include; street and drainage design work, installation of several box culverts, and approximately 1-mile of asphalt paving.

Why the Project is needed:

There is an approximate 1-mile stretch of unimproved road that exists as portion of Old 279 in Camp Verde. This section of road causes severe dust issues during the dry season and is sometimes impassible during the monsoon season due to the inadequate drainage infrastructure. This section of Old 279 crosses several washes including Cherry Creek and will require installation of large box culverts to carry the flows. The road currently exists as a 2-lane gravel road that needs to be widened and paved to include a center turn lane to support the commercial development planned for that area.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Manager, and Administrative staff time is required to contract this project out.

Location of Project (if not already mentioned):

HWY Old 279 in Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Engineering <i>Design</i> of Drainage and Road Improvements	\$95,000
2015/16	Construct Drainage and Road Improvements	\$850,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP, HURF and General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/ENGINEERING Project Request

Name of Project:

Public Transit System

Project Description:

Establish a public transit in Camp Verde by partnering with existing local, regional, and state transit systems: Cottonwood Area Transit System (CATS), Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA), and ADOT's Federal Transit Administration (FTA). The first step would be to conduct a public transit feasibility study to identify service goals, objectives, profiles and user of a potential bus system. The Town could then work towards setting up a IGA with CATS and NAIPTA to establish bus stop with in Camp Verde and working with ADOT FTA to purchase public busses for the new route.

Why the Project is needed:

There are numerous residents of Camp Verde that have been using the Transportation voucher program to receive subsidized cab rides with the Verde valley over the last 4-5 years to visit medical, government, and commercial establishments that they could not otherwise have been able to afford transportation to. In the Verde Valley CATS is the only existing public transit system in operation and has shown interest in partnering with the Town of Camp Verde to provide service between Camp Verde and Cottonwood. This service would provide transportation at a reasonable price.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Administrative Staffing will be required. An Additional FTE position of Public Works Analyst will be need for this project and the numerous CIP projects that need to be managed in the present and future.

Location of Project (if not already mentioned):

Town Wide, Bus Stop locations will be determined by the study

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Transit Feasibility Study	\$60,000 (Town Match \$15,000)
2014/15	Initial Funding of Operations, Administration, and the Purchase of New Buses	\$735,000 (Town Match \$146,500)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching ADOT FTA Grant, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Main Street Banners, Flags and Holiday Decorations

Project Description:

Purchase new banners, flags and holiday decorations for the brackets on the Main Street Light poles.

Why the Project is needed:

The flags, banners and holiday decorations are several years old; they show wear from their use and exposure to the elements. The banners, flags and holiday decorations are seen by citizens and travelers to our Town, and set a tone for the event they advertise.

Staffing Required to Complete Project (FTEs and positions):

Staff time to research and price the flags, banners and holiday decorations: 10+ hours with possible review by Council

Location of Project (if not already mentioned):

Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Flags and Banners	\$15,000
2014/15	Holiday Decorations	\$10,000
2015/16	Holiday Decorations	\$10,000
2016/17	Holiday Decorations	\$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Gym and Kitchen Remodel

Project Description:

Remodel Kitchen:, new Appliances including a commercial stove, cooktop to meet the American National Standards Institute, cabinets and fresh paint. Kitchen needs to be brought up to the current electrical and plumbing codes. Add HVAC to Kitchen which currently has an evaporative cooler.

Repaint Gym

Remodel Restrooms making them ADA Compliant, with new fixtures, stalls, hot water.

Why the Project is needed:

The Gym, Kitchen and Restrooms receive constant use. The restrooms are not ADA compliant and stalls are falling apart and currently don't have hot water. Kitchen appliances are old and failing.

Staffing Required to Complete Project (FTEs and positions):

Staff time to prepare scope of work and bid documents, maintenance, contractors and volunteers.

Location of Project (if not already mentioned):

395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2013/2014	Remodel Gym, Kitchen and Restrooms	\$120,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund (*possible* donation of equipment and time - this would have to be researched and may not be an option)

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE-Project Request

Name of Project:

Gymnasium Flooring & Bleachers

Project Description:

Refinish wood floor and install bleachers that meet current safety standards. Remove the existing bleachers from the gym. Remove the finish on the wood floor by sanding, then make necessary repairs to a clean floor surface, apply stain, markings and sealer. Then install new bleachers. Prep and paint walls in gym, hall, restrooms and kitchen.

Why the Project is needed:

The solid wood floor in the gym is original. It has been at least five years since the floor has been refinished. Over time and the constant use it gets, the floor becomes rough and has some warping. The refinishing project is a necessary preventative maintenance that will extend the useful life of the floor and prevent a possible unsafe (trip/fall hazard) environment for the public. The bleachers are also original, they have not been inspected or maintained by a professional and lack current safety features such as guardrails, smaller openings between the footboard/seat boards that help to prevent potential fall hazards. Opening and closing the bleachers is done manually and is very strenuous, the wood bleachers are heavy and the expandable mechanism is difficult to fully open and close. They will be replaced with aluminum, lightweight folding bleachers meeting current safety standards. Finally, the room and attached areas require prep work and a fresh coat of paint.

Staffing Required to Complete Project (FTEs and positions):

Work will be contracted to a third party. Staff time to prepare scope of work for manage the bid process and oversee the projects.

Location of Project (if not already mentioned):

Gymnasium in the Public Works Building at 395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Refinish Gymnasium Floor	\$17,000
2012/13	Bleachers	\$40,000
2012/13	Bleachers Option to add Back Support	\$11,000
2012/13	Install Electrical Power for Bleachers	\$2,500

Back Up Documents

[Bleacher Seating](#)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP



8742 N. 78TH AVE.
PEORIA, AZ 85345
(623) 939-8126 PH
(623) 939-2526 FAX
www.arizonacourtlines.com

January 2nd, 2013

Re: **Camp Verde Middle School**
Camp Verde, AZ

The following is our detailed proposal as a manufacturer/supplier for the telescoping bleachers for the above referenced project:

Bleacher Seating (Irwin Telescopic)

3 each Model 4500 Electrically Operated Telescoping Bleacher
22'-0" plus end rails x 7 Seating Rows

TOTAL PRICE (Furnished and Installed): \$ 39,887.00

Add for Plastic Folding Back Supports: \$ 10,195.00

Matt Alfrey
matt@arizonacourtlines.com

Exclusions:

Any and all electrical, any and all demo, general liability coverage for general contractor completed operations, subrogation, permits, performance bonds and taxes.

Add for Power 2500.00

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Remodel Public Works Entry Area

Project Description:

Security and function improvements: Install pony walls with counter tops, a gate open up a customer service window in the wall adjacent to the front entrance, paint walls and replace worn, stained carpet.

Why the Project is needed:

The current configuration of the Public Woks entrance does not adequately provide for a reception area; this allows access to the entire building by anyone without proper monitoring by staff. The proposed remodel would control entry into town offices and provide improved access and work surfaces for better customer service and safety for employees. The entry door does not fit properly, causing maintenance issues, and the gap allows cooling and heat to escape, the door is all glass and not energy efficient. New carpet and paint in the entrance and front hall is needed.

Staffing Required to Complete Project (FTEs and positions):

Project management of the bid process and coordinate contracted work

Location of Project (if not already mentioned):

395 S Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Remodel Public Works entrance	\$22,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Remodel Room 304

Project Description:

Remodel Room 304 (The Old Weight Room) so that it can be used as a meeting room or office space for public and private use. The project includes window repairs, drywall repair, painting, interior & exterior lighting improvements and new flooring.

Why the Project is needed:

Room 304 would have more value to staff and the community as a meeting room than its current use as a storage room. In the past, room 304 has served as the community weight room and more recently a storage room. The walls need repair and paint, new lighting, new flooring and optional drop ceiling to hide the duct work.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to manage bid process and project work.

Location of Project (if not already mentioned):

Public Works Building: room 304 on the East side of the Town's Gym

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Remodel Room 304	\$30,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund /CIP

Town of Camp Verde Capital Improvement Plan

Public Works- MAINTENANCE - Project Request

Name of Project:

Repairs to Historical Society Building

Project Description:

Repair and/or replacement of the masonry and mortar between the limestone blocks of the Historical Society Building.

Why the Project is needed:

The Historical Society building, originally built as a school in 1914- 1915, is constructed from limestone blocks that were cut from the hills surrounding Camp Verde. Masons laid the blocks and filled the joints with mortar mixed from the sand and fine gravel available in the immediate area. Over the years, repairs and maintenance made to the exterior consisted of covering the original stone with several layers of paint; if joint mortar was cracked or missing it was not replaced or it was crudely patched with concrete. When campus buildings were painted in 2012, the many layers of paint were sand blasted from the limestone walls, exposing the original white blocks and mortar. The exposure has highlighted the unique historic building on our campus but has also revealed the need to make professional repairs that closely match the original materials and craftsmanship. The work should be done by an expert in order to maintain the integrity of the building and enhance it aesthetically without impacting the historical merit.

Staffing Required to Complete Project (FTEs and positions):

Administration to prepare bid and manage work progress

Location of Project (if not already mentioned):

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Mortar Repair of Historical Building	\$ 28,000

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Possible Grant funds, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Replace Doors on 300 Building

Project Description:

1. Replace the double doors at the Gymnasium Hollamon St. entrance with Card Reader system
2. Replace Single door at Gymnasium rear entrance
3. Replace double doors to Public Works Building (see also Public Works entry remodel)

Why the Project is needed:

The front and rear entrance doors of the Gymnasium and front entry doors to Public Works building have been vandalized, repaired and refurbished many times. We have been directed to provide keys to citizens allowing them 24-hour access to Gymnasium without a way to track entrance /exit. Staff has had to clean up trash and human waste; the gym mats have been removed and not stored properly. Replacing the double doors at the Gymnasium entrance on Hollamon Street with a card reader system will provide a record of entry and exit, allow staff to electronically deny access, and offer better control. The rear door to the Gymnasium would be replaced with a new heavy metal door that would not be accessible with the card reader it would have standard key lock – keys to the rear door would not be given out for casual public use. The front door to the Public Works building has a very large gap between the double doors making it very inefficient for heating/cooling. A new door would be more energy efficient and be more secure.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. Staff to prepare and manage bid process and supervise the project.

Location of Project (if not already mentioned):

395 S Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Replace Gymnasium Doors and Card Reader System	\$20,000
2014/15	Replace Double entry doors to Public Works	\$10,000**

** See Public Works Entry Remodel – replacing the door with that project is preferred

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Structural Repair and Replace the Shingle Roof on the Gymnasium, Room 304 & 306

Project Description:

Make Structural repairs, remove and replace the shingle roof on the Public Works Building: Gymnasium, Rooms 304 & 305

Why the Project is needed:

The roof structure over rooms 304 and 306 was not constructed to withstand the weight of the HVAC units and two layers of roofing. The roof is worn, weathered stressed and leaking. Due to the age and condition, repairs are becoming less efficient. Potential damage to the gym floor can be costly and new leaks are discovered with each storm. The new roofs will match the roofs installed in 2011 on the Administration and 200 Building.

Staffing Required to Complete Project (FTEs and positions):

Re-roof project will be awarded to most responsible bidder, maintenance Foreman and Admin to prepare scope of work manage the bid process and the contracted work.

Location of Project (if not already mentioned):

395 S Main St

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Structural roof repairs, remove & re-roof the gym, rooms 304 & 306 of the Public Works Building	\$135,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Roll Shutters for Public Works Building

Project Description:

Install Roll Shutters on the south windows of Finance, and Public Works offices in the Public Works Building

Why the Project is needed:

Added security, provides additional heating/cooling efficiency and sound proofing, and enhances the aesthetics of the building

Staffing Required to Complete Project (FTEs and positions):

Staff will obtain competitive bids and oversee the contractor doing the installation

Location of Project (if not already mentioned):

300 Building

Project Timeline:

Fiscal Year	Activity	Cost
2103/2014	Roll Shutters for Public Works Building	\$13,025

Back Up Documents:

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Tractor Backhoe Attachment

Project Description:

Purchase Backhoe Attachment

Why the Project is needed:

A Backhoe Attachment to the Kubota Tractor will be efficient for smaller projects and in tight spaces. Where the use of a large backhoe would damage fields and grounds.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman/Admin Research Compare features and price, obtain Bids

Location of Project (if not already mentioned):

395 S Main St- Maintenance Department

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Kubota Backhoe Attachment	\$17,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/ CIP Possible lease purchase

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE-Project Request

Name of Project:

Upgrade Electrical Service Panel on 200 Building

Project Description:

Replace the existing 200-amp Electric Service Panel on the 200 Building with a 400-amp Electric Service Panel

Why the Project is needed:

The existing 200-amp electric service panel does not provide sufficient capacity for the electrical demands of a modern building calling for sufficient energy to operate multiple office machines such as computers, printer, and copiers and faxes all running concurrently with the HVAC unit. Prior to updating or re-Purposing any of the individual rooms, sufficient electric power and wiring will be required. Replacing the exiting 200-amp panel with a new 400-amp, 40-circuit Electric Service Panel will allow future upgrades (such as removing the evap. Coolers and installing HVAC Units) and remodeling or re-purposing the rooms to more modern spaces that will support current technology used for public presentations or office space. *This project is required prior to any remodeling or repurposing of rooms in the 200 building.*

Staffing Required to Complete Project (FTEs and positions):

Staff time to research /compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/ some Administration assistance.

Location of Project (if not already mentioned):

435 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Electric Service Panel	\$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/MAINTENANCE -Project Request

Name of Project:

Replacement of Maintenance Vehicles

Project Description:

Purchase New Maintenance Vehicles to replace our aging fleet

Why the Project is needed:

The current fleet of Maintenance Vehicles is aging, the frequency and expense of repairs is more frequent and costly.

Staffing Required to Complete Project (FTEs and positions):

Staff time to research compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/some Admin. Assistance. Vehicles may be replaced through the bid process, State surplus or States contract.

Location of Project (if not already mentioned):

Maintenance Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Dump Truck	\$32,000
2013/14	¾ Ton Diesel/Gas Pick-up	\$25,000
2013/14	¾ Ton Diesel/Gas Pick-up	\$25,000
2014/15	Van-Janitors	\$20,000
2015/16	2-Golf Carts (gas)	\$24,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP, or Lease Purchase

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Parks and Rec: Butler Park Improvements

Project Description:

Additions and improvements at Butler Park. Including playground equipment, tennis court, new hardscape and shading.

Why the Project is needed:

Butler Park gets almost constant use. The picnic area, playground and athletic fields all can benefit from improvements to the infrastructure (sidewalks, lighting, planters, benches & Ramada) and amenities (additional playground, drinking fountain, tennis court). The tennis court is so dilapidated that complete restoration is required. Both safety and aesthetic upgrades are needed to bring the park to the status of its utilization.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman, Maintenance Lead, Maintenance Workers will do some infrastructure work, improvements that require special equipment or expertise will be awarded through the bid process and managed by staff.

Location of Project (if not already mentioned):

Butler Park: 1214 Garner Lane

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Ramada and Picnic Area, Refurbish Tennis Court, perimeter fencing, add seating	\$66,000
2014/15	Playground structure	\$40,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Park Improvements/CIP or possible Grant opportunities

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Camp Verde Trails System

Project Description:

Construct an Urban Trail System that links neighborhoods together and to Downtown, the parks, the river, school, and the Outpost Mall areas. The trails would be constructed with concrete or paving whenever practical but could also have an aggregate surface.

Why the Project is needed:

There already exists numerous dirt trails throughout the town that have been worn in by the sheer determination to get somewhere on foot or bicycle. Upgrading these trails and adding more new trails will not only improve the walking/biking experience of those who currently use them but would encourage others to use alternate means of transportation to get places with some exercise and at the same time save money on gas.

Staffing Required to Complete Project (FTEs and positions):

The streets and maintenance crews could build a lot of these, PW Project Manager and Administrative staff time will be required to contract out some sections of this project.

Location of Project (if not already mentioned):

Throughout Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Improve Existing Trails and Build new Trails	\$15,000
2014/15	Improve Existing Trails and Build new Trails	\$15,000
2015/16	Improve Existing Trails and Build new Trails	\$15,000
2016/17	Improve Existing Trails and Build new Trails	\$15,000
2017/18	Improve Existing Trails and Build new Trails	\$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

Matching Grants, Park Fund, HURF, and General Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Community Park

Project Description:

Develop Community Park Site (Council adopted the Master Plan November 12, 2008).

Why the Project is needed:

Throughout the Community Park Master Plan process it was clear the number one priority for the Park was to establish baseball and soccer fields. Current facilities are insufficient to meet the needs of the community. The Town currently has one baseball field that is used for the entire Little League program with over 400 children. AYSO has approximately the same number of children in the soccer program, using one (1) soccer field and the outfield of the baseball field for games. The potential to host tournaments that could contribute additional tax dollars into our community is one more compelling reason to develop the park.

Staffing Required to Complete Project (FTEs and positions):

Public Works Project Manager, Maintenance and Admin. to prepare and manage bid process, & oversee project

Location of Project (if not already mentioned):

Parks & Rec.: Community Park at SR-260 and McCracken Ln.

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Develop primary and alternate Entrances, Fence perimeter, Well, Utilities, Irrigation, Lighting and Roadway infrastructure	\$ 795,000
2014/15	Fully develop 2 Baseball fields and Restroom	\$ 750,000
2015/16	Concession Stand and 1 Soccer field, Hiking Path	\$ 585,000
2016/17	Maintenance Facility, Playground, 1 Baseball Field, Restroom	\$ 700,000
2017/18	2- Tennis Courts, Basketball Court, Ramada's and Picnic Area	\$ 525,000
2018/19	Soccer Field, Basketball Court, BMX Course	\$ 375,000
<i>Estimated total over first five years</i>		\$ 3,730,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund, possible grant or finance

**Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request**

Name of Project:

Community Pool Upgrades

Project Description:

Grade and pave the outer hillside around pool to establish useable space and use concrete permeable or pervious pavers to re-surface picnic table area.

Why the Project is needed:

Chemicals from the pool run out into these areas and kill the grass, creating a muddy mess. This project will cut down on mud on pool deck and dirt in the pool and also provide the community with a more useable space to relax around the pool.

Staffing Required to Complete Project (FTEs and positions):

Completed by Contractor Maintenance Supervisor- Admin Asst. for Bid Docs.

Location of Project (if not already mentioned):

Camp Verde heritage Pool on Apache Trail

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Community Pool Upgrades	\$29,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund, CIP Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Rezzonico Park Development

Project Description:

Design plans would be the first requirement for the development of Rezzonico Park to locate water, power landscaping and amenities. Staff suggests the area has sufficient space for four ramadas with tables & Bar-B-Q's, an exercise trail with exercise stations, and possibly a play structure.

Why the Project is needed:

Improvements will visually and structurally enhance the river front next to Black Bridge; an area that is seen and used by the citizens and visitors to our Town. It will add additional recreational and leisure space for the Town.

Staffing Required to Complete Project (FTEs and positions):

Some infrastructure items can be completed by staff, additional staff time required to manage the bid process for construction and structures that staff cannot complete.

Location of Project (if not already mentioned):

Blackbridge Loop Rd-Rezzonico Park

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Design Plans	\$ 18,000
2014/15	CIP Annual expenditures to be utilized for specific improvements based on the approved design plans and scheduled first by order of construction priority, and then as determined by need/use	\$ 45,000- \$ 50,000
2015/16		
2016/17		
2017/18		
2018/19		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, etc.):

General Fund /CIP

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION-Project Request

Name of Project:

Heritage Pool Splash Pad

Project Description:

Install a Splash Pad at Heritage Community Pool

Why the Project is needed:

A splash pad adds another dimension to the pool. It's a good way to cool off without having to get in the pool; younger children, that may not know how to swim, can start their pool experience here.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Supervisor and Administration staff to complete bid. Work will be completed by Contractor

Location of Project (if not already mentioned):

Camp Verde Heritage Pool located on Apache Trail

Project Timeline:

Fiscal Year	Activity	Cost
2015/2016	Splash Pad	\$80,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Grant, Park Fund or General Fund

Town of Camp Verde Capital Improvement Plan
Public Works/PARKS & RECREATION -Project Request

Name of Project:

Top Dresser/Material Handler

Project Description:

Purchase a Top Dresser/Material Handler for the Maintenance Division to maintain the football/soccer, baseball fields and other grass areas in local parks and Town Campus.

Why the Project is needed:

A Top Dresser/Material Handler will be used by the Maintenance crew to maintain the playing fields and grass areas of the parks and town Campus. After heavy use from baseball, football and soccer our fields are pocked with divots, these can be hazardous to the public causing someone to trip or fall and injure legs or ankles. Heavy storms and weather can also contribute to turf damage. If the divots are not filled in, they can dry out and cause further damage to the turf. The Top Dresser will be used to spread compost, sand and soil amendments to the turf. The top Dresser is able to spread these materials very quickly and evenly in wet or dry conditions making this an economical and efficient equipment purchase.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to research options & manage bid process

Location of Project (if not already mentioned):

395 S Main Street – Maintenance Division

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Top Dresser/Material Handler	\$18,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP – Lease Purchase

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Annual Stormwater Improvements Projects

Project Description:

Each Year staff will identify the most critical Stormwater issue that requires attention. The types of projects and work required will range from installing culverts, clearing and re-grading existing channels to improving flow, rebuilding and improving detention basins, installing drywells to relieve flooding issues, installing Stormwater Pollution Prevention devices, and rip-rapping channels to prevent erosion.

Why the Project is needed:

Currently there is a large back log of stormwater improvement projects that need to be done to relieve the numerous flooding issues around Town; including many small to medium size (\$5,000 to \$30,000) stormwater improvement projects. The State and Federal Government Environmental Protection Agencies require communities to prevent stormwater pollution from reaching rivers and streams, each annual project that is funded will help to meet these mandates and keep us in compliance.

Staffing Required to Complete Project (FTEs and positions):

Smaller projects can be completed by streets staff (4 FTE). PW Project Manager and Administration staff time will be required to contract out the more involved projects.

Location of Project (if not already mentioned):

Throughout the Town of Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Complete selected stormwater improvement projects	\$30,000
2014/15	Complete selected stormwater improvement projects	\$30,000
2015/16	Complete selected stormwater improvement projects	\$30,000
2016/17	Complete selected stormwater improvement projects	\$30,000
2017/18	Complete selected stormwater improvement projects	\$30,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, Grants funding from Yavapai County

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Cliffs Parkway Drainage Basin Improvements

Project Description:

Redesign and reconstruct the existing basins: at (1) Cliffs Parkway and Hollamon Street
(2) Cliffs Parkway and State Hwy 260
Reconstruct the basins by additional depth, reshaping the sides and slope, re-contour the layout, and install a drainage weir (barrier/dyke) system in each.

Why the Project is needed:

The current configuration of both basins do not provide for water retention. As designed, they allow the water to pass-through, which contributes to the excessive runoff being handled by the drainage system downstream and adds to the possibility of flooding issues. The redesign and reconfiguration of the basins will provide for water retention and flow regulation, thus slowing the downstream flows and lessen the possibility of flooding to the downstream landowners.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials and One additional FTE to assist existing crew in the reconstruction of basin

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Storm Water –Cliffs Parkway Basin Phase I	\$25,500
2014/15	Storm Water –Cliffs Parkway Basin Phase II	\$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT particle funds, CIP, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Gaddis Wash Drainage Improvements

Project Description:

Installation of two box culverts in Gaddis Wash at Industrial Drive, re-establishment of the Gaddis Wash channel, and armoring of the channel sides with rip-rap rock work. The work will be accomplished in annual stages over a five year period starting with the first box culvert installation under the paved portion of Industrial Dr.

Why the Project is needed:

The Gaddis Wash is a major drainage channel with a large drainage basin area. During heavy rainfall, runoff from basin overflows Industrial Drive, blocking access to several businesses and flooding the area. The wash is adjacent to the Public Works Yard, it was identified as a needed improvement when we purchased the property.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Management, Administrative, and Street Crew staff time will be required to design, purchase materials, and build the improvements in house.

Location of Project (if not already mentioned):

Industrial Drive and the Gaddis Wash

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Install box culverts in Industrial Drive and clean & stabilize wash	\$ 45,000
2014/15	Re-establish the Channel and Rip-Rap the sides (250 feet)	\$ 7,500
2015/16	Install Box Culvert in Gaddis Wash for access to P/W Yard off Industrial Dr.	\$ 25,000
2016/17	Re-establish the Channel and Rip-Rap sides (250 feet)	\$ 8,500
2017/18	Re-establish the Channel and Rip-Rap sides (250 feet)	\$ 9,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/Stormwater, CIP, *possible* County grant

Town of Camp Verde Capital Improvement Plan

Public Works/STORM WATER-Project Request

Name of Project:

Hollamon St., Main Street, & Town Complex Drainage

Description:

Install an underground system of Stormwater Piping and Collection Basins to collect the runoff resulting from storm events. The underground system would be along Hollamon Street, Main Street, and the Town Complex, and would be constructed in the existing Town Rights-of-Way. The project would be completed in two phases.

Why the Project is needed:

The current system is all above ground and consists of a few curbs and gutters along with small drainage swales (shallow channel). The lack of a complete system contributes to the flooding on Main Street and also impacts several of the business owners on Main Street. Installing an underground collection system with catch basins located along Hollamon Street, Main Street, and the Town's parking lots would eliminate a substantial amount of the stormwater flows we currently experience. Removal of the surface runoff would provide the added benefit of safer streets for the Town's residents and general public during and after a storm event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process and project construction

Location of Project (if not already mentioned):

Streets Division of Public Works Department : Hollamon Street, Main Street, and Town Complex

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Hollamon St., Main Street, & Town Complex	\$ 225,750
2016/17	Hollamon St., Main Street, & Town Complex	\$1,675,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/County Flood Mitigation Funding/ CIP and General Fund contribution will be required

Town of Camp Verde Capital Improvement Plan

STORM WATER-Project Request

Name of Project:

Murdock Road Drainage Project

Project Description:

Construct 8,000 lineal foot of road side ditch along both sides of S. Murdock Road with culverts at each driveway and road connection to Murdock Rd.

Why the Project is needed:

Currently there are no drainage facilities on Murdock Rd., flooding occurs at each rain event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Administrative staff to manage bid process and construction project

Location of Project (if not already mentioned):

S. Murdock Road

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Excavate 8,000 lineal foot of road side ditch, install culverts	\$ 85,000

Back Up Documents:

N/A

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, HURF, possible County Grant

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Crack Seal Machine

Project Description:

Replace the 22-year old Crack Seal Machine with a new Crack Seal, Crafc0 Super Shot 125DC

Why the Project is needed:

The Crack Seal machine used by the Street Crew is approx. 22 years old and has been repaired many times. Due to the age of the machine, parts are getting more difficult to find. The crack seal machine is an integral part of the Street's Division preventive maintenance annual schedule. It is used by the Street Crew to apply approx. 9,500 pounds of sealant to an average of 65 lane miles of roads each year. Sealing road cracks prevents water from penetrating the pavement which causes rapid deterioration of the road. The new unit comes equipped with an air compressor that is used to clean debris from the cracks in the road prior to applying the sealant. This feature is more efficient, and will save time and money as currently the crew performs an extra step using a separate compressor and walking the same road twice to prepare and clean the cracks and then apply the sealant.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain bids for most competitive pricing.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Crack Seal, Crafc0 Super Shot 125DC	\$55,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Lift Gate

Project Description:

Replace the tail gate of the one- ton dump truck with a flip-style lift gate.

Why the Project is needed:

The crew currently uses their own physical power to lift and load heavy or awkward objects into the back of any of the truck beds. Not only does this expose the crew to possible on- the- job injury, it is very inefficient. Replacing the tail gate on the Street Crew's one- ton truck with a flip-style lift gate, capable of lifting up to 1,600 lbs., will help to reduce injury and expand the use of the truck, by making it more efficient to lift and carry heavy objects to and from the job site.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Fleet-up Date Lift Gate for one –ton dump Truck	\$10,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Heavy Equipment - Materials Crusher

Project Description:

Purchase of a Materials Crusher

Why the Project is needed:

This equipment is used to break-down the millings and materials used to construct and/or rebuild the paved road surfaces the town maintains. At this time the Town has approx. 125,000 ton of millings in storage with another 300,000 to be delivered this year. Currently the town contracts out the job of crushing the millings and has to work around the schedule of the contractor due the limited number of contractors and season of year the work needs to be completed.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Road Equipment- Materials Crusher	\$250,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/ CIP and possible General Fund Contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Heavy Equipment - Materials Spreader

Project Description:

Purchase of a Materials Spreader/Handler in order to apply cinders and sand to the streets.

Why the Project is needed:

The Town is currently without any type of materials spreader. This equipment is used by the Street Crew to apply sand to the road surface for street Chip Sealing and Crack Sealing projects, the spreader will make this work more efficient and reduce overall time and materials cost. A Materials Spreader is also used during icing conditions to apply cinders or sand to bridges and streets to help prevent skidding and potential serious injury. One type of spreader is a Hopper Box insert which fits into a truck bed or tail gate; this type of spreader would provide the town with a unit that can be used by the Street Crew without the need to hold a CDL, and it will fit into the one ton truck we currently own.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain most competitive pricing for the equipment. Thereafter, the spreader will be used by Staff in their regular maintenance duties.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Streets Materials Spreader	\$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funds/Lease Purchase/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Nine Wheel Roller/Compactor

Project Description:

Purchase of Nine Wheel Roller/Compactor

Why the Project is needed:

The Town does not own a Nine Wheel Roller Compactor. A Nine Wheel Roller is a compactor that is used in the construction and repair of roads, driveways and parking lots. The roller is applied to the surface for the compaction of asphalt and base road layers. Currently the Town rents this equipment when it is required for the repair and construction of asphalt surfaced roads. The Street Crew is able to construct and repair roads in house using the millings the Town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage the bid process.

Location of Project (if not already mentioned):

Streets Yard

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Nine wheel roller	\$25,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase /CIP/Possible contribution from General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Padfoot/Sheep's Foot roller Compactor

Project Description:

Purchase of Padfoot /Sheep's foot Roller Compactor

Why the Project is needed:

This type of Padfoot /Sheep's foot Roller Compactor can be pulled behind equipment the Town currently owns. A padfoot/sheepsfoot is typically used for compacting fine-grained soils and clay and is helpful breaking up and compacting bedrock. Currently the town rents this equipment to repair and construct asphalt roads, these roads are constructed from the millings the town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2016/17	Padfoot /Sheep's foot Roller Compactor	\$25,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF/Lease Purchase/ CIP possible General Fund Contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Powerscreen

Project Description:

Purchase of Dry Screen Plant – Powerscreen

Why the Project is needed:

Millings are ground up asphalt from a road surface; the millings can be mixed with aggregates and a petroleum binder and reused in new paving projects. The Powerscreen is used to separate the gradation (according to size), of millings and materials used to construct and reconstruct the roads that the Town maintains. The milling materials are loaded onto a screen that will reject material that is too large and then sort the smaller pieces by size. The Town currently has approx. 125,000 tons of millings in storage with another 300,000 to be delivered this year (the millings were given to the Town by ADOT from re-pavement projects on I-17). Currently the town contracts out for this screening service and has to work around the schedule of the contractor due the limited number of contractors with this equipment and season of year the work needs to be completed. This piece of equipment will enable the Street Crew to better schedule projects and open possible opportunities for projects that we currently can't do.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works.

Project Timeline:

Fiscal Year	Activity	Cost
2017/18	Road Equipment – Powerscreen	\$125,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Sidewalk, Curb, and Gutter Replacement and Development Program

Project Description:

To construct new or reconstruct the existing sidewalks, curbs, and gutters throughout the Town as needed.

Why the Project is needed:

In many sections of Town the current condition of the existing sidewalks, curbs, and gutters are deteriorating due to age, construction activities, vehicular traffic, and Stormwater erosion. Also, many locations throughout Town lack pedestrian connectivity; new connecting sidewalks are required to facilitate safe movement of foot traffic. Curbs and gutters are needed to direct, control, and manage the stormwater runoff that currently is causing damage to the towns roads.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials/ One FTE to assist existing crew in the construction or reconstruction of the program and ongoing maintenance

Location of Project (if not already mentioned):

Streets Division of Public Works Department - throughout Town

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Sidewalks – Replacement and Development Program	\$ 20,900
2014/15	Sidewalks – Replacement and Development Program (+4.5%)	\$ 21,840
2015/16	Sidewalks – Replacement and Development Program (+4.5%)	\$ 22,822
2016/17	Sidewalks – Replacement and Development Program (+4.5%)	\$ 23,848
2017/18	Sidewalks – Replacement and Development Program (+4.5%)	\$ 24,921

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Sign Truck

Project Description:

Purchase a Full-size, ¾ ton two, wheel drive, Truck w/ generator, & compressor

Why the Project is needed:

Over the next (6) six years the Town is required to replace all signs within our Town boundary to meet the Federal Highway Administration's (FHWA) mandatory sign reflectivity and letter styling regulations. The mandate's program schedule states: over the next three years the Town will have to replace approx. 1,150 regulatory signs, the following three years require that the remaining warning and street identifying signs be replaced. The town currently doesn't have the equipment to in place to efficiently and safely remove and install the required signs. With the purchase of a vehicle equipped with a generator and compressor, the crew will be able to perform the replacement requirements, keeping the town in compliance and grant eligible. The truck will be used to maintain the existing signs thereafter.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Sign Truck	\$ 25,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding, FHWA Grants/NACOG, CIP and possible General Fund

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Skiploader

Project Description:

Purchase of Skiploader Tractor equipped w/ front end loader 1 cubic yard & Gannon blade w/ rippers

Why the Project is needed:

To maintain the approx. 200 lane miles of shoulders the town relies on the Caterpillar blade to smooth and grade the shoulder. In most cases the blade is scraping a shoulder with a width of 2' to 5' and the 14' blade can damage the edge of the pavement quite easily. In addition, traffic is always a concern and the larger Caterpillar requires that we use extra crew for flagging. The Skiploader can perform the same task with greater efficiency and safety for the crew and traveling public. The Skiploader tractor will be equipped with a Gannon blade, usually 4' – 5' in width that will scrape and smooth out the material as well as contain material so it can be moved if necessary.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Skiploader Tractor Equipped w/ Loader & Gannon blade	\$ 35,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

SR260 & Industrial Drive/Goswick Way

Project Description:

ADOT to upgrade the existing intersection of State Route Hwy 260/Industrial Drive/Goswick Way: installation of a Two Lane Roundabout to facilitate safer and more efficient vehicular movements while providing greater access to the business community located within the area.

Why the Project is needed:

SR 260 south of I-17 Exit 287: the current bifurcated road system and left turn lanes installed by ADOT has proven to be problematic for the safe movement of vehicular and pedestrian traffic entering and exiting the businesses. With the current pattern of restricted vehicle movement crossing from east to west bound and vice-a-versa on State Hwy 260 as well as Industrial Dr. and Goswick Way, and the absence of pedestrian crossings forces the public on foot to compete with vehicles on the roadways. This also leads vehicles to improperly cross through the turn lanes due to their configuration and location; adding to the confusion and treacherous conditions for the public.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department : at SR 260 South of I-17

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Streets Construction – Roundabout Intersection (construction)	\$450,000 Matching Grant

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT Funding/TE-21 Grants/HSPM Funding/PARA Grant/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Steel Wheel/Drum Vibratory Roller

Project Description:

Purchase a Steel Wheel / Drum Vibratory Roller (this equipment has a front wheel that is a vibrating drum, rear tires are pneumatic to achieve compaction density and smoothness)

Why the Project is needed:

Currently the town rents a vibratory roller, to compact asphalt, when making repairs of or constructing asphalt surface roads; these roads are repaired and constructed using the millings the town has secured from ADOT stored at the Public Works yard. When small or individual pot-hole repairs are made the crew has to use one of their vehicles, they make several forward/backward movements to compact the patch, not only is this inefficient and ineffective it puts stress on the vehicle's transmission. Because this type of compactor is smaller than the more expensive heavy machinery used for large freeway projects, it is a cost effective investment to accomplish the final compaction on our regional roads. The size makes it versatile and could be used for parking lots and driveways and for much of the basic infrastructure work to be done at the Streets Yard on Industrial Drive.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2015/16	Steel Wheel/Drum Vibratory Roller	\$27,750

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/ CIP and possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Street Sweeper

Project Description:

The replacement of the Town's 26 year-old Streets Sweeper with an updated Class 7 type Streets Sweeper

Why the Project is needed:

The current Streets Sweeper is a class 7 type; it is approx. 26 years old with approx. 10,000 hrs. of use. Due to its age, parts both for the running chassis and sweeping system are getting more difficult to locate. As the age of the current sweeper grows the maintenance and repair cost grows exponentially. A class 7 sweeper is a vacuum-type sweeper that sweeps, picks-up & contains the road debris.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2014/15	Street Sweeper	\$ 125,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works/STREETS-Project Request

Name of Project:

Tire Replacement Program

Project Description:

Over the next three years schedule to replace the tires on the Street's equipment and large vehicles starting with the most worn and unsafe for road travel.

Why the Project is needed:

Equipment such as backhoes, mowers, dump trucks, loaders and blades are essential tools to accomplish the many tasks required of the Street Crew as they maintain, repair and construct the road system, drainage channels and Rights of Way throughout Town. The crew does much of the regular maintenance to keep all their equipment in safe working order. However, tires cannot be changed by staff. The Crew has evaluated the six pieces of large equipment and reported that the current condition of the tires is approaching the danger point for safe operation. Staff has placed the equipment on a tire replacement timeline.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain competitive bids

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2013/14	Tire Replacement– Blade, Backhoe R., Auto Cart Water Truck	\$ 27,250
2014/15	Tire Replacement– Loader, Mower F.	\$ 8,376

F=Front R=Rear if nothing, all tires need replacement

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF /CIP possible General Fund



Town of Camp Verde

Meeting Date: April 3, 2013

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible direction to staff to prepare a final draft of the revised Position Classification and Salary Plan for Council approval

List Attached Documents:

1. Salary Plan
2. Job Descriptions for Public Works Analyst and Plans Examiner

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head: Russ Martin (comments included in report)
- Town Attorney Comments:
- Finance Department

Fiscal Impact: Impact should not have an affect the departmental budgets in this fiscal year as any changes will need to be offset with other budget savings within the department.

Budget Code: N/A Amount Remaining: N/A

Comments:

Background Information:

The Classification Plan has had a couple of amendments in the past and this is an attempt to codify those changes, representing more accurately the jobs that employees have been tasked with during the economic downturn.

Recommended Action (Motion):

Direct staff to make any changes to the Position Classification and Salary Plan, adding job descriptions for Public Works Analyst and Plans Examiner and establishing the salary range for these positions.



Public Works Analyst

Department:	Public Works	Revised Date: 09/12/12	September 2012
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GENERAL PURPOSE: Under the general supervision of the Public Works Director, performs a variety of administrative and technical duties providing support to the Public Works Department; performs research to identify and track funding opportunities, prepares a wide range of grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines ensures compliance with reporting requirements funding agencies; prepares reports and presentations for Council and other meetings; monitors department operational and capital project budgets; works with the Finance Department to ensure that revenues and expenditures are properly accounted for and that invoices and progress payments for material and work are paid; acts as liaison with the public and contractors providing up to date information regarding bids, CIP projects, billings, work orders; project progress and timelines, on-line auctioning of Town property, and performs other related duties as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Assist Public Works staff with capital projects including preparation of technical specifications, development of project timelines; addendum; change orders; periodic pay estimates; project files; or any other task associated with project administration. Prepares contract documents including specifications, cost estimates, labor utilization, schedules and budgets for various public works projects.
- Prepare staff reports and presentations for Town Council and other meetings, attends Council meetings, conferences, seminars, and community functions as directed.
- Develops monitors and manages the budgets of the Public Works Department including operational budgets, capital improvement budgets, provides monthly budget updates to division managers and assists the managers in overseeing their budgets.
- Works with division managers to ensure that purchasing procedures are understood and followed.
- Selects, supervises and evaluates the performance of the Public Works Administrative Assistant position; provides for staff training and development opportunities; implements disciplinary and termination processes as necessary.
- Review grants and funding literature from local, state, federal and national foundations to identify resource availability; prepare grant applications and grant administration activities in partnership with other governmental agencies.
- Organize, write, and coordinate written applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposal, and grant opportunities; coordinate the work of others who may assist in the application process.

Job Description

- Monitor Public Works activities to ensure adherence to grant timelines and budgets; coordinate and/or submit requests for extensions and amendments as necessary.
- Responds to council, citizen, and staff questions, concerns, complaints, and requests for information regarding streets, drainage, and facilities; prepares work orders and reports on the status of action taken on the issue.
- Utilize the public on-line auction to sell surplus Town/public property.
- Performs general administrative work including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, and other duties as required.

MANAGERIAL RESPONSIBILITIES:

This Position supervises the Public Works Administrative Assistant and other staff as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

An Associate's degree or equivalent in accounting, business, public administration, economics or a related field, with a minimum of five years of progressively responsible experience in public administration and/or construction administration; municipal and/or private sector budgeting, accounting, and finance methods; grant funding research and administration. Related experience may be considered as a substitute for educational requirements

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Incumbent may be required to obtain specific technical certifications.

Required Knowledge of:

- Town policies and procedures.
- Applicable Federal, State and local laws, ordinances, rules, regulations and policies.
- Principles of municipal and private sector budgeting, accounting, and finance methods;
- Principles and practices of grant writing, administration, and accounting.
- Standards for accounting for financial transactions and preparation of financial reports.

Required Skill in:

- Perform required mathematical computations with accuracy.
- Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.
- Work safely and promote a safe working environment.
- Use a personal computer, accounting applications, data, scheduling, and project management software.
- Prepare clear, concise and competent reports, correspondence and other written materials.
- Effectively and clearly communicate orally and in writing with staff, members of the public, commissions, contractors, and the Council.
- Develop and maintain effective working relationships with staff, Commission members, residents, contractors, and Council members.
- Ability to organize, analyze, and manage large amounts of data and records.

Job Description

Physical Demands / Work Environment:

- Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.



Plans Examiner

Department:	Community Development	Created Date:	3-25-2013
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GENERAL PURPOSE: Under minimum supervision, examines building plans of new residential buildings for compliance with the adopted technical building codes and other applicable regulations and ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Reviews residential building plans for compliance with the adopted technical building codes and ordinances.
- Answers questions from and assists the public regarding the codes and application process regulating building construction.
- Maintain records and reports as needed in accordance with the policies and procedures of the department.
- Trains new employees in procedures for completion of assigned duties.
- Acts as liaison with other divisions and applicants through the preliminary code review process for residential projects and small commercial projects.
- Performs other job specific duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent: AND three year's of experience with municipal or county building permit processes and working with the International Code Council building codes.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Residential Plans Examiner certification is required within one year of hire. Incumbent may be required to obtain additional technical certifications.

Required Knowledge of:

- The organization of the ICC building codes in their different sections, Town adopted amended technical codes and all codes adopted by the Town pertinent to residential construction.
- Geography, roads and landmarks of the Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.
- Reading and interpreting building plans and specifications, and applying Town adopted codes and policies.
- Analyzing situations accurately, making independent decisions on the application of the Town adopted building codes and following established procedures.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an office environment with light physical demands and in the field verifying accurate and adequate representations of submitted building plans on an as needed basis as determined by the Plans Examiner directly or the Building Official.

Town of Camp Verde
Salary Plan

Draft 04/03/13

Position	Range		Minimum	Midpoint	Maximum
Deputy Town Clerk; Children's Librarian E Recreation Supervisor; Building Inspector	49	Annual	\$35,044.00	\$44,184.00	\$53,324.0
		Bi-weekly	\$1,347.85	\$1,699.38	\$2,050.9
		Hourly	\$16.85	\$21.24	\$25.6
Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman Civilian Investigator; Public Works Analyst	48	Annual	\$34,189.00	\$43,106.00	\$52,023.0
		Bi-weekly	\$1,314.96	\$1,657.92	\$2,000.8
		Hourly	\$16.44	\$20.72	\$25.0
Assistant Planner; Accountant; Plans Examiner	46	Annual	\$32,542.00	\$41,029.00	\$49,517.0
		Bi-weekly	\$1,251.62	\$1,578.04	\$1,904.5
		Hourly	\$15.65	\$19.73	\$23.8
HR Specialist; Special Events Coordinator; Code Enforcement Officer	45	Annual	\$31,748.00	\$40,029.00	\$48,309.0
		Bi-weekly	\$1,221.08	\$1,539.58	\$1,858.0
		Hourly	\$15.26	\$19.24	\$23.2
Lead Maintenance Worker	44	Annual	\$30,974.00	\$39,052.00	\$47,131.0
		Bi-weekly	\$1,191.31	\$1,502.00	\$1,812.7
		Hourly	\$14.89	\$18.78	\$22.6
Dispatcher; Records Specialist; Senior Equipment Operator	43	Annual	\$30,219.00	\$38,100.00	\$45,981.0
		Bi-weekly	\$1,162.27	\$1,465.38	\$1,768.5
		Hourly	\$14.53	\$18.32	\$22.1
Administrative Assistant Permit Technician	42	Annual	\$29,481.00	\$37,170.00	\$44,860.00
		Bi-weekly	\$1,133.88	\$1,429.62	\$1,725.3
		Hourly	\$14.17	\$17.87	\$21.5
Court Clerk Finance Clerk	40	Annual	\$28,061.00	\$35,379.00	\$42,698.00
		Bi-weekly	\$1,079.27	\$1,360.73	\$1,642.2
		Hourly	\$13.49	\$17.01	\$20.5
Library Specialist Equipment Operator	39	Annual	\$27,376.00	\$34,517.00	\$41,657.0
		Bi-weekly	\$1,052.92	\$1,327.58	\$1,602.1
		Hourly	\$13.16	\$16.59	\$20.0
Animal Control Officer	38	Annual	\$26,709.00	\$33,675.00	\$40,641.00
		Bi-weekly	\$1,027.27	\$1,295.19	\$1,563.12
		Hourly	\$12.84	\$16.19	\$19.5
Records Clerk	37	Annual	\$26,057.00	\$32,853.00	\$39,649.00
		Bi-weekly	\$1,002.19	\$1,263.58	\$1,524.96
		Hourly	\$12.53	\$15.79	\$19.06
Animal Shelter Operator	36	Annual	\$25,422.00	\$32,052.00	\$38,682.00
		Bi-weekly	\$977.77	\$1,232.77	\$1,487.77
		Hourly	\$12.22	\$15.41	\$18.60
Maintenance Worker	34	Annual	\$24,197.00	\$30,508.00	\$36,818.00
		Bi-weekly	\$930.65	\$1,173.38	\$1,416.08
		Hourly	\$11.63	\$14.67	\$17.70
Senior Library Clerk Laborer	33	Annual	\$23,607.00	\$29,763.00	\$35,920.00
		Bi-weekly	\$907.96	\$1,144.73	\$1,381.54
		Hourly	\$11.35	\$14.31	\$17.27
Receptionist	32	Annual	\$23,031.00	\$29,038.00	\$35,044.0
		Bi-weekly	\$885.81	\$1,116.85	\$1,347.85
		Hourly	\$11.07	\$13.96	\$16.85
Library Clerk	29	Annual	\$21,386.00	\$26,964.00	\$32,542.0
		Bi-weekly	\$822.54	\$1,037.08	\$1,251.62
		Hourly	\$10.28	\$12.96	\$15.65
Janitor	28	Annual	\$20,865.00	\$26,307.00	\$31,748.0
		Bi-weekly	\$802.50	\$1,011.81	\$1,221.0
		Hourly	\$10.03	\$12.65	\$15.26

Town of Camp Verde
Salary Plan

Draft 04/03/13

Position	Range		Minimum	Midpoint	Maximum
Town Manager <i>E</i>	93	Annual	\$103,864.00	\$130,953.00	\$158,042.0
		Bi-weekly	\$3,994.77	\$5,036.65	\$6,078.5
		Hourly	\$49.93	\$62.96	\$75.9
Town Marshal	82	Annual	\$79,160.00	\$99,805.00	\$120,451.0
		Bi-weekly	\$3,044.62	\$3,838.65	\$4,632.7
		Hourly	\$38.06	\$47.98	\$57.9
Public Works Director/Town Engineer <i>E</i>	78	Annual	\$71,715.00	\$90,419.00	\$109,122.0
		Bi-weekly	\$2,758.27	\$3,477.65	\$4,197.0
		Hourly	\$34.48	\$43.47	\$52.4
Community Development Director <i>E</i>	77	Annual	\$69,966.00	\$88,213.00	\$106,461.0
		Bi-weekly	\$2,691.00	\$3,392.81	\$4,094.6
		Hourly	\$33.64	\$42.41	\$51.1
Finance Director <i>E</i>	73	Annual	\$63,385.00	\$79,917.00	\$96,448.0
		Bi-weekly	\$2,437.88	\$3,073.73	\$3,709.5
			Hourly	\$30.47	\$38.42
Economic Development Director <i>E</i>	72	Annual	\$61,839.00	\$77,968.00	\$94,096.0
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.0
		Hourly	\$29.73	\$37.48	\$45.2
Parks & Recreation Director <i>E</i> Commander <i>E</i>	72	Annual	\$61,839.00	\$77,968.00	\$94,096.0
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.0
		Hourly	\$29.73	\$37.48	\$45.2
Library Director <i>E</i>	69	Annual	\$57,424.00	\$72,401.00	\$87,377.0
		Bi-weekly	\$2,208.62	\$2,784.65	\$3,360.6
		Hourly	\$27.61	\$34.81	\$42.0
Special Projects Administrator <i>E</i>	68	Annual	\$56,023.00	\$70,635.00	\$85,246.0
		Bi-weekly	\$2,154.73	\$2,716.73	\$3,278.6
		Hourly	\$26.93	\$33.96	\$40.9
Town Clerk <i>E</i>	67	Annual	\$54,657.00	\$68,912.00	\$83,167.0
		Bi-weekly	\$2,102.19	\$2,650.46	\$3,198.7
		Hourly	\$26.28	\$33.13	\$39.9
Chief Building Official <i>E</i>	64	Annual	\$50,754.00	\$63,992.00	\$77,229.0
		Bi-weekly	\$1,952.08	\$2,461.23	\$2,970.3
		Hourly	\$24.40	\$30.77	\$37.1
Sergeant (Police)	62	Annual	\$48,309.00	\$60,908.00	\$73,508.0
		Bi-weekly	\$1,858.04	\$2,342.62	\$2,827.2
		Hourly	\$23.23	\$29.28	\$35.3
Senior Planner <i>E</i>	59	Annual	\$44,860.00	\$56,559.00	\$68,259.0
		Bi-weekly	\$1,725.38	\$2,175.35	\$2,625.3
		Hourly	\$21.57	\$27.19	\$32.8
Streets Supervisor/ Inspector	56	Annual	\$41,657.00	\$52,521.00	\$63,385.0
		Bi-weekly	\$1,602.19	\$2,020.04	\$2,437.8
		Hourly	\$20.03	\$25.25	\$30.4
Senior Accountant	55	Annual	\$40,641.00	\$51,240.00	\$61,839.0
		Bi-weekly	\$1,563.12	\$1,970.77	\$2,378.4
		Hourly	\$19.54	\$24.63	\$29.7
Deputy (police officer)	53	Annual	\$38,682.00	\$48,771.00	\$58,860.0
		Bi-weekly	\$1,487.77	\$1,875.81	\$2,263.8
		Hourly	\$18.60	\$23.45	\$28.3
Streets Maintenance Foreman	52	Annual	\$37,739.00	\$47,581.00	\$57,424.0
		Bi-weekly	\$1,451.50	\$1,830.04	\$2,208.6
		Hourly	\$18.14	\$22.88	\$27.6
Court Supervisor	50	Annual	\$35,920.00	\$45,289.00	\$54,657.0
		Bi-weekly	\$1,381.54	\$1,741.88	\$2,102.1
		Hourly	\$17.27	\$21.77	\$26.28



Town of Camp Verde

Meeting Date: April 3, 2013

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible direction to staff to prepare a final draft of the revised Town Personnel Policy Manual for Council approval by Resolution

List Attached Documents:

1. Redlined Employee Manual with staff committee proposed changes.

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head: Russ Martin** (comments included in report)
 Town Attorney Comments:
 Finance Department

Fiscal Impact: Impact should not have an affect the departmental budgets in this fiscal year as any changes will need to be offset with other budget savings within the department.

Budget Code: N/A **Amount Remaining:** N/A

Comments:

Background Information:

The Employee Manual changes come from a staff committee who spent time last year suggesting changes that were needed as well as updating provisions addressing law changes. Three sections have additional Town Manager edits, however he has not changed edits made by the staff committee and will comment during discussion as necessary on the proposed changes.

Recommended Action (Motion):

Direct staff to make any changes to the revised Employee Manual and Employee Classification and Salary Plan and prepare a resolution for adoption at a future meeting.



**Town of Camp Verde
Personnel Policy Manual**

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FORWARD

These personnel policies for the Town of Camp Verde have been designed, revised, approved, and implemented in order to provide each employee of the Town a clear and thorough understanding of the policies by which Camp Verde strives to operate, and the conditions under which employment with the Town is accepted or continued. Knowing what your responsibilities are to the Town and understanding which rights and privileges you enjoy will serve to optimize working conditions and result in a professional, safe, enjoyable, and efficient workplace.

Only the Camp Verde Town Council shall authorize amendments or additions to these personnel policies. Each Town employee shall then be advised of the amendment or addition and shall immediately adhere to it. No employee, supervisor, Department Head, or Council Member is authorized to make any oral representations or promises that vary from the provisions of these policies or that vary from departmental rules and regulations (if any) applicable to that employee's department. Any such oral representations or promises are hereby declared to be null and void and should not be relied upon by any employee. Neither this manual nor the personnel policies create an employment contract with employees.

Violations of these personnel policies will be perceived as a serious matter and may result in disciplinary or other administrative action.



PERSONNEL POLICIES AND PROCEDURES

Section 1 Purpose

A) These policies were developed to provide:

- 1) A written set of guidelines for human resources decisions;
- 2) A means of communication with employees, supervisors, and directors;
- 3) A framework for consistency and fairness in recruitment, selection, placement, promotion, retention, and separation of Town employees based upon employees' qualifications for a position;
- 4) A way to promote the Town's philosophy;
- 5) A tool to assist managers in the development of sound management practices and procedures; and
- 6) A means of protecting the legal interests of the Town in compliance with federal and state laws.

Section 2 Scope

- A) These policies and procedures apply to all employees of the Town of Camp Verde except elected officials; members of the boards and commissions; persons engaged under contract to supply professional or technical services; volunteer personnel who receive no regular compensation from the Town; and other personnel whom the Council may designate.
- B) In the event of conflict between these policies and procedures and the Town Code, ordinances, and resolutions, state or federal law, the terms and conditions of the Town Code, ordinance, state, or federal law shall prevail.

Section 3 Amendments and Revisions

- A) Amendments and revisions to these policies may be proposed to the Town Council through the Town Manager. The Council may, at its sole discretion by ordinance and/or resolution, change, amend, repeal, or modify these policies at any time, with or without notice. Amendments and revisions to these policies become effective upon their adoption by the Town Council.
- B) Amendments to these personnel policies may be adopted by a majority vote of the Town Council at any public meeting of the Council, after the proposed amendments have been submitted to the Council for consideration. Amendments and revisions may be proposed and adopted on the consent agenda.

Section 4 Personnel Policy Administration

Administration of the personnel policies is the responsibility of the Human Resources Director.

Section 5 Disclaimer

None of these provisions shall be deemed to create a vested contractual right for any employee or to limit the power of the Town Manager or Council to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

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POLICY 1-1 Equal Employment Opportunity

The Town of Camp Verde provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status in accordance with applicable federal laws.

Section 1-1-1 Non-Discrimination

The Town complies with applicable state and federal laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absences, compensation and training.

The Town also provides equal treatment for disabled employees who are able to perform, with reasonable accommodation, the essential tasks of the position. The town is not required to make such accommodation if it would impose an "undue hardship" on the business of the town. Undue hardship is an action, which would require significant difficulty or expense in light of the town's size, financial resources, and nature of the operation involved.

Section 1-1-2 Consequences of Prohibited Conduct

Violations of this policy may be cause for the full range of disciplinary action, up to and including termination.

Section 1-1-3 Equal Employment Opportunity Program

The Equal Employment Officer shall undertake the following actions to ensure equal employment opportunities in the Town:

- A) Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
- B) Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.



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- C) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability or status as a veteran in accordance with applicable federal laws.
- D) Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:
 - 1) Regular full time jobs must be open for a minimum of 10 working days.
 - 2) Jobs must be advertised to the broadest audience available and appropriate for the position.
- E) Provide orientation for new employees that specifically emphasize how the Town assures equal opportunity and encourages all employees to avail themselves of equal employment services.
- F) Distributes the Equal Opportunity Policy to employees, contractors, and suppliers.
- G) Include an equal employment opportunity phrase on applications and job announcements.

Section 1-1-4 Program Responsibility

The Human Resources Director shall serve as the Equal Opportunity Officer to carry out the Equal Employment Policy and Program.

- A) The Equal Employment Opportunity Officer shall be the focal point for the Town's equal opportunity efforts and shall advise staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies.



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- B) The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies and procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

Section 1-1-5 Anti-Harassment Policy

The Town of Camp Verde strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran or status in any group protected by federal, state, or local law. Harassment is unwelcome conduct that is based on the above listed protected groups. Such harassment is unlawful if:

- a) The offensive conduct is a condition of continued employment, or
- b) The conduct is severe or pervasive causing a work environment that a reasonable person would find intimidating, hostile or abusive.

State and federal discrimination laws also protect employees against retaliation by other employees for complaining about discrimination, participating in an investigation relating to the discrimination laws, or proceeding under such discrimination laws including the filing of a discrimination charge or lawsuit. Improper interference with the ability of the Town's employees to perform their expected job duties will not be tolerated. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

With respect to sexual harassment, the Town prohibits the following:

- A) Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment:
 - 2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - 3) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.



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- B) Offensive comments, jokes, innuendoes, and other sexually oriented statements. Example of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:
- 1) Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
 - 2) Sexually suggestive touching;
 - 3) Grabbing, groping, kissing, fondling;
 - 4) Violating someone's "personal space";
 - 5) Lewd, off-color, sexually oriented comments or jokes;
 - 6) Foul or obscene language;
 - 7) Leering, staring, or stalking;
 - 8) Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;
 - 9) Sexually oriented or explicit remarks;
 - 10) Questions about one's sex life or experience;
 - 11) Repeated requests for dates.

Section 1-1-6 Plan for Harassment Prevention and Elimination

A) Education

The Human Resources Department shall be responsible for formally notifying all employees, Department Heads, elected or appointed officials, volunteers, and contractors/vendors of the existence of this policy. The Human Resources Director shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.



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B) Implementation

The Town Manager and the Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place; taking immediate and appropriate corrective action in response to any confirmed violation of this policy; and assuring that no reprisals are taken against those who complain or against corroborating witnesses.

C) Enforcement

The Town is committed to promptly and thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Human Resources Director is responsible for auditing the operation of this policy, providing the Town Manager, or appropriate Department Head is responsible for thoroughly investigating and resolving any complaints.

Section 1-1-7 Reporting Possible Harassment

- A) If an Employee experiences any job-related harassment based on sex, race, national origin, disability, or other protected factor, or believes that he or she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to a Department Head, the Human Resources Director, or the Town Manager, who will immediately investigate, as necessary, to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at the lowest level practicable. The complaint will be kept confidential to the maximum extent practicable.
- B) All other employees, including supervisors, managers, or directors, who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee, from any other reliable source of information, or from his or her personal observations, shall report the situation to a Department Head, the Human Resources Director, or the Town Manager.

Section 1-1-8 Investigation

- A) The goal will be to investigate any such complaint promptly and thoroughly.
- B) If the Town determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.



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Section 1-1-9 No Reprisals

No reprisals of any kind by any employee or manager shall be taken against an employee because that employee has asserted a complaint or because that individual has reported, witnessed, or has assisted in any way in the investigation of a harassment complaint.

Section 1-1-10 Option to Report to Outside Agency(ies)

At the option of the employee, the State of Arizona Department of Law Civil Rights Division, 1275 West Washington, Phoenix Arizona 85007 or the Federal Equal Employment Opportunity Commission, 3300 N. Central Avenue, Suite 690, Phoenix Arizona 85012 may be contacted for assistance.

Employees also have the option to use the Town's Ethics Hotline 1-888-264-9727.

Section 1-1-11 Employee Development

The Following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

- A) Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, layoffs, and termination of any employee. Any action that might adversely affect employees in accordance with state and federal laws shall be brought to the attention of the Equal Opportunity Officer.
- B) Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of programs offered by state and federal agencies and other appropriate programs.

Section 1-1-12 Coordination with State and Federal Laws

The Town recognizes its responsibilities to comply with and ensure that equal opportunity and non-discrimination policies of state and federal agencies with which it conducts business are carried out in compliance with Executive Order No. 11246, as amended.



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Section 1-1-13 Definitions

- A) Equal Employment Opportunity Policy: The commitment to ensure equal employment opportunity for all employees and appointed officials to the full extent of state and federal law.
- B) Equal Employment Opportunity Program: The written, results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.
- C) Equal Employment Opportunity Officer: That person designated by the Town Manager who is responsible for meeting the obligations and requirements of the Equal Employment Opportunity Policy and Program.

POLICY 1-2 CODE OF CONDUCT

As employees of the Town of Camp Verde, we must manage our personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and our duty to the Town, to the persons served by the Town and to the general public.

Common sense and good judgment will dictate the proper course of action in most situations. However, if there is a question of even a slight conflict with our Code of Conduct, others will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with the Department Head or Human Resources Director. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: oral warning, written reprimand, probation, suspension or discharge. Situations may arise that have not been directly addressed in this Code of Conduct. The final resolution of such situations rests with the Town Manager.

Section 1-2-1 Performance of Duties

- A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.



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- B) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.
- C) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.
- D) Employees should perform their duties impartially in a manner consistent with the law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.
- E) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, state, and federal law.

Section 1-2-2 Abuse of Position

- A) No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.
- B) No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor, or anything of value with the understanding that the official actions, decisions, or judgments of any employee will be influenced.
- C) No employee should request or accept any fee or compensation beyond that received by the employee in his or her official capacity for advice or assistance given in the course of his or her public employment.
- D) Each employee should use the public resources, property, and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.



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Section 1-2-3 Conflict of Interest

Every employee has an obligation to diligently identify, disclose, avoid, and/or manage conflicts of interest. Potential conflict of interests exists when an employee or an employee's immediate family may be directly financially impacted, whether favorably or detrimentally, by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system.

- A) **Outside Contracts:** Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.
- B) **Nepotism:** Employees should not be involved in the decision to hire or in the supervision of any member of their immediate family.
 - 1) Immediate family or employees who reside in the same household, will be allowed to work in the same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other.
 - 2) If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.
 - 3) If no transfer opportunity exists after 90 days, one of the employees will be required to resign employment with the Town.
 - 4) For purposes of this policy, immediate family members and relatives is defined as spouse, daughter (in-law), son (in-law), parent (in-law), brother (in-law), sister (in-law), Niece, Nephew, Uncle, Aunt, step children, step parents (in-law), grandparents or grandchild of an employee or other legal dependent of an employee or the employee's relatives.



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- C) **Business with Private Party or Vendor:** Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.
- D) **Acceptance of Gifts, Gratuities, Hospitality:** Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value (\$25 or less).

Section 1-2-4 Outside Employment

- A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict of interest situations addressed above, employees should avoid:
 - 1) Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.
 - 2) Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.
 - 3) Performance of work for any governmental entity within the State of Arizona without written consent of both employers.



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- 4) Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
 - 5) Outside employment that the public may view as work on behalf of the Town of Camp Verde.
- B) An exception to restrictions on outside employment pertains to the police. Outside employment of police must conform to the Marshal's Office Policies and Procedures.
- C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

Section 1-2-5 Volunteer Activities

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the Town of Camp Verde. Employees should discuss these potential conflicts with their Department Head.

- A) An employee should declare volunteer activities only if the employee believes there is some reason of concern consistent with the spirit of this Code of Conduct.
- B) All reported volunteer activities will be reviewed for appropriateness under the guidelines in this policy by the Department Head and the Human Resources Director.
- C) Should an employee disagree with the decision of the Department Head and Human Resources Director, he/she may request an additional review by the Town Manager, whose decision is final.



CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

Section 1-2-6 Confidentiality

Employees of the Town of Camp Verde should carry out their duties in a manner, which would withstand public scrutiny. Some employees handle confidential court-related, law enforcement-related, or employee-related documents, while others handle sensitive matters concerning the operation of the government. Employees should maintain the confidentiality of these matters, ensuring information about these activities is made public only upon appropriate authorization by the Department Head, Human Resources Director or Town Manager.

Section 1-2-7 Political Activity

The Town seeks to maintain neutrality concerning political matters to the extent humanly possible. Employees of the Town of Camp Verde have a right to entertain and express personal opinions about political candidates and issues, but when performing their duties on behalf of the Town during working hours, employees of the Town of Camp Verde should endeavor to maintain neutrality in action and appearance, except where an employee's position entails political advocacy on the part of the Town.

A) Political Campaigns

- 1) Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches, and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activity.
- 2) An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.

B) Candidate for Office

- 1) An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by federal funds, in which case the employee must resign. If elected, he or she must resign.



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GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

- 2) An employee may be a candidate for an unpaid non-partisan elective office or may be appointed to an unpaid non-partisan office in another jurisdiction, without separating from employment, provided that the employee otherwise complies with this Code of Conduct.

C) Political Activism

Employees should not engage in political activity during scheduled work hours, or when using government vehicles or equipment, or on Town property except in the performance of their duties on behalf of the Town. Political activity includes, but is not limited to:

- 1) Displaying literature, badges, stickers, signs, or other items of political advertising on behalf of any party, committee, agency, candidate for political office, or political issues sought to be placed on the ballot.
- 2) Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in Town employment to become a member of any political organization or take part in any political activity.
- 3) Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot.
- 4) Soliciting or receiving funds for political purposes.

D) **Political Discrimination:** Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.

Section 1-2-8 Use of Public Town Owned Vehicles Property

A) Vehicles owned by the Town of Camp Verde will be used for official business only.

- 1) Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.
- 2) All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona driver's license when driving on Town business.



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- 3) Town vehicles shall not be used for transportation to an employee's place of residence as a take-home vehicle unless the employee lives within the town limits or is an emergency services employee with less than a thirty minute response time back to the city limits and is required by the Town to commute in the vehicle for the following reasons:
- a) The department assignment of the vehicle shall be to a position that is responsible for responding to an emergency situation related to public health or safety and the protection of property on a 24-hour basis.
 - b) Use of a Town vehicle to commute between home and work, under U.S. Internal Revenue Service (IRS) regulations, is required to be reported as auto fringe benefit compensation unless the vehicle is a qualified non-personal use vehicle. Examples of qualified non-personal use vehicles include clearly marked police vehicles and unmarked police vehicles used by law enforcement officers if the officer is authorized to carry a firearm, execute search warrants, and make arrests.
- B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for the unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.
- C) Authorized personnel uses include taking a Town vehicle to lunch when going to and from meetings on workdays as needed and occasional use of a Town copy machine at cost.

Section 1-2-9 Driver's License Status

- A) The Town reserves the right to authorize the Human Resources Director to verify annually the driver's license status of employees who use Town vehicles in performing their job duties.
- B) Any Town employee who drives Town vehicles as part of their job duties and has their license suspended or revoked must report this fact to their Department Head.
 - 1) The employee will be automatically suspended from driving a Town vehicle followed by a notice to the employee to explain the revocation or suspension of his/her license.



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- 2) An inadequate explanation could be grounds for dismissal.
- C) If a Town employee drives Town vehicles as part of their job duties, has their license suspended or revoked and they do not report this fact to their Department Head, this shall be considered grounds for dismissal.
- D) Department Heads will advise the Human Resources Director and the Town Manager of such revocation or suspension.

Section 1-2-10 Investigation by Outside Agency

Complaints or allegations against employees that may be criminal in nature may be referred to an appropriate outside agency for investigation.

Section 1-2-11 Restriction on Children and Non-Employees in the Workplace

- A) So long as a professional ambiance is maintained and the productivity and safety of the employee, nearby co-workers, the visitor or the public is not compromised, a child or non-employee of the Town is permitted to accompany or visit an employee in the workplace in the following circumstances:
 - 1) Friend or family member visits are reasonable in length and frequency to the extent that it does not compromise work productivity or customer service. It will be the Department Head's responsibility to monitor this activity.
 - 2) An unexpected emergency when a minor child or legal ward of an employee has no other available reasonably safe alternative than to stay with the employee, provided that the child shall in no event remain in the workplace for more than four hours. If a child is contagious with an illness, the child will not be allowed in the workplace.
 - 3) Occasional Town-sanctioned activities, such as bring your child to work day.
- B) An employee should not permit children and non-employees to use Town computers and other equipment.



CHAPTER 2 EMPLOYMENT PROCESS

POLICY 2-1 HIRING PROCESS

Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy. A current employee must have completed the initial evaluation period in order to be eligible for a vacancy. After each recruitment or promotion and subsequent appointment, the employment list established for that purpose may be destroyed after six months.

POLICY 2-2 JOB POSTING FOR CURRENT EMPLOYEES

When job openings arise, qualified internal candidates will be given ~~full~~ first consideration in filling those openings where possible. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply.

Section 2-2-1 Eligibility

To be eligible, an employee must be in good standing, meaning that the employee's overall work record is acceptable, and have completed the initial evaluation period. The Town Manager may approve a promotion or transfer for an employee who has not completed the initial evaluation period in his or her current position upon the recommendation of the Department Head.

Section 2-2-2 Employee Responsibilities

Employees are responsible for monitoring job vacancy notices and submitting their application forms for jobs posted to the Human Resources staff. They are also responsible for demonstrating that they are qualified for the open position(s).

Section 2-2-3 Review of Qualifications

The hiring supervisor will contact employees who may apply to discuss the job opportunity and the employee's qualifications. If the employee is not selected, the hiring supervisor will explain why.

Section 2-2-4 Notification of Current Supervisor

Employees are not required to notify their supervisors when applying for a posted position in a different department. However, if an employee is a finalist for a position, the hiring supervisor will then contact the current supervisor for, among other purposes, a recommendation.



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POLICY 2-3 JOB ANNOUNCEMENT

Section 2-3-1 Full-Time Positions

- A) After all internal recruitment options have been exhausted through the job-posting program, all positions other than temporary shall be publicized to the general public by advertisement in a newspaper of appropriate circulation; by posting announcements in the Town building; through electronic means such as the Internet; or other methods determined by the Human Resources Director.
- 1) The announcements may specify the title of the position, the nature of the work to be performed, minimum requirements for the position, the manner of making application, salary range, and other pertinent information. The announcement shall indicate that the Town is an equal opportunity employer.
 - 2) The announcement will normally be open for 10 working days and contain a closing date for receipt of applications as determined by the Human Resources Director in conjunction with the Department Head or Town Manager. The Human Resources Director may extend the application deadline.
 - 3) If a position vacancy occurs within 60 calendar days of the closing date of a previously advertised position in the same classification, the position will not require re-advertisement. If there are not a sufficient number of qualified applications received for position openings, the position may be re-advertised.

Section 2-3-2 Part-Time Positions

The Town Manager may make part-time appointments where positions require someone less than full-time. Part-time employees hired after September 2009 are not eligible for employee benefit programs offered by the Town.

Section 2-3-3 Temporary Positions

The Town Manager may authorize temporary appointments, provided budgeted funds are available. Temporary positions shall generally be limited to a maximum of 3 full calendar months. Temporary positions may be extended for up to an additional 3 months. Temporary employees may apply for part-time or full-time positions through the normal application for the general public.



CHAPTER 2 EMPLOYMENT PROCESS

POLICY 2-4 APPLICATION

Section 2-4-1 Definition of Applicant

An applicant is an individual who applies to the Town by completing an official Town employment application or delivering a resume. An applicant can deliver an application or resume by mail (electronically or U.S. mail) or in person.

Section 2-4-2 Application Forms

- A) Application forms shall be accepted for positions that are open.
- B) An Applicant may apply for more than one position, provided that each position is open for applications.
- C) Application forms require information regarding training, work experience, other pertinent personal and employment information and employment references. Each applicant, including senior management, must submit a completed application.
- D) Each application must be signed by the person submitting the application and filed with the Human Resources Department. All applications, together with accompanying materials, become the property of the Town.
- E) The employment process may require that applicants submit to a physical examination in compliance with the American with Disabilities Act and/or to fingerprint background investigations as defined in the Fingerprinting Policy.
- F) When recruiting for key leadership positions, the employment process shall require the H. R. Director to form a hiring committee that will be responsible for objectively evaluating and rating the qualifications of all applicants and making recommendations of which applicants should move forward in the process.

Section 2-4-3 Rejection of Application

The Town may reject any application that indicates that the applicant does not possess the minimum qualifications required for the position, has made a misstatement of any material fact, or has practiced any deception or fraud in his/her application.

Section 2-4-4 Application Retention



CHAPTER 2 EMPLOYMENT PROCESS

Applications shall be kept active for six months and may be destroyed two years after the end of the calendar year received.

POLICY 2-5 EXAMINATION

Selection techniques used by the Town are impartial, practical, and job-related, and are designed to determine the candidate's knowledge, skills, and abilities for the position. The examinations used may include but are not limited to oral, written, performance, assessment center, physical/mental fitness, and training/experience evaluations. In addition, evaluation of past work performance, work samples, personal interviews, and background investigations may be used in the selection process.

Section 2-5-1 Physical and Mental Fitness

- A) All applicants for Town employment shall be of sufficient mental and physical fitness to be able to perform the essential functions of the positions for which they have applied. The physical and mental fitness of individuals entering Town employment may be evaluated by physicians or employee assistance professionals approved by the Town. Current employees may be subject to medical examinations or inquiries when they are job-related and consistent with business necessity.
- B) Reasonable accommodations for a qualified individual with a disability shall be provided unless provision of such an accommodation would impose an undue hardship upon the Town. The physical and mental qualifications of entering or current employees with disabilities may be evaluated by physicians approved by the Town.
- C) Sworn police employees who belong to the Arizona Public Safety Retirement Plan must continue to meet the physical, mental, psychological and emotional requirements for their job classifications, ~~as defined by the Marshal's Office policy.~~

Section 2-5-2 Pre-Employment Drug Test

Applicants selected for employment to certain positions will submit to a pre-employment drug test for illegal drugs. These positions include police employees, positions that require a commercial drivers' license (CDL), and any position considered a safety-sensitive position. Potential hires who test positive for illegal drug use will be ineligible for employment with the Town.

Section 2-5-3 Test Development

The hiring department develops the examination contents with assistance provided by the Human Resources Department. Examination contents are confidential, and



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unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

Section 2-5-4 Test Administration

The Human Resources Department will administer the testing process unless otherwise designated to the hiring department.

Section 2-5-5 Reasonable Accommodation

The Human Resources Department shall ensure that reasonable accommodations are made in test procedures so that persons with disabilities can be tested in an appropriate manner.

POLICY 2-6 DISABILITY PREFERENCE

Any person certified as a qualified individual with a disability who meets the requirements set forth in the selection process may be given additional consideration. Proof of eligibility for the disability preference (e.g., signed physician's statement) must be presented to the Human Resources Department at the time of application or examination.

POLICY 2-7 INTERVIEWING

Interviews may be conducted to gather information specific to the candidate's ability to meet job requirements. Interviewers will prepare an appropriate process that relates to the applicant's ability to meet educational, technical, and other requirements of the position to be filled. The focus of the interview will normally be on the applicant's work and pertinent non-work experience.

Section 2-7-1 Interview Process

- A) The Human Resources Director shall coordinate the interview process unless otherwise designated to the hiring department.
- B) An interview panel will be selected and confirmed by the Human Resources Director with input by the hiring department. The panel shall generally consist of personnel who have expertise with the technical elements of the position and other persons who can professional contribute to the process. A Human Resource representative will also be present. Relatives or personal friends of the applicant will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.



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- C) The Department Head or designee and the Human Resources Director shall be responsible for the development of interview questions and standards for measurement of candidate responses.
- 1) Consistency will be maintained in the questions asked of all candidates.
 - 2) The questions must be job related.
 - 3) Questions that pertain to race, religion, sex, marital status, or other protected classes or other inquiries that directly or indirectly disclose such information are prohibited.
 - 4) Inquiries about an applicant's ability to read, write, or speak a foreign language are permitted when such inquiries are based on job requirements.
 - 5) The Human Resources staff will provide the interview panel with copies of the applications of final candidates prior to the interview, along with proposed interview questions and a schedule of interviews. Human Resources Staff will also meet with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively on an as-needed basis.
 - 6) Each panel member will score the candidates independently.
 - 7) Following the interview, the interview panel shall reach consensus and report the interview results and recommendations to the Human Resources Director.

POLICY 2-8 REFERENCE CHECK

It is the policy of the Town to carefully investigate the backgrounds of all prospective applicants selected for employment to ensure that the relevant facts about an applicant's employment history and personal background have not been misstated, either on the employment application or resume or during the job interview.

Section 2-8-1 Procedure

- A) Prior to an applicant being selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department.



CHAPTER 2 EMPLOYMENT PROCESS

- B) ~~Police personnel will conduct an employment verification and reference check as part of its process of qualifying candidates before selection. ****Redundant of subsection (A)****~~
- C) Certain safety-sensitive positions ~~may be~~ designated by the Human Resources Department ~~to will~~ undergo a thorough background check ~~by the Marshal's Office~~. ~~The background process will include: 1) the completion of a background questionnaire and interview, 2) psychological examination, 3) polygraph examination, 4) drug screening, 5) medical examination.~~
- D) Applicants are required to sign a release authorizing the respective employer or educational institution to release the appropriate information to the Town.
- E) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

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POLICY 2-9 VETERAN'S PREFERENCE

Section 2-9-1 Eligibility

- A) Any veteran who served on active duty for 6 months or longer in any branch of the United States Military, has an honorable discharge and meets the requirements set forth in the selection process may be given additional consideration.
- B) Veterans entitled to compensation for a service-connected disability will receive consideration in addition to the duty-served consideration.
- C) Proof of eligibility for veteran or special disability preference must be submitted at the time of application or examination.

Section 2-9-2 Spouse Eligibility

- A) Veterans' spouses are given additional consideration if the veteran, during active duty as a member of any branch of the United States Armed Forces, is either missing in action, captured or forcibly detained by a foreign power, or has a total, permanent service-connected disability; or died while having such disability.
- B) Proof of eligibility must be submitted at the time of application or examination.

POLICY 2-10 SELECTION

A recommendation to hire will be forwarded to the Town Manager for final approval to extend an offer of employment.



CHAPTER 2 EMPLOYMENT PROCESS

Section 2-10-1 Notification

- A) ~~The Human Resources Department or the appropriate~~ Department Head shall notify both the successful and unsuccessful candidates unless otherwise delegated to the appropriate supervisor.
- B) The applicant shall be notified by telephone within 24 hours of the Town Manager's approval of the applicant's hiring. A completed Personnel Action Form (PAF) signed by the Town Manager constitutes approval. The candidate will be asked to accept or reject the offer within a set number of days.
- C) If the first offer is rejected, the Human Resources Director will decide, with input from the department, whether to hire another candidate or to re-open the position.

Section 2-10-2 Appointment

- A) For all positions, the Human Resources Department in cooperation with the hiring department will contact the final accepting candidate to outline, in writing, the terms of employment.
- B) Personnel Action Forms will be prepared for the new employee by the hiring department.

Section 2-10-3 Applicant Expenses

- A) The Town does not reimburse any applicant for travel costs in conjunction with the hiring process.
- B) If selected, the employee pays relocation costs in full.
- C) For Key Leadership positions, the Town Council may consider travel and relocation cost.

Section 2-10-4 Notice To Unsuccessful Applicants

Once a candidate accepts the employment offer, all other candidates are notified that they were not selected for the position by the hiring department.

POLICY 2-11 Fingerprinting

The Town appreciates and values potential employees, current employees, and volunteers who assist the Town in serving the citizens of our community. The Town



CHAPTER 2 EMPLOYMENT PROCESS

believes that employees and volunteers have an obligation to the public to demonstrate a high level of integrity and ethical standards in both personal and official conduct. It is, therefore, the Town of Camp Verde's policy that when hiring and appointing employees and volunteers, steps are taken to ensure a safe working environment for our children, employees, citizens, and visitors.

Section 2-11-1 Affected Positions

- A) All potential employees, current employees, and volunteers will need to be background checked and fingerprinted if they:
- 1) Are being appointed to a position that involves the supervision or working with children, (i.e., managing, coaching, refereeing, teaching,) and/or
 - 2) Appointed to a position that involves public safety/ security sensitive positions, and/or
 - 3) Appointed to a position that involves the handling of Town funds, and/or
 - 4) Discloses on their application that they have a prior criminal conviction.
- B) The hiring department has the responsibility for insuring that fingerprints are taken and a background investigation is completed before an employee or volunteer is appointed.

Section 2-11-2 Failure to Comply

- A) Any potential employee who is subject to the requirements of this policy and who fails to agree to be fingerprinted shall not be offered employment with the Town.
- B) Any volunteer who is subject to the requirements of this policy and who fails to agree to be fingerprinted will not be allowed to volunteer for the Town.
- C) Any current employee who is or becomes subject to the requirements of this policy and fails to agree to be fingerprinted shall be subject to immediate termination.

POLICY 2-12 EMPLOYEE ORIENTATION

All new full-time and part-time employees will be scheduled to meet with Human Resources staff on their first day of work for general orientation. Each employee will be provided with information on employee benefits and Town policies. Human Resources will distribute and explain the benefits enrollment forms and their completion deadlines.



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Section 2-12-1 Citizenship

All newly hired employees must present evidence of United States citizenship or registration as a legally documented worker in accordance with the Immigration Reform and Control Act of 1986. All newly hired employees shall complete a Form I-9, Employment Eligibility Verification. All applicants for sworn police officer positions must be United States citizens.

Section 2-12-2 Loyalty Oath

All Town employees, ~~except temporary employees~~, shall take the oath or affirmation as prescribed by state law at the time of orientation.

Section 2-12-3 Hiring Department Responsibilities

The hiring department provides additional information, including:

- A) Work standards and regulations
- B) Hours of work, time sheets, leave requests;
- C) Description and duties of the position;
- D) Safety rules and procedures, location of safety or protective equipment;
- E) Tour of the work area, including location of equipment, supplies, etc. and the procedures for use of the work area materials;
- F) Introduction to co-workers;
- G) Schedules for lunch and breaks;
- H) When and to whom to report absence from work;
- I) Who is responsible for performance planning and review.



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Section 2-12-4 Date of Hire/Length of Service Anniversary

Date of hire shall mean the effective starting date of the individual's employment with the Town to determine length of service.

POLICY 2-13 INITIAL EVALUATION PERIOD

All new classified employees placed in full-time and part-time positions must serve a period of initial evaluation. The evaluation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.

Section 2-13-1 Length of Time

- A) All newly hired full-time employees shall be subject to an initial evaluation period of not less than 6 full calendar months of actual service during which the supervisor and employee are to evaluate the employee's ability to learn and do the job.
- B) Part-time employees shall be subject to an initial evaluation period of 9 full calendar months.
- C) The initial evaluation period for certified peace officers shall be for a period of not less than 12 full calendar months.
- D) All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to an initial evaluation period of 6 full calendar months.
- E) Informal evaluations should be conducted during the course of the evaluation period to assess performance and to advise the employee of expectations regarding performance.

Section 2-13-2 Completion of Initial Evaluation Period

At the end of the evaluation period, the employee is formally evaluated and provided written documentation of progress. This formal evaluation will accompany a Personnel Action Form and becomes official acknowledgement of successful completion of the initial evaluation period. The evaluation and Personnel Action Form will be placed in the employee's personnel file.

Section 2-13-3 Extension of Initial Evaluation Period



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- A) Under unusual circumstances, the initial evaluation period may be extended. This extension is only after a review of the situation and the employee's abilities and demonstrated potential on a case-by-case basis. An initial evaluation period extension is made only upon the recommendation of the supervisor and the Department Head and approval of the Town Manager and may only be extended one time.
- B) If an emergency arises during an employee's initial evaluation period that requires a leave of absence, such time off, if granted, will not be considered as time worked. Granting of such time off is solely the responsibility of the Department Head.

Section 2-13-4 Employment Classification Change

When the employee successfully completes the initial evaluation period, he/she will become a regular employee. Once the employee becomes a regular employee, he or she becomes eligible to use vacation leave accumulated from the person's date of hire.

Section 2-13-5 Dismissal During Initial Evaluation Period

- A) During the initial evaluation period, a newly hired employee may be dismissed at any time by the Department Head with the approval of the Town Manager, with or without cause and without any recourse through the Disciplinary Appeals Procedure.
- B) Written notification of the termination shall be given to the employee and a copy filed in his/her personnel file.

POLICY 2-14 EMPLOYEE IDENTIFICATION CARDS

Town identification cards may be issued to Town employees who may require Town identification while working or representing the Town. The Human Resources Department is responsible for the issuance of identification cards.

Section 2-14-1 Issuance, Use and Return of Card

- A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.
- B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.
- C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed,



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it is the responsibility of the employee to report to the Human Resources Department so that it can be replaced.

- D) All cards remain the property of the Town and shall be returned to the Human Resources Department upon termination of employment or upon special request by the employee's Department Head or the Human Resources Department.



CHAPTER 3 COMPENSATION

POLICY 3-1 CLASSIFIED AND UNCLASSIFIED SERVICE

The Town of Camp Verde employment service is divided into unclassified and classified service.

Section 3-1-1 Classified Positions

All employees of the Town not specifically listed, as unclassified employees, shall be part of the classified service.

Section 3-1-2 Unclassified Positions

A) Unclassified employees are part of a management team designed to carry out the goals and policies of the Town.

B) The following are unclassified employees:

- 1) All Town Officers appointed by the Town Council:
 - a) Town Manager
 - b) Town Attorney
 - c) Town Magistrate
- 2) All Town Officers appointed by the Town Manager:
 - a) Town Clerk
 - b) Community Development Director
 - c) Library Director
 - d) Town Marshal/Human Resources Director
 - e) Finance Director
 - f) Parks and Recreation Director
 - g) Public Works Director/Town Engineer
 - h) Special Projects Administrator

C) The Camp Verde Town Code states:

- 1) The Town Manager and Town Attorney (if serving as an employee) may be removed from their positions for cause or removed by the Council other than for cause, by offering severance pay of six (6) months salary. All other department heads and classified employees report to the Town Manager and may be removed for cause.



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- 2) The Town Magistrate shall serve for a term of either two or four years. During such term, a magistrate may be removed only for cause.

POLICY 3-2 CLASSIFICATION PLAN

The Town Manager will ensure the preparation and maintenance of a classification plan consisting of descriptions of positions defined by essential tasks, qualifications, and knowledge, skills, and abilities characteristic of the position.

Section 3-2-1 Purpose

The classification plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are similarly classified and compensated, and positions substantially different in scope complexity are appropriately classified and compensated.

Section 3-2-2 Plan Amendment

- A) The classification plan may be amended from time to time by ordinance, resolution, motion, or adoption of the Town's budget.
- B) When a new position is created, the classification plan shall be amended. The Town Council must approve any additions to the Town's Classification Plan.

Section 3-2-3 Positions Classifications

- A) Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions.
- B) Position descriptions are descriptive only and are not restrictive in nature. Examples of essential task listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of tasks does not exclude them from the position if the work is similarly related or a logical assignment to the position. Supervisors may assign different tasks to a position when the duties are similar in type and responsibility to those described in the classification description.
- C) The position description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job change.



CHAPTER 3 COMPENSATION

- D) When the duties or responsibilities of positions have changed significantly, the Town Manager will ensure that the position is reclassified accordingly.
- E) Each employee's position description is maintained as part of his/her Personnel File.
- F) Abolished Positions
- 1) The Town Council may abolish any position not established by Title 9, Arizona Revised Statutes.
 - 2) Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

Section 3-2-4 Employment Classifications

A) Work Schedule Classifications

- 1) Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 35 - 40 hours per week.
- 2) Part-time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 35 hours per week.
- 3) Initial Evaluation – An employee hired for an indefinite period in a position for which the normal work schedule is up to 40 hours per week whose performance is being evaluated to determine if further employment in a specific position or with the Town is appropriate.
- 4) Promotion Evaluation – An employee who has been promoted and is being evaluated to determine if the promotion is appropriate.
- 5) Regular – An employee who has successfully completed his or her initial evaluation period.
- 6) Temporary/Seasonal – An employee hired for a position for which the scheduled work week can range from any number of hours up to 40 hours, but the position is required for only a specific, known duration, usually less than 3 months. Employment beyond any initially stated period does not in any way imply a change in employment status. .

7) ▾

Deleted: Seasonal – An employee hired for only a limited time period for which the scheduled work week can range from less than 20 up to 40 hours. .



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- B) Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. A nonexempt employee devotes most of his or her hours to activities that are not managerial, administrative, or professional.
- C) Exempt employees are excluded from specific provisions of federals and state overtime wage and hour laws and are not entitled to overtime pay. An exempt employee devotes most of his or her hours to activities that are managerial, administrative, or professional.

Deleted: <#>Intermittent – An employee qualified to work in one or more job assignments who is on call to work at irregular intervals in one or more Town departments. (i.e. scorekeepers, flagman, reserve peace officers, etc.) .¶
¶
<#>Special Program Employee – An employee who is regularly enrolled as a student in a recognized educational institution or special program for adults and/or seniors and is assigned to a full or part-time position for a finite period of time..¶

POLICY 3-3 SALARY PLAN

It is the policy of the Town to establish a compensation system that will allow the Town to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All employees are paid a salary or wage established for a job classification under the Classification and Salary Plan adopted by the Town Council. In arriving at rates or ranges, consideration is given but not limited to prevailing rates of pay for similar work in other public and private employment arenas of similar size and environment as well as the Town's financial condition and other relevant factors. The Town Manager shall direct such further studies of the salary plan as may be requested or approved by the Town Council. Compensation is stated in terms of monthly salary or hourly wage.

Section 3-3-1 New Employees

New employees will ordinarily be paid the minimum rate to mid-point rate in the appropriate salary range. When circumstances warrant, the Town Manager may authorize new employment or re-employment at other than the minimum rate dependent upon the experience and qualifications of the individual being hired.

Section 3-3-2 General Increases

General salary increases, adjustments, or modifications may be granted at the sole discretion of the Town Council.



CHAPTER 3 COMPENSATION

Section 3-3-3 Salary Schedule

- A) The salary schedule shall be adopted by the Town Council in conjunction with the budgetary process. Copies are available [on a Town Staff Shared Drive](#), the Human Resources Department.
- B) Pay is an administrative decision and is not subject to appeal.

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Section 3-3-4 Anniversary Dates

- A) Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.
- B) Performance Evaluation Anniversary means the date the employee began his or her employment in the most recent position.
- C) An employee who is promoted, demoted, or transferred will have his/her performance evaluation anniversary date changed to the effective date of the promotion, demotion, or re-employment.
- D) An employee returning from a leave of absence without pay will have his or her performance evaluation anniversary date extended by the same length of time the employee was on leave without pay.
- E) There will be no change in an employee's performance evaluation anniversary date where there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt, and/or significant changes in tasks and responsibilities.
- F) An employee reinstated to the same position or a position in the same class following layoff from the Town will have his/her performance evaluation anniversary period extended by the same length of time as the duration of the layoff.

Section 3-3-5 Pay Adjustments

Performance pay adjustments are effective on the performance evaluation anniversary date.



CHAPTER 3 COMPENSATION

- A) Employees may qualify for a pay increase after 12 consecutive calendar months of service in the current classification. If service is interrupted or if the employee is promoted, a new performance evaluation date and 12 consecutive calendar month period will begin on the date of rehire or promotion.
- B) Pay increases are not automatic but must be earned by maintaining or exceeding expected standards of performance. Pay increases depend upon increased service value of an employee to the Town as exemplified by written recommendation of the supervisor, length of service, performance evaluation, special training undertaken, licensing relevant to the position, or other pertinent evidence in compliance with the adopted salary plan.
- C) No pay increase shall exceed the maximum rate established in the pay plan for the position to which an employee has been appointed.
- D) If the performance evaluation reflects below average performance, action may be taken to demote, reassign, or terminate employment for performance reasons. At a minimum, an employee whose evaluation reflects an overall below average performance shall not receive a performance pay increase.
- E) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.
- F) A position may be reclassified to a lower level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.
- G) The grant, or lack of grant, of a pay adjustment is not subject to review or appeal.

Section 3-3-6 Plan Amendment

- A) The salary plan may be amended from time to time by action of the Town Council. Amendments and revisions shall be submitted to the Town Council through the Town Manager.



CHAPTER 3 COMPENSATION

- B) In the event that a salary of any position is re-evaluated by the Town Manager, and the Town Council authorizes implementation, and results in an increased salary range for the position, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

POLICY 3-4 PERFORMANCE EVALUATION

The purpose of the performance evaluation is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide employees with positive recognition of strengths and special abilities; to provide an ongoing performance record that may become part of documentation used in making personnel decisions; to provide employees with an opportunity to discuss ways and means for improvement; to provide a means to focus on expectations; and to provide direction for future performance.

Section 3-4-1 Timely Evaluations

- A) Employees on initial evaluation status shall be evaluated two weeks prior to the end of the initial evaluation period, at which time the employee shall be advised of his or her status. Department Heads may choose to evaluate each employee more often during the evaluation period. The initial evaluation period is not tied to the pay plan.
- B) All regular full-time and regular part-time employees shall be evaluated at least once a year within 30 days of the performance evaluation anniversary date. Department heads may choose to evaluate employees more often. The annual performance evaluation period is tied to the pay plan.
- C) It is the responsibility of each Department Head to maintain a list of employee performance anniversary dates and to evaluate employees within the appropriate time frame.

Section 3-4-2 Process

- A) The supervisor is responsible for completing the performance evaluation and discussing it with the employee. The evaluation shall be forwarded to the



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Department Head. The Department Head may return it for reconsideration due to evidence of rating error, bias, or other relevant factors.

- B) Completed evaluations are subject to review and approval by the Department Head, whose determination shall be final.
- C) The completed evaluation shall be forwarded to the Human Resources Department for processing.
 - 1) If the evaluation meets the criteria for a pay adjustment, a completed Personnel Action Form and evaluation will be forwarded to the Town Manager for his/her approval of the pay adjustment.
 - 2) If the evaluation does not meet the criteria for a pay increase and is not an initial evaluation, the evaluation will be filed with no Personnel Action Form completed.
- D) The original employee performance evaluation and employee comments, if any, are placed in the Personnel File and will remain filed for the length of time required by law.

Section 3-4-3 Rating Definitions

- A) Exceeds Expectations: A clear and obvious strength. The employee's performance is definitely and clearly superior, extraordinarily motivated and well above the expected general performance of essential tasks set for the position.
- B) Meets Expectations: Totally competent performance. Good solid contributor. The employee performs consistently at the trained and qualified level of efficiency and effectiveness.
- C) Needs Improvement: Needs development. Performance is inconsistent and fluctuates. Some improvement required. More skill, experience, and time in the job are required to attain successful performance.
- D) Unsuccessful: Fails to meet minimum levels of acceptable performance. Employee does not perform or make consistent, visible effort to achieve established performance standards.

Section 3-4-4 Appeal of Evaluation

- A) If, after discussion of the evaluation between the employee and the supervisor, there is disagreement about the evaluation, the supervisor's comments shall take priority.



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The employee may submit a separate page that explains the employee's disagreement and includes documentation, if available, to support the employee's comments.

- B) Evaluations may be appealed within 3 working days of the completion date of the evaluation to the next higher supervisor, with final appeal to the Town Manager or the Town Manager's appointee.

POLICY 3-5 PAY PERIODS AND PAY DATES

Section 3-5-1 Pay Periods

A pay week begins every Sunday at 12:01 AM and ends the following Saturday at 12:00 midnight. There are 26 pay periods in the year.

Section 3-5-2 Time Sheets and Payroll Records

- A) Time sheets are to be completed by all employees. Falsification of time sheets is reason for disciplinary action.
- B) Changes in rate, position, and status shall be supported by a Personnel Action Form (PAF) submitted through the Human Resource Department. The PAF shall be made a part of the employment history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF.
- C) Payroll records shall be maintained by the Town for a minimum of seven years.
- D) The Finance Department is responsible for answering inquiries concerning payroll matters.

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Section 3-5-3 Pay Dates

Town employees are paid biweekly. If a pay date falls on a holiday, the day of pay shall be the last working day preceding the normal pay date.

Section 3-5-4 Pay Checks



CHAPTER 3 COMPENSATION

- A) Checks or vouchers are distributed by the Finance Department to each department by noon on the Wednesday following the close of the pay period.
- B) With each paycheck or voucher, employees receive a statement of earnings, deductions, leave balances, and compensatory time balances for the period covered by the payment.
- C) In the absence of specific instructions or direct deposit, the Finance Department or employee's Department Head or supervisor will hold checks for those who are away on the regular pay date until the employee returns to work. Other arrangements must be made in writing.
- D) An employee's paycheck may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee.
- E) For safety, loss prevention, and overall efficiency, employees are encouraged to use Direct Deposit. Employees are expected to cash their paychecks on their personal time.

Section 3-5-5 Pay Advances

The Town of Camp Verde does not grant requests for pay in advance of regular paychecks.

POLICY 3-6 OVERTIME/COMPENSATORY TIME

It is the Town's policy to avoid the necessity of overtime whenever possible, but overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements of a critical nature. Department Heads are responsible for the planning required to minimize the need for overtime. If, in the judgment of a Department Head, work beyond the normal workday or workweek is required, the Department Head may authorize such work. This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempted positions.

Section 3-6-1 Nonexempt Employees



CHAPTER 3 COMPENSATION

- A) Whenever any nonexempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of either:
- 1) Pay for Service – One and one-half (1 ½) times the regular rate of pay at which such person is employed; or
 - 2) Compensatory Time Off – One and one-half (1 ½) hours of compensatory time off for each hour worked in lieu of cash payment.
- B) The determination of whether an employee receives Pay for Service or Compensatory Time Off for overtime worked will depend on the current budget capacity. In all cases, the Department Head's decision is final. Department Heads may adjust the weekly work schedule to avoid overtime at the end of the workweek.
- C) "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.
- D) Time shall begin once the employee is at the workstation or at the call origination for emergencies.
- E) Employees who participate in required training are paid only for actual time in training sessions and, if the training is off-site, for travel time to and from the training. Overtime will be compensated for travel time only if travel time is compensable under the FSLA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked during the trip.
- F) Vacation, sick, and other leave shall not be considered time worked and shall be deducted from "hours worked" during overtime calculation for each workweek.
- G) The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime if possible.
- H) Employees who are required by their supervisors to work on a day observed by the Town as a holiday shall be compensated at an overtime rate of one and one-half times (1 ½) the rate of pay for actual hours during that pay period that exceed 40 hours that they are required to work in addition to the one and one-half (1 ½) times the rate of pay associated with the holiday rate addressed in Section 3-7-2. This is in addition to paid leave for the holiday addressed in Section 3-7-1.

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CHAPTER 3 COMPENSATION

I) The Town Manager will ensure that all overtime is recorded and that work schedules that will allow all employees full opportunity to use accumulated compensatory time off within reasonable periods of time are developed as delineated under the Town's Compensatory Leave Policy.

- 1) An employee may accumulate no more than 120 hours of compensatory time.
- 2) Accumulated compensatory time in excess of that permitted must be used within 60 calendar days from the date the compensatory time is recorded.
- 3) The Town Manager may make an exception in the accumulated compensatory time as recommended by the Department Head.

4) Upon termination of employment, or change in status (classification) resulting in a change of pay rate; compensatory time shall be paid out at the employee's current rate of pay.

Section 3-6-2 Exempt Employees

A) The overtime provisions shall not apply to employees whose positions have been determined to be exempt from the provisions of the Fair Labor Standards Act. The Town Council shall be responsible for these designations, and the Human Resources Department shall maintain a list of exempt employees.

B) ~~_____~~

Deleted: Exempt employees may receive paid leave called Administrative time off. Administrative time off shall not exceed 40 hours annually and will be accrued quarterly at 10-hour increments. Hours not used by the end of the Calendar year will be lost and cannot carry over to the next year. Exempt employees shall not have claims or property rights on administrative time off. (ref: 3-2-4C)

POLICY 3-7 PAID HOLIDAY LEAVE

It is the policy of the Town to provide paid leave for a selected number of holidays. The Town administration is generally closed on those days.

Section 3-7-1 Eligibility

A) Holidays observed by the Town are:

- | | | |
|-------------------|------------------|------------------------|
| New Year's Day | Independence Day | Day after Thanksgiving |
| Civil Right's Day | Labor Day | Christmas Eve |
| President's Day | Veteran's Day | Christmas Day |
| Memorial Day | Thanksgiving Day | |



CHAPTER 3 COMPENSATION

B) Employees eligible for paid holiday leave:

All employees on active pay status (not on an unpaid leave of absence) occupying eligible positions shall be allowed time off with pay for those holidays recognized by the Town of Camp Verde. Full-time employees receive a maximum holiday benefit of 8 hours for each holiday.

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<#>Employees in their initial evaluation period
Other classifications of employees approved by the Town Manager

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Paid holiday leave shall be used to supplement employees' regular worked hours when the Town offices are closed due to an observed holiday.

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C) The Town will grant paid holidays to all eligible employees immediately upon assignment to an eligible classification.

D) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible to use paid holiday leave for the holiday and shall lose pay for the day absent.

E) Offices will only be closed for observed holidays that occur on regularly scheduled work days. Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

Deleted: (Monday through Thursday).

F) If a recognized holiday falls during an eligible employee's paid absence (i.e. vacation, sick leave) paid holiday compensation may be utilized for the holiday instead of the paid time off benefit that would otherwise have applied.

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G)

Deleted: Paid holiday leave is cumulative with a maximum year end accumulation of forty (40) hours. Hours in excess of forty (40) hours at December 31 of each year shall be forfeited.

Deleted: Paid holiday leave is cumulative with a maximum year end accumulation of forty (40) hours. Hours in excess of forty (40) hours at December 31 of each year shall be forfeited.

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Section 3-7-2 Work on Holiday for Health or Safety Reasons

A) Public Safety and other essential service employees may be required to work on holidays.

B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one half) for the time actually worked. The employee may request to have the additional half time hours converted to compensatory time in lieu of additional pay.



CHAPTER 3 COMPENSATION

- C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

Deleted: Section 3-7-3 Termination of Employment¶

¶

Upon termination, employees will be paid for unused paid holiday leave time that has been earned through the last day of work at their prevailing rate. ¶

POLICY 3-8 PAYROLL DEDUCTIONS

Section 3-8-1 Mandatory Deductions

Deductions required by law are withheld from the employee paycheck each pay period. These include federal income tax, state income tax, Social Security, Medicare (FICA), retirement, and any legal wage garnishment.

Section 3-8-2 Voluntary Deductions

Other deductions require an employee's written authorization. Examples include but are not limited to direct deposit, deferred compensation, United Way, dependent health insurance coverage, and supplemental health or life insurance.

POLICY 3-9 PROMOTION

The Town attempts to fill vacant positions with qualified Town employees before advertising to the general public, following a policy of upward mobility whenever possible. A promotion is a change to a position in a salary range higher than the one an employee currently occupies. Employees are encouraged to apply for any vacancy for which they may qualify.

Section 3-9-1 Eligibility

- A) Regular employees who have completed the designated initial evaluation period in the current position at a satisfactory level of performance may apply for promotion outside the employee's current department. An exception to this policy may be granted with prior approval of the Town Manager.
- B) Selection of an employee for a promotion is based on past work record and performance appraisal, education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service, or other pertinent evidence of increased service value of an employee to the Town.



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- C) Only employees who meet requirements set forth in promotion examination announcements may compete in promotion examinations.

Section 3-9-2 Procedure

Procedures for requesting consideration vary among departments, and supervisors can advise an employee on how to proceed within the department. Promotion examinations shall be conducted whenever necessary in the opinion of the Department Head and with the approval of the Town Manager.

- A) A job posting application shall be submitted to Human Resources.
- B) When considering the promotion of Town employees having the same or similar qualifications, the position will be filled after considering the factors listed above.
- C) In cases where only one employee applies for a position and the hiring department knows the person's abilities and qualifications, the formal selection process may be dispensed with upon concurrence with the Human Resources Director.
- D) The Department Head may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on an "acting" basis, and the employee returns to his or her regular position upon completion of the assignment. The salary for "acting" appointments is set by the Department Head in consultation with the Human Resources Director.

Section 3-9-3 Salary for Promotion Position

- A) Upon promotion to another class, the employee shall be placed at a rate within the new pay range corresponding to the qualifications for the class. Generally, this rate would be the minimum of the range, but not less than a 5% increase from their former base rate of pay.
- B) Upon promotion to a supervisory position, employees shall receive a salary at least 10% higher than their former base rate of pay.

Section 3-9-4 Promotion Evaluation Period

- A) The promotion evaluation period shall be used by both the supervisor and the employee for closely observing and assessing work performance suitable for the new position.



CHAPTER 3 COMPENSATION

- B) Promoted employees shall be subject to an evaluation period of not less than 6 full calendar months of service in the promotion position.
- C) A formal evaluation will be conducted 2 weeks prior to the end of the promotion evaluation period.
- D) Promoted employees who successfully complete their promotion evaluation period will be notified by their Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.
- E) Successful completion of the promotion evaluation period does not create any contractual rights for promoted employees.

Section 3-9-5 Promotion Performance Evaluation Period

- A) Promotions do not change the person's date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.
- B) Promoted employees who fail to meet the standards for the promoted positions will be reinstated to the position, if available, in the classification in which he or she most recently completed an evaluation period, within the department in which that evaluation period was completed, and at the same salary that he or she received prior to promotion. The employee's performance evaluation date prior to his or her promotion will be reinstated.
- C) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

POLICY 3-10 LATERAL TRANSFER

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied.

Section 3-10-1 Eligibility



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- A) A regular full-time or part-time employee is eligible to seek a lateral transfer to another position within the same department any time a position is vacant.
- B) A full-time or part-time employee is eligible to seek a lateral transfer to another department after successfully completing the current department's initial evaluation period.

Section 3-10-2 Procedures

- A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.

If the employee meets the stated requirements for the position and is in good standing,

- B) The Personnel File of the transfer applicant will be made available to the Department Head responsible for filling the open position.
- C) If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.
- D) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

Deleted: she/he will proceed through the regular hiring process with all other general public applicants.¶

Deleted: <#>All else being equal, current Town employees will be given priority for open positions.¶

Section 3-10-3 Salary for Transfer Position

The salary offered to the employee must be consistent with the salary and requirements of the new position.

- A) An employee who meets only the minimum requirements for the position will be started at the minimum of the salary range regardless of the employee's current salary.
- B) An employee who exceeds the minimum requirements for the position may be offered a salary in the new range that reflects the same percentage to the mid-point of the previous salary range.

Section 3-10-4 Transfer Evaluation Period



CHAPTER 3 COMPENSATION

- A) Transferred employees are subject to an evaluation period of not less than 6 full calendar months in the transfer position.
- B) The evaluation period is used by both the supervisor and the employee for closely observing and assessing work performance suitability for the new position.
- C) Formal evaluation will be conducted 2 weeks prior to the end of the evaluation period.
- D) Transferred employees who successfully complete their evaluation period will be notified by the Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.
- E) Successful completion of the evaluation period does not create any contractual rights for transferred employees.
- F) Transfers do not change the employee's performance evaluation anniversary.
- G) If an employee is not able to perform the new duties satisfactorily, the employee may have the opportunity to return to his/her previous position if it has not been filled or may be referred to other job openings upon the approval of the Town Manager. If another position is not secured, the employee may be placed on administrative leave without pay.

POLICY 3-11 DEMOTION

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, response to market data, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head (unless it involves the Department Head) in consultation with the Human Resources Department and approved by the Town Manager.

Section 3-11-1 Anniversary Date Change

- A) Demotions do not change the person's date of hire. However, the performance evaluation anniversary date for future salary adjustments changes to the effective date of the demotion.



CHAPTER 3 COMPENSATION

- B) Employee in position classifications that are downgraded or upgraded in salary to reflect changes in market conditions will retain their existing anniversary date for future performance-based adjustments.

Section 3-11-2 Procedure

- A) No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.
- B) An employee being demoted shall be notified two weeks prior to the effective date of demotion except in emergency situations.
- C) Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.
- D) Persons demoted to new positions will be subject to the standard evaluation period for the new position, unless specifically waived by the Town Manager.

POLICY 3-12 RECLASSIFICATION PROCEDURE

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It is the duty of the Human Resources Director to examine the nature of all positions and to allocate them to existing or newly created classes; to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions; and to periodically review the entire classification plan and recommend appropriate changes in the allocations of positions in the classification plan.

Section 3-12-1 Procedure

- A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.
- B) The request will be reviewed by the Human Resources Director. A job audit, which is an analysis of the critical elements of a position and placement in the Town's classification/salary schedule, will be undertaken.



CHAPTER 3 COMPENSATION

- C) If the request is justified, the budget impact will be determined and a report prepared for review by the Town Manager and Town Council.
- D) Any reclassification involving an upgrade of salary that is not requested and approved as part of the budget process must have specific Council approval.
- E) If approved, the Human Resources Department will take the necessary steps to implement the reclassification.
- F) If the requested action is for downgrading of a position, and the Town Manager agrees, the Human Resources Director shall coordinate implementation steps.
- G) If the Town Manager does not concur with the request for the downgrade, the Department Head will be provided with reasons. The decision of the Town Manager is final.
- H) As a result of reclassification, the salary range shall be increased or decreased.
- I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-13 PAY FOR WORKING OUT OF CLASSIFICATION

Increased compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of a higher or professional classification.

Section 3-13-1 Justification

- A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.
- B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.
- C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and



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approval of the Town Manager. Recommendation and approval shall be accomplished prior to the assumption of the higher or professional classification responsibilities.

- D) The employee's compensation will increase to the starting salary of the higher or professional classification in which the employee is substituting, or 5% whichever is greater.
- E) When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including general salary increases and performance-related adjustments, if the out-of-classification pay had not been made.
- F) The employee's date of hire anniversary and performance evaluation anniversary will remain unchanged throughout the temporary assignment.



CHAPTER 4 EMPLOYMENT BENEFITS

POLICY 4-1 BENEFITS CONTINUATION/COBRA

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) of 1985, amended by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, gives covered employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Camp Verde's health plan when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are resignation, voluntary or involuntary termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence, transition between jobs, an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirement.

Section 4-1-1 Who Pays

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee as prescribed by federal law. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost of the plan.

Section 4-1-2 Written Notification of Eligibility

The Town of Camp Verde, through its health insurance supplier, provides each eligible employee with a written notice describing rights and responsibilities under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan; when the employee experiences a qualifying event; and at various federally required dates depending upon the employee's election of COBRA.

POLICY 4-2 COMPENSATORY LEAVE

Compensatory time is credit for hours worked in excess of a person's normal workweek in accordance with the Fair Labor Standards Act (FLSA). Use of compensatory time as compensatory leave must be pre-approved by the immediate supervisor or Dept Head.

Section 4-2-1 Nonexempt Employees

- A) Nonexempt employees shall be paid overtime or given compensatory leave at the rate of time and one-half for all hours worked in excess of the normal 40 hour work week if the employee actually worked in excess of 40 hours in one week.
- B) Upon termination of employment, a nonexempt employee will be paid at the employee's prevailing salary rate for unused compensatory time that has been earned through the last day of work.



CHAPTER 4 EMPLOYMENT BENEFITS

Section 4-2-2 Exempt Employees

Executive, administrative, and professional employees are considered exempt employees and are not covered by the overtime pay provisions of the FLSA.

POLICY 4-3 FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Town of Camp Verde provides family and medical leaves of absences without pay, for up to 12 weeks, to eligible employees who are temporarily unable to work due to a serious health condition or disability as defined by the act; who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or who must care for a child, spouse, or parent with a serious health condition. The Town of Camp Verde will maintain group health insurance coverage during the FMLA term.

Section 4-3-1 Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a licensed health care provider.

Section 4-3-2 Eligibility

- A) Employees in the following employment classifications are eligible to request FMLA leave as described in this policy:
- 1) Regular full-time employees who have worked for the Town at least 52 weeks (12 months).
 - 2) Regular part-time employees who have worked for the Town at least 1,250 hours in the previous 12 months.
- B) Eligible employees shall make written requests for FMLA leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events or within no more than two working days after learning of the unforeseen need for leave. An employee requesting unforeseen FMLA leave has the obligation to comply with the Town's regular reporting requirements.



CHAPTER 4

EMPLOYMENT BENEFITS

- C) It is the responsibility of the employee to notify the Human Resources Department of the need to take leave for a serious health condition. The notice must make clear that the serious health condition makes the employee unable to perform his job functions.
- D) Department Heads must notify the Human Resources Department of all absences for medical leave reasons that exceed three working days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Human Resources Director will determine if the absence is under the FMLA.

Section 4-3-3 Verification of Need

Employees requesting family leave related to the serious health condition of a child, spouse, or parent shall be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required. FMLA leave may be used to maintain a reduced workweek for intermittent leave for preplanned and pre-scheduled medical treatment. Certification by a licensed health care provider shall be required. Certification forms are available from the US Department of Labor or at www.dol.gov.

Section 4-3-4 Maximum Leave Time Available

- A) Eligible employees may request up to a maximum of twelve (12) weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. An eligible employee who is a spouse, son daughter parent or next of kin of a current member of the Armed Forces, including a member of the Nation Guard or Reserves, with a serious injury or illness may be granted up to a total of 26 workweeks of unpaid leave during a single 12 month period to care for the service member.
- B) Married employee couples shall be restricted to a combined total of twelve (12) weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.
- C) If this period of absence proves insufficient, consideration may be given to a written request for an extended (administrative) leave without pay, which shall not exceed one year.



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Section 4-3-5 How FMLA Leave is measured

The Town uses a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses FMLA leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Section 4-3-6 Use of Accumulated Leave

Employees are required to first use any accumulated paid leave time before taking unpaid FMLA leave.

Section 4-3-7 Continuation of Health Insurance Benefits

- A) Subject to the terms, conditions, and limitations of the applicable plans, the Town of Camp Verde will continue to provide benefits for health insurance for the full period of the approved family or medical leave in accordance with COBRA coverage mandates.
- B) The employee will continue to be responsible for the cost of supplemental benefits and dependent care coverage if continued coverage is desired. Payments must be made by the 10th day of each month. If payment is more than 30 days overdue, coverage will be dropped.

Section 4-3-8 Suspension of Accumulation of Other Town-Provided Benefits

- A) Employees on FMLA who are receiving vacation or sick leave pay will continue to be paid for holidays while on leave and accrue vacation and sick leave.
- B) Employees who are on unpaid FMLA leave will have vacation and sick leave accrual and holiday benefits suspended during the unpaid leave and will resume upon return to active employment.
- C) Use of FMLA leave is not considered a break in service when determining eligibility for vesting or for participation in a benefit.

Section 4-3-9 Return to Work

- A) So that an employee's return to work can be properly scheduled, an employee on FMLA leave is required to provide the Town with at least two days' advance notice of the date the employee intends to return to work.



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- B) If the employee was on FMLA leave due to a serious health condition, before returning to work, the employee must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Human Resources Department prior to the employee returning to work.
- C) When a FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- D) The only exception may be for a highly compensated position. The employee in this position will be notified when he/she requests leave that the Town may choose to fill the position because it is key to the Town's operations. If the Town chooses to fill the position, it will first offer the employee the opportunity to return to work immediately.

Section 4-3-10 Intermittent Leave or Reduced Work Week

- A) In certain cases, intermittent use of the 12 weeks of FMLA leave or a part of a reduced workweek may be allowed by the Town. Employees wishing to use leave intermittently or to utilize a reduced work week schedule for FMLA birth, adoption, or foster care purposes will need to discuss and gain approval of such use from the employee's Department Head and the Human Resources Department.
- B) If the need is for preplanned and prescheduled medical treatment of the employee, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Town's operations. Intermittent or reduced workweek use of FMLA is subject to medical certification by a license health care provider.
- C) In some cases, the Town may temporarily transfer an employee using FMLA leave intermittently or on a reduced workweek schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced workweek schedule.

Section 4-3-11 Termination of Employment

- A) If an employee resigns voluntarily before returning from FMLA, health insurance benefits are subject to COBRA law.
- B) If an employee fails to report to work promptly at the end of the approved leave period, the Town will assume that the employee has resigned.



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POLICY 4-4 WORKER'S COMPENSATION

Worker's Compensation is a program of insurance administered by the State Industrial Commission to protect workers, their families and dependents from loss due to a work-related or "industrial" accident or illness without assessing fault or blame for the accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation and financial compensation while the worker is disabled – either temporarily or permanently – and is unable to work while on industrial leave. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal. Industrial leave is defined as leave to obtain treatment and/or recuperation necessitated by an injury or condition sustained in the course and scope of employment with the Town of Camp Verde as determined by an authorized health care provider. Industrial leave is not accumulated but is available through the State Industrial Commission in conjunction with state law.

Section 4-4-1 Reporting Requirement

- A) Any employee involved in an industrial injury or an occupational illness as defined by the State Worker's Compensation laws must report the incident to his or her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.
- B) Hours lost due to the injury or illnesses are reported on the employee time sheet as "industrial disability."

Section 4-4-2 Payments

- A) Worker's Compensation does not pay for the first seven days off unless the total number of days off exceeds 14 days. If the claim is approved for payment, paid leave used for the injury or illness may be reinstated to the employee's leave balance record upon reimbursement to the Town of the amount paid.
- B) Worker's Compensation pays a State-mandated percentage of the employee's daily wage.

Section 4-4-3 Use of Paid Leave While on Industrial Leave

- A) An employee receiving disability payments under the Worker's Compensation laws may use accumulated paid leave in order to continue to maintain regular income. Arrangements to maintain regular income may be made through the Human Resources Department.



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- B) Sick leave or vacation leave may be used to supplement any payments that an employee is eligible to receive from State disability insurance. The combination of any such disability payments and Town paid sick or vacation leave benefits shall not exceed the employee's normal weekly earning. The purpose of this policy is to ensure that an employee does not suffer an economic hardship as a result of a work-related injury or illness; however, the employee should not realize a financial gain as a result of injury or illness.
- C) Lost time for worker's compensation in excess of three days will run concurrent with Family Medical Leave (FMLA).
- D) No employee shall receive sick leave or use vacation time as a result of a job injury, illness, or disease incurred while employed by another employer.

Section 4-4-4 Return to Work

An employee returning from Worker's Compensation leave must notify their supervisor of their intent to return to work, and must provide a work release from the health care provider attesting that they are able to resume their normal work duties or modified duties. The work release must be accepted by the Human Resources Director prior to the employee's return to work.

POLICY 4-5 MILITARY LEAVE

A military leave of absence will be granted to any employee, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Military leave shall be granted in accordance with the provisions of applicable state and federal law. (i.e. A.R.S. § 26-168, 26-171, 38-610)

Section 4-5-1 No Break in Service

Active military service of an employee who is restored to employment with the Town of Camp Verde is not a break in service and shall be counted as credited service.

Section 4-5-2 Limit of Paid Time Off

Paid time off, in accordance with the law shall be limited to an equivalent of thirty (30) workdays in a 24-month period. The period of time spent in training or scheduled drills under orders shall not be deducted from the paid vacation leave balance to which the employee is otherwise entitled unless it exceeds the thirty workdays.



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POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

Section 4-6-1 Special Leave of Absence with Pay

- A) In some cases, an employee may be granted a special leave with pay in the event the Town Manager or Mayor grants a temporary emergency leave for a natural disaster or other situation that may jeopardize the safety and/or health of employees, such as weather, fire, flood, or pandemic, or in a declared state of emergency, disaster or grief.
- B) In some instances, it may be necessary to remove an employee from the workplace to allow for an investigation by the Town into matters concerning possible discipline of the employee and/or other Town employee(s). This type of leave is not disciplinary action, and in general, should not exceed fifteen (15) working days without written approval from the Town Manager or the Town Manager's designee.
- C) The Town Manager, with Council approval, may also approve a special leave with pay for an employee for a fixed period of time when such leave is considered by the Town Manager to be beneficial to the Town or in the best interest of the Town.

Section 4-6-2 Special Leave of Absence without Pay

- A) A special leave of absence without pay for a period not to exceed 90 calendar days may be granted by the Town Manager to any full-time employee who has completed one year of employment. The granting of such an extended leave without pay must be for the benefit of the Town and must be approved by the Town Manager after recommendation from the respective Department Head. Such leave may be granted only after accrued vacation leave and compensatory leave has been exhausted.
- B) Under extenuating circumstances, the Town Manager may grant an extension of a leave period upon written request by the employee. Such extension may not exceed 3 months and will be based on departmental as well as employee consideration.



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- C) Any employee who has been granted a leave without pay shall retain his/her original date of hire but shall not accumulate any vacation or paid leave time during the unpaid leave of absence nor be entitled to holiday pay.
- D) Any employee who is on a leave without pay at the time of his/her performance evaluation anniversary may not be eligible for a regular annual review of job performance nor for an adjustment in pay until the performance evaluation anniversary immediately following the return to active employment.
- E) Employees on leave without pay may elect to continue group insurance coverage. However, the employee must bear the entire cost of both employee coverage and dependent coverage. Payment must be submitted to the Finance Department by the 10th of each month to ensure continued coverage.
- F) The Town is not obligated to hold the employee's position open while the employee is on leave without pay. The position may be filled on a temporary or regular basis. The employee's right to return to the Town from leave without pay shall depend on the availability of an appropriate position.

POLICY 4-7 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Section 4-7-1 Approval

- A) Approval of bereavement leave for up to 3 days shall occur in the absence of unusual operating requirements. A supervisor shall extend the leave up to two additional days if travel outside the state is required.
- B) Any employee may, with the supervisor's approval, use any available paid leave balances for additional time off as necessary.

Section 4-7-2 Immediate Family Defined

The Town of Camp Verde defines "immediate family" as the employee's spouse, parent, child, brother or sister, grandparent or grandchild; the employee's spouse's parent, child, brother or sister, grandparent or grandchild; and the child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.



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POLICY 4-8 SICK LEAVE

The Town of Camp Verde provides sick leave with pay to eligible employees. Sick leave credit is cumulative with a maximum accumulation of 480 hours.

Section 4-8-1 Eligibility

Employees in the following employment classifications are eligible for sick leave as described in this policy:

- A) Regular full-time employees
- B) Employees who are in an initial evaluation period.

Section 4-8-2 Rate of Accumulation

- A) Regular full-time employees and employees who are in an initial evaluation period shall accumulate sick leave at a rate of 3.69 hours per pay period, equivalent to 12 days per year.

Section 4-8-3 Allowable Uses

- A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury. Sick leave shall be allowed for:
 - 1) Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;
 - 2) Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or
 - 3) Illness, injury, examination or treatment by a health care provider of a member of the employee's immediate family.
- B) The immediate family shall consist of the spouse, children, parents, grandparents, brother, sisters or other individuals whose relationship to the employee is that of a dependent.



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- C) An employee may be granted use of sick leave to care for an ill or injured immediate family member in compliance with the Family Medical Leave Act.
- D) Sick leave cannot be used to care for well family members.

Section 4-8-4 Notification to Supervisor

- A) Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the start of their workday or within two hours after the time set for beginning their daily duties.
- B) The direct supervisor must also be contacted on each additional day of absence unless the sick leave is part of the FMLA leave program.
- C) Employees who are unable to report to work to perform assigned duties due to illness are expected to be at home, or in transport to or from a physician's office or medical facility. Employees who fail to comply with this stipulation are subject to disciplinary action.

Section 4-8-5 Physician's Verification

- A) If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement shall be requested verifying the disability and its beginning and expected ending dates.
- B) Verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits and/or to authorize that the employee may safely return to work.
- C) If the evidence of illness provided is determined by the Department Head to be inadequate, the absence may be charged to another category of leave or considered leave without pay.
- D) Physician's or other qualified medical practitioners verification statements are to be forwarded to the Human Resources Department.



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Section 4-8-6 Additional Conditions

- A) Sick leave shall not be used in lieu of vacation nor shall it be used in addition to vacation.
- B) An employee who is absent more than three workdays shall be subject to the Family Medical Leave Act. Department Heads are responsible for ensuring the Human Resources Department is immediately notified of absences of more than three days.

Section 4-8-7 No Sick Leave Available

An employee who has a non-work related illness or injury and has exhausted accumulated sick leave may apply for special leave without pay.

Section 4-8-8 Transfer of Hours to Vacation

Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value.

- A) If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours.
- B) If converted to cash value the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.

Section 4-8-9 Termination of Employment

- A) At the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated sick leave balance as calculated below:

Years of Continuous Service	Payout Percentage
One to less than ten (10) years	10%
Ten (10) to less than fifteen (15) years	25%
Fifteen (15) plus years	50%

- B) Years will be calculated on the employee's Date of Hire/Length of Service Anniversary.
- C) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of continuous service.



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POLICY 4-9 SICK LEAVE BANK

The Sick Leave Bank provides a short-term option to alleviate undue hardship to eligible member employees who become unable to work due to a serious personal illness or injury and has exhausted all available paid leave (vacation, sick leave, and compensatory time). This policy is based on compassion and generosity and is meant to promote a spirit of mutual support among employees. Membership in the Sick Leave Bank is voluntary.

Section 4-9-1 Definitions

- A) **Serious Personal Illness or Injury:** Is an illness or injury as defined by the Family and Medical Leave Act of 1993 that requires an employee to be absent from work for more than (3) three consecutive days.
- B) **Eligible member employee:** means all regular employees eligible to accrue sick leave who have enrolled in the Sick Leave Bank after six months of continuous employment.
- ~~C) **Governing board:** is the employee advisory group, charged with administering the provisions set forth in this policy and the Sick Leave Bank by laws.~~
- ~~D) **By laws:** are a rule, or set of rules, formally adopted by an organization chiefly for the government of its members and the regulation of its affairs.~~
- E) **Sick Leave Bank:** is a common pool of hours to which employees contribute hours on an annual basis to become members.

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Section 4-9-2 Eligible Recipient

- A) A recipient of donated hours must currently be on an approved medical leave of absence without pay and possess a physician's certification specifying that the recipient is not yet able to return to work.
- B) The recipient:
- 1) Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts and; ~~(Paid Holiday Leave accruals are exempt from this requirement); and~~



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- 2) Is not eligible to receive benefits through an insurance program paid by the Town; and
- 3) Is not eligible to receive payments from the retirement system, which he/she is a member; and
- 4) Is not eligible to receive payments from Social Security; and
- 5) Has elected membership in the Sick Leave Bank.

Section 4-9-3—Compliance

~~The Sick Leave Bank Governing Board is responsible for overseeing and administering the Sick Leave Bank in accordance with this policy and the provisions set forth in the Sick Leave Bank by-laws.~~

Section 4-9-4~~3~~ General Provisions

~~A) Prospective Sick Leave Bank Governing Board members shall be recommended by their Department Head and shall serve a two (2) year term. One member and one alternate shall be selected from current Sick Leave Bank members in each Town Department.~~

B)A) The maximum award a Sick Leave Bank member may receive is 480 hours per year as measured forward from the date of the last request.

C)B) The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:

- 1) Full-time (35 - 40 hours a week) employee donating eight (8) hours of sick leave annually.
- 2) Part-time (working between 25 and 35 hours per week) employee donating six (6) hours of sick leave annually if qualified per section 2-3-2.
- 3) Part-time (working less than 25 hours per week) employee donating four (4) hours of sick leave annually if qualified per section 2-3-2.
- 4) Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.

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D)C) Requests for Sick Leave Bank hours shall be made through the department head with the Human Resource Department, ~~who will contact the Sick Leave Bank Governing Board members. The Board shall meet within seven (7) days of a formal request to use Sick Leave Bank hours.~~

POLICY 4-10 VACATION LEAVE

Vacation leave with pay after six months of employment is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Section 4-10-1 Eligibility

Employees in the following employment classification are eligible to earn vacation leave as described in this policy:

- A) Regular full-time employees
- B) Employees who are in an initial evaluation period.

Section 4-10-2 Benefit Year

- A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.
- B) The benefit year for all eligible employees begins on the employee's effective date of hire.
- C) An employees benefit year may be extended for any significant leave of absence except military leave of absence.
- D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.
- E) After completion of six months of the first benefit year, employees can request use of vacation leave after it is earned.

Section 4-10-3 Rate of Accumulation

- A) The amount of paid vacation time employees receive each year increases with the length of their employment as shown on the following charts:



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1) Eligible nonexempt employees

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	80 hours	3.08 hours
5 to less than 10	104 hours	4.00 hours
10 or more	120 hours	4.62 hours

2) Eligible exempt employees

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	120 hours	4.62 hours
5 to less than 10	144 hours	5.54 hours
10 or more	160 hours	6.15 hours

Years of Continuous Service	Hours Per Pay Period	Approximate Days Per Year
0 thru 2	4.6160	15
2 thru 4	4.9280	16
4 thru 6	5.2320	17
6 thru 8	5.5440	18
8 thru 10	5.8480	19
10 thru 12	6.1600	20
12 thru 14	6.4640	21
14 thru 16	6.7760	22
16 thru 18	7.0800	23
18+	7.3920	24

B) Part-time employees eligible for benefits (see section 2-3-2) will accumulate a prorated amount of vacation time according to the number of hours per week they are officially scheduled to work.

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C) The maximum allowed accrued vacation time will be equal to double (x2) the employee's annual accrual based on years of service accrual will not continue if the employee is over maximum allowed on December 31st of every year.

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D) Vacation leave will not accumulate while an employee is on leave of absence without pay.

D) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of service.



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- E) Upon hire an employee may be given years of service credit only for the purpose of accruing the proper level of leave commensurate with experience.

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Section 4-10-4 Request for Leave

- A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.
- B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

Section 4-10-5 Termination of Employment

Upon termination, employees will be paid for unused vacation time that has been earned through the last day of work at their prevailing rate.

POLICY 4-11 CIVIC DUTY

The Town of Camp Verde encourages employees to fulfill their civic responsibilities as citizens. In accordance with ARS 21-236, the periods of civic duty absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

Section 4-11-1 Jury Duty

- A) The Town of Camp Verde encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 10 days of paid jury leave over a one-year period. Employee classifications that qualify for paid jury duty leave are:
- 1) Regular full-time employees
 - 2) Employees who are in an initial evaluation period
- B) Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.



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- C) Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury duty fee amounts to the Finance Department.
- D) Mileage and per diem amounts may be kept by the employee.
- E) If employees are required to serve beyond the period of paid jury duty leave, they may use any available paid leave balances (i.e., vacation, comp time) or may request an unpaid jury duty special leave of absence.
- F) Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.
- G) Employees are expected to report to work whenever the court schedule permits.
- H) Either the Town of Camp Verde or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

~~I) The Town will continue to provide health insurance benefits until paid leave is expended. At that time, the employee will become responsible for the full costs of these benefits if continued coverage is desired. When the employee returns from jury duty, benefits will again be provided by the Town according to the applicable plans. (VIOLATES A.R.S. 21-236)~~

~~J) Benefit accumulation, such as vacation, sick leave, or holiday benefits, will be suspended during unpaid jury duty and will resume upon return to active employment. (VIOLATES A.R.S. 21-236)~~

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Section 4-11-2 Witness Duty

The Town of Camp Verde encourages employees to appear in court for witness duty when subpoenaed to do so.

- A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.
- B) Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.



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- C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.
- D) The employee is expected to report for work whenever the court schedule permits.
- E) Time spent in court on personal matters will not be paid.

Section 4-11-3 Voting

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

- A) The employee may be absent for three hours with pay on the day of the election for the purpose of voting after notifying his/her supervisor or Dept. Head.
- B) The Department Head may specify the hours during which the employee may be absent for the purpose of voting. Before leaving their assigned duties or workplace, the employee shall notify his/her supervisor or Department Head that they are leaving for the purpose of voting.
- C) An employee may be required to provide evidence of eligibility to vote prior to approval for time off.

POLICY 4-12 GROUP BENEFITS

The Town of Camp Verde provides group benefits coverage, which may change from time to time for eligible employees. The Town contributes towards all mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, etc. The Human Resources Department is responsible for implementation and administration of all group insurance plans.

Section 4-12-1 Eligibility

- A) Regular employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.
- B) Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.



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- C) Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

Section 4-12-2 Group Insurance Coverage

The Town contributes to the cost of providing group insurance coverage for full-time employees, who participates in the group insurance programs offered by the Town, depending upon the restrictions and limitations of the particular benefit plan.

Section 4-12-3 Voluntary Benefits

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits are offered by the Town through the Human Resources Department, depending upon the limitations and restrictions of the particular plan. Voluntary benefits are offered at the discretion of the Town Manager. Voluntary benefits are fully paid by the employee.

Section 4-12-4 Retirement Plan

- A) Employee whose normal workweek is 20 hours or more and who have met the eligibility requirement of the retirement plan are required to participate in a retirement plan offered by the Town.
- 1) Certified police personnel normally participate in the Public Safety Retirement System.
 - 2) All other eligible employees participate in the Arizona State Retirement System.
- B) Retirement benefits accumulate from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.
- C) Employees are vested in accordance with the retirement plan in which they are enrolled.
- D) If an employee terminates service without retiring, accumulated vested contributions, with earned interest, are refundable upon request.

Section 4-12-5 Employee Assistance Program



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- A) The Town provides an employee assistance program (EAP) to all full-time employees.
- B) When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. The Town will not be informed that help has been sought unless the employee requests that the information be released.
- C) When stress or personal problems interfere with job performance, the Town will encourage and may require participation in the EAP to deal with job-related performance issues. When participation is required, confidentiality is maintained. The EAP will only verify that the employee has participated as required.
- D) Use of the employee assistance program may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.
- E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.



CHAPTER 5 WORK RULES

POLICY 5-1 HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of evaluation periods and continued employment with the Town.

Section 5-1-1 Normal Work Week and Work Hours

The basic workweek is generally 40 hours of work pursuant to Town Code. This begins for most employees at 12:01 AM Sunday and ends at 12:00 midnight on Saturday.

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~~The following work schedules for all employees may be approved by the Department Head:~~

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~~5-8's. In this schedule, the employee works five 8-hour days, completing a 40-hour workweek in five days.~~

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~~4-10's. In this schedule, the employee works four 10-hour days, completing a 40-hour workweek in four days.~~

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~~9-80. In this schedule, the employee works four 9-hour days and one 8-hour day in one week and then working four 9-hour days the following week, completing 80-hours in a pay period. (exempt employees only)~~

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~~Other schedules may be used, by Departments who have special operational needs, as approved by their Department Head with concurrence from the Town Manager.~~

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A) Modifications to the workweek and work schedule may be made by the department head to provide essential Town services, subject to any federal and State statutory or constitutional limitations relating to hours of work.

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Section 5-1-2 Absences and Tardiness

A) Advanced notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor or Department.

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- B) Advanced notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.
- C) Notification of an absence or tardiness by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.
- D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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POLICY 5-2 PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources staff.

Section 5-2-1 Access to Official Personnel File

Access to information in an employee's personnel file is confidential to the extent permitted by federal and state law. During the normal course of employment, the following individuals are authorized to review an employee's personnel file: The Town Manager, Department Head, immediate supervisor, the employee, Town Attorney (or his/her designee) or a state or federal enforcement employee conducting an official investigation.

Section 5-2-2 Updating Personnel Records

- A) Department Heads are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their department.
- B) To ensure that personnel files are up-to-date at all times, employees should notify their supervisor or Human Resources staff of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency and so forth.
- C) Each employee may inspect audit or copy, his or her personnel file to ensure accuracy and completeness of the file. A Human Resources representative must be present when a file is reviewed or copied.

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- D) The following portions of the employee's personnel file are matters of public record: Name of the employee, date of employment, current and previous duties and dates received, name, location, and dates of previous assignments, current and previous salaries, and dates of each change, and the name of the employee's current or last known supervisor.

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Section 5-2-3 Maintenance of Personnel Files

- A) The Human Resources Director is responsible for maintaining personnel files and must approve materials for inclusion in a file.
- B) An employee may submit a written statement for inclusion in his/her personnel file if he or she believes that any of the included materials requires correction and/or clarification.
- C) Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings, unless the employee falsified a time sheet or other information.

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Section 5-2-4 Records Retention

- A) An employee's personnel file will be retained during the tenure of the employee and for a minimum of 3 years after the employee's employment with the Town has terminated, unless a longer period is required by law. During this retention period, nothing will be removed from the personnel file.
- B) Name, position, the date of hire, and the date of termination will be retained indefinitely.

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Section 5-2-5 Records Release

- A) Human Resources treat as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.
- B) Other information contained in the personnel file will be released with express written permission of the employee or to the extent allowed by law.

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POLICY 5-3 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town of Camp Verde presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads are responsible for determining and enforcing the dress code for their respective areas of responsibility.

Section 5-3-1 Acceptable Attire

Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness, and good grooming that are applicable to all employees.

Section 5-3-2 Unacceptable Attire

- A) Extravagance and extremes of style and attire are not in good taste in a public service environment. The Town of Camp Verde reserves the right to advise any employee at any time that his or her grooming, attire, or appearance is unacceptable.
- B) After having been so advised, the employee will be expected to comply with the suggested change. Failure to do so will result in the employee's suspension without pay until corrective action by the employee is taken.
- C) Repeated lack of compliance may result in further disciplinary action, up to and including discharge.

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Section 5-3-3 Uniforms

- A) Employees who are required to wear a uniform of any type in the performance of their duties will either be provided such uniforms by the Town or provided a uniform allowance.
- B) Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.
- C) Laundering, cleaning, and general upkeep of uniforms is the responsibility of each employee.

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- D) Employees should be aware that furnishing of uniforms and maintenance or replacement allowance, if any, may under certain circumstances, be considered a taxable benefit.

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POLICY 5-4 ELECTRONIC MAIL, COMPUTER, AND ON-LINE SERVICES USAGE

Section 5-4-1 Conditions of Employment

As a condition of employment and continued employment, employees agree as follows:

- A) All electronic storage and communication systems (including without limitation facsimiles, copiers, computers, software, and telephone) and all information transmitted by; received from or stored in these systems are the property of the Town;
- B) These systems are to be used solely for job related purposes and not for personal purposes, ~~unless expressly authorized by the employee's supervisor;~~
- C) Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in the equipment;
- D) The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mails entering, leaving, or stored in these systems as well as listening to any voice mail messages;
- E) No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and
- F) To obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system.

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Section 5-4-2 Software Copyright

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement. Employees with questions or concerns regarding the use of software or its related documentation should contact their Department Head.



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Section 5-4-3 Prohibited Use

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state, or local law or regulation (including copyright material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious, or political causes, outside organizations, games, multimedia or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters, or material that is otherwise disruptive to the orderly operation of the Town.

Section 5-4-4 Passwords

Employees should remember that log-on and other passwords should not be shared with anyone else, unless an authorized town official requests such information. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications system is a violation of the policy and shall result in discipline, up to and including termination of employment.

Section 5-4-5 Consequences of Prohibited Use

Any violation of this policy shall result in disciplinary action, up to and including termination of employment.

POLICY 5-5 DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure.

Section 5-5-1 Discipline Process

- A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.

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- B) This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.
- C) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.
- D) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of management, an employee's job performance or conduct threatens the well being of the Town, its employees or its citizens.

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Section 5-5-2 Definitions

- A) Employee: Includes all Town employees of any status or classification except elected officials.
- B) Initial evaluation employee: New employee whose continued regular employment depends upon the successful completion of an initial evaluation period. An employee may be terminated at any time with or without cause during the initial evaluation period.
- C) Notice of proposed disciplinary action: A written five (5) day advanced notice given to an employee documenting the proposed disciplinary action and the proposed effective date.
- D) Pre-action meeting: A meeting with the employee, the employee's representative, if desired, and the Department Head where the employee may present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
- E) Progressive Discipline: A series of increasingly severe disciplinary actions, ranging from oral counseling to discharge.
- F) Termination: Used interchangeably with the word "discharge," meaning dismissal from employment. This does not include a layoff.

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Section 5-5-3 Grounds for Disciplinary Action

- A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:

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- 1) Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 2) Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 3) Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 4) Theft or removal of Town money, merchandise, or property, including property in custody of the Town, without permission. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 5) Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 6) Conviction of a felony or gross misdemeanor. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 7) Other reasons deemed valid by Town officials. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the Following: Formatted: Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
 - 1) Being absent from work without permission or failure to report to the supervisor or Department when one is absent; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 2) Being habitually absent or tardy for any reason; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 3) Failure to follow the orders of one's supervisor(s); Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 4) Inability or unwillingness to perform the assigned job; failure to perform assigned work in an efficient or effective manner; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 5) Participation in prohibited political activities; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 6) Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 7) Any action, on or off the job, bringing discredit to the Town; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
 - 8) Violations of any of the Town policies, Town ordinances, State or federal law; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"



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- 9) Violating safety rules and regulations; being wasteful of material, property or working time; failure to observe security or safety procedures; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 10) Two written reprimands or other disciplinary actions in 24 consecutive months; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 11) Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 12) The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a Town employee; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 13) Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 14) Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 15) Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 16) Such other act, error or omission detrimental to the mission of the Town; Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"
- 17) Other reasons deemed valid by Town officials. Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Section 5-5-4 Types of Disciplinary Action

- A) Oral warning or Counseling: A verbal notice to the employee discussing a problem of relatively minor degree of the employee's performance. The oral warning or counseling shall be given in private. The supervisor shall inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A written notation of the warning is to be included in the employee's personnel file after acknowledgment by the employee (see 5-5-4B3). Formatted: Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"



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B) Written Reprimand

- 1) A written reprimand is issued if the initial measure of oral warning is not sufficient or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file.
- 2) Written reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor or ten days after completion of an administrative investigation. The contents of this notice will be explained to the employee in an interview.
- 3) The original will be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the acknowledgement, then the supervisor and one other witness shall note on the reprimand that the employee received a copy and refused to sign it.
- 4) A copy will be given to the employee and included in the employee's department file.

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C) Suspension With Pay: A suspension with pay is involuntary time off without loss of pay as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may often be given after the employee has received a written warning.

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- 1) Employee Decision-Making Suspension: The employee shall be instructed to decide during this "decision-making" suspension if he or she will commit to the correction of each performance deficiency and meet the Town's expected standards. Upon return to work, the employee will be required to submit, in writing, to the Department Head if and how he/she intends to meet the expected standards or has decided to leave the Town's employment. This type of suspension will not exceed one working day.
- 2) Town Investigative Suspension: This action may be used to remove an employee from the work site in order to allow for an investigation by the Town of behavior that is suspected of being illegal, that is not in the best interests of the Town, or that places other employees or citizens in jeopardy.
 - a) If charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension.

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- b) If charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file. **Formatted:** Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"
- c) This type of suspension is normally paid and shall ordinarily not exceed 21 calendar days. The Town Manager, however, may authorize an extension when a comprehensive investigation will require more time to reach a conclusion. **Formatted:** Outline numbered + Level: 3 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"
- D) **Suspension Without Pay:** Suspension without pay is involuntary time off with loss of pay. This type of action may be taken when the offense is of a serious enough nature to warrant discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed 15 working days. The number of days of suspension, whether a specific number of days or indefinitely, will depend on the severity of the infraction. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- E) **Involuntary Demotion:** An involuntary demotion consists of a reassignment to a lower position classification. This type of action may be taken for serious improper conduct and/or consistent inability to meet job performance expectations. Generally, it will occur in a situation in which it is determined the employee is either unwilling or unable to perform his or her responsibilities of that position. Demotion is not a substitute for dismissal when dismissal is warranted. Employees who are returned to their previous assignments before completing a promotion evaluation period are not considered to have been involuntarily demoted. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- F) **Reduction in Pay:** A reduction in pay occurs with a reassignment to lower pay within the same position classification. This type of action may be taken as the result of consistent poor employee performance. No change in classification occurs. Reduction in pay is imposed for either repeated poor performance or flagrant violations of rules and regulations and is considered to be a final behavior correction opportunity. Employees who do not successfully complete their promotion evaluation period and are returned to their previous assignment are not considered to have been disciplined with a reduction in pay. A disciplinary reduction in pay does not include assignments, transfers or reassignments, including those to or from lead positions or special positions. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"



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G) Discharge:

- 1) Discharge is the involuntary, permanent removal or termination of an employee from employment. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination; theft; serious, illegal, or destructive acts while on the job; or other substantial reasons deemed appropriate by the Town Manager. An employee may also be discharged after repeated offenses of a less serious nature if the supervisor has documented the offenses and appropriate performance-related changes have not resulted from previous progressive disciplinary action. This does not include a layoff.
- 2) During the initial evaluation period, employees may be terminated at any time with or without cause and without the right of appeal. Written notification of dismissal shall be signed by the employee who has not completed the initial evaluation period and placed in the employee's personnel file, with a copy given to the employee. Dismissal of such employees requires the concurrence of the Department Head, the Human Resources Director, and the Town Manager.

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Section 5-5-5 Notice to Employee

An employee who has completed the initial evaluation period shall receive a 5-day written notice of intent whenever the Town intends to take a disciplinary action resulting in termination, reduction in pay, demotion, or suspension without pay. Notice under this section is not required for layoffs, assignments, transfers, or reassignments, including those to or from lead positions. The notice will generally provide the following information:

- A) Notice of the intended disciplinary action and the proposed date of implementation.
- B) The reasons for the action.
- C) The date and time, not more than 3-days after the notice is given to the employee, of a pre-action meeting with the Department Head (or his or her designee), for the employee to present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
 - 1) The affected employee may have a non-attorney co-worker of the employee's choosing present during the pre-action meeting. The co-worker may not speak on behalf of the employee, but may advise the employee during the meeting.

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2) Any relevant information presented by the employee regarding the proposed disciplinary action shall be considered.

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D) Failure by the employee either to attend the pre-action meeting or to timely submit reasons in writing why the proposed disciplinary action should not be taken will be deemed a waiver of the employee's right to do so and the proposed disciplinary action will be implemented as written.

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POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

Section 5-6-1 Purpose

The Town of Camp Verde provides personnel action review procedures as a means to:

A) Ensure all employees fair and equitable treatment;

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B) Promote harmonious relations among employees, supervisors, and managers;

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C) Encourage the settlement of disagreements informally at the employee-supervisor level;

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D) Provide an orderly procedure to handle disagreements through the various supervisory levels when necessary;

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E) Resolve grievances as quickly as possible.

Section 5-6-2 Sole Remedy

Policy 5-6 is the sole and exclusive internal remedy available to employees for resolving disputes arising from Town employment.

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Section 5-6-3 Informal Personnel Action Review Procedures

A) An employee who has a problem or complaint, which does not qualify as a reviewable issue as defined below, should promptly inform and discuss it with his or her immediate supervisor, endeavoring to resolve the matter expeditiously and informally at the employee-supervisor level.

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B) If informal discussion does not resolve the problem or complaint to the employee's satisfaction, the employee should discuss it with his or her supervisor's immediate supervisor, if any, the Department Head, the Human Resources Director, or the Town Manager or designee.

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- C) Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision.

Section 5-6-4 Formal Personnel Action Review

Except where formal review of the employment matter is not authorized by these procedures, any regular employee, not appointed by the Town Council, may file a request for formal review of an employment action involving termination, reduction in pay, involuntary demotion, or suspension without pay in accordance with the Formal Personnel Review Procedures set forth in Section 5-6-7.

Section 5-6-5 Employment Matters Not Subject to Review

The following employment matters are not subject to formal review:

- A) Placement of an employee in, or the content or structure of, the Town's Classification Plan;
- B) Placement of an employee in, or the content or structure of, the Town's Salary Plan;
- C) The content or structure of the Town's benefits programs;
- D) An employee's performance evaluation;
- E) Extension of an evaluation period;
- F) Assignments, transfers, or reassignments, including those to or from lead positions or special positions.
- G) Municipal finance or budgetary issues; and
- H) Layoffs

Section 5-6-6 Miscellaneous Rules

- A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.
- B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.

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- C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to present to attend. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness or other participant, whether testifying or not, in these personnel action review procedures by reason of such participation. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred. **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"



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Section 5-6-7 Formal Personnel Action Review Procedure Steps

A) Step One: Appeal to Department Head

- 1) Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.
- 2) The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.
- 3) If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Human Resources Director who shall proceed as stated in Step Two.

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B) Step Two: Appeal to Human Resources Director

- 1) If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Human Resources Director.
- 2) The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step One) being appealed.
- 3) The Human Resources Director will review the appeal and communicate a decision in writing to all concerned parties within ten business days of the Human Resources Department having received the employee's written notice of appeal.
- 4) If the issue involves the Human Resources Director, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Three.

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C) Step Three: Appeal to Town Manager

- 1) If the employee is not satisfied with the Human Resources Director's decision or if no decision has been rendered within ten business days after submission to the Human Resources Director, the employee may appeal the decision to the Town Manager.
- 2) The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.
- 3) The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.

~~— The Town Manager may delegate the duties under Step Three.~~

~~— Step Four: Appeal to a Hearing Officer~~

~~— If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step Four appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.~~

~~— Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involves termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step Four appeal to a Hearing Officer.~~

~~— An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.~~

~~Section 5-6-8 — Rules of Appeal to the qualified Hearing Officer~~

~~— The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.~~

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- ~~Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- ~~If an appeal is made the Human Resources Director in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- ~~Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- ~~The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right: to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- ~~Both the Town and the appellant will have the opportunity to present witnesses and evidence, to cross-examine witnesses, and to be heard in person.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"
- ~~The findings and recommendation of the Hearing Officer shall be made to the Town Manager and shall include a written statement as to the evidence rolled upon by the Hearing Officer and the reasons for his or her decision. The Town Manager has final decision on all personnel appeals, and can modify, accept, or reject the recommendations of the Hearing Officer. If the Town Manager rejects the Hearing Officer's recommendation he or she must state the reasons therefore in writing.~~ ← **Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Tab after: 0.25" + Indent at: 0.25"



CHAPTER 6 EMPLOYEE DEVELOPMENT

POLICY 6-1 EDUCATION ASSISTANCE

Section 6-1-1 Purpose

The Town of Camp Verde recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Town.

Section 6-1-2 Eligibility for Participation

- A) All regular full-time employees with satisfactory work and attendance standards who have successfully completed the initial evaluation period are eligible to participate.
- B) Employees who are receiving grants, scholarships, or veteran's benefits are eligible to participate, but only to the extent that employee's course tuition costs are not covered by these external funds.
- C) Only those courses beginning after the new employee's initial evaluation period ends will be considered for reimbursement.
- D) Employees participating in the program are required to achieve grade C or higher in order to remain eligible.
 - 1) An original grade report or transcript must be provided to Human Resources within 45 days of the completion of each course. Failure to submit the grade report or transcript within the time limit will result in disqualification for tuition assistance.
 - 2) Courses taken on a pass/fail basis must be "passed." Non-graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade. No courses may be audited.
- E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.



CHAPTER 6 EMPLOYEE DEVELOPMENT

Section 6-1-3 Criteria for Approval

- A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will budget for and administer the educational assistance program.
- B) The program provides tuition assistance for courses that are:
- 1) Directly related either to the employee's present job or to a position within the Town to which the employee could logically progress in the future; or
 - 2) A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g. accounting, engineering, criminal justice, management).
- C) The course must be:
- 1) Taken on the employee's own time and
 - 2) Approved by the applicable Department Head, and the Town Manager.
- D) Courses may be taken at Town-approved:
- 1) Accredited colleges, universities, community colleges;
 - 2) State or public school systems, adult education systems, vocational and trade schools.

Section 6-1-4 Reimbursement

- A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.

1) To ensure fund availability, employees are required to submit a *Tuition Reimbursement* requests during the fiscal budget planning process.

2) During limited funding periods, reimbursements are granted on a first-come-first-served basis.

	<p>CHAPTER 6</p> <p>EMPLOYEE DEVELOPMENT</p>
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- B) The employee must bear all other expenses, which include but are not limited to: Books, supplies, parking, transportation, transcripts, application and administrative fees, lab fees, and other non-tuition expenses.

Section 6-1-5 Termination of Employment

- A) Each employee will be required to sign an agreement stating that if he or she separates from Town employment for any reason within two years of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage of Reimbursement Withheld from Final Paycheck
Up to 12 months after receiving reimbursement	100%
13 to 24 months after receiving reimbursement	50%
24 to 36 months after receiving reimbursement	25%
Over 36 months after receiving reimbursement	0%
Under 6 months after receiving reimbursement	100%
6 to 12 months after receiving reimbursement	75%
12 to 18 months after receiving reimbursement	50%
18 to 24 months after receiving reimbursement	25%
<u>24+ months after receiving reimbursement</u>	<u>0%</u>

- B) If the amount of the employee's final paycheck is not sufficient to cover costs, the individual will be required to reimburse the Town for any remaining balance within 30 days of the termination.

POLICY 6-2 TOWN-SPONSORED and REQUIRED TRAINING

It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services performed by the Town will be more efficient and effective. Training is defined as any work-related seminar, conference,



CHAPTER 6

EMPLOYEE DEVELOPMENT

convention, or workshop attended by an employee whose registration and expenses are funded in whole or in part by the Town.

Section 6-2-1 Procedures

- A) Attendance at training programs within the state will be approved at the Department Head level.
- B) Attendance at training programs out-of-state require approval by the Town Manager prior to registration.
- C) After returning from a training program, employees will normally summarize for the Department Head what new expertise they have gained that may be shared with other employees. The Department Head will disseminate the information as appropriate.
- D) Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Required training shall be recorded as time worked within the meaning of this policy.
- E) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Department so the information can be noted in the employee's personnel file. A copy of any certificates awarded should be forwarded for inclusion in the employee's personnel file.
- F) The Human Resources Department shall maintain an employee training history and shall periodically audit training attendance and policy compliance.



CHAPTER 7
SAFETY AND HEALTH

POLICY 7-1 SAFETY AND LOSS MANAGEMENT

The Town is committed to providing a safe and healthy working environment. In this connection, the Town makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health and safety risks.

Section 7-1-1 Employees Support for Safe Work Practices

- A) All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.
- B) The responsibilities of all employees in this regard include:
- 1) Exercising maximum care and good judgment at all times to prevent accidents and injuries;
 - 2) Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
 - 3) Reporting unsafe conditions, equipment, or practices to supervisors;
 - 4) Using safety equipment provided by the Town at all times;
 - 5) Observing conscientiously all safety rules and regulations at all times;
 - 6) Notifying their supervisor, before the beginning of the work day, of any medications they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers; and
 - 7) Participating in appropriate safety training.

Section 7-1-2 Safety Coordinator

The Town designates a full-time employee as its Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, Supervisors, and Human Resources staff, will monitor and encourage compliance with safety and loss prevention programs, including education and training.



CHAPTER 7 SAFETY AND HEALTH

Section 7-1-3 Evaluation of Safety Performance

Employees are rated on appropriate safety performance as part of their performance evaluation.

Section 7-1-4 Use of Town Equipment and Vehicles

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, shall result in disciplinary action up to and including termination of employment.

POLICY 7-2 RETURN TO WORK

Employees of the Town who are, or could be, on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last more than 180 days.

Section 7-2-1 Temporary and Permanent Restrictions

A restriction identifies a physical condition that prevents an employee from performing the full scope of his or her job duties as outlined in the job description. There are two types of restrictions.

- A) Temporary restrictions are defined as those limitations placed on an injured employee by a physician that is of a relatively short duration (less than 180 days) and the employee is expected to fully recover and to return to normal working conditions.
- B) Permanent restrictions are defined as those limitations placed on an employee by a physician that are expected to be long term (more than 180 days) or from which recovery is not expected. Employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment or file for a "reasonable accommodation" under the Americans with Disabilities Act.



CHAPTER 7 SAFETY AND HEALTH

Section 7-2-2 Alternative Job Placement

- A) When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee's department and normal job duties.
- B) A secondary consideration will be alternative placement into another department or another assignment. That may mean an assignment that is a lower classification than the normal job assignment and commensurate wages for the duration of the temporary assignment.
- C) A critical consideration is to place the employee in a position to perform productive work that is both useful to the Town and achievable within the restrictions placed on the employee. Under no circumstances will a position be created solely for the purpose of providing work for an employee who is eligible to return to work under a temporary restriction. If there is no work available within the employee's department or in another department or assignment, the employee may remain on industrial leave.
- D) An employee shall not be returned to work to any job that is punitive in nature.

Section 7-2-3 Placement Not Substitute for Filling Vacancies

Alternative placement will not be used to avoid the filling of vacancies within the department in question.

Section 7-2-4 Participant Required to Obey Rules

An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies, and procedures of the Town and the specific department.

Section 7-2-5 Procedure

- A) An employee must submit a written request and a written certification signed by a physician, noting the employee's restrictions and length of those restrictions. The Department Head and the Human Resources Director will evaluate the request in order to determine whether or not an employee is able to return to the assigned position.
- B) If authorized to participate in the Return-to-Work Program, the employee will be notified by the Department Head of the date he or she is expected to return to work.



CHAPTER 7 SAFETY AND HEALTH

C) In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town, other staff, or the injured employee.

POLICY 7-3 NO-SMOKING Tobacco Free Work Place

Smoking and the use of smoke free Tobacco is prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

Section 7-3-1 Smoking Tobacco use Areas

Employees who smoke may do so outside of the Town buildings in the properly designated areas. State law prohibits smoking in places of employment as well as within 20 feet of entrances/exits, windows, and ventilation intakes.

Section 7-3-2 Smoking Tobacco Breaks

Smoking Tobacco breaks shall be limited to the same number of breaks that other Town employees receive.

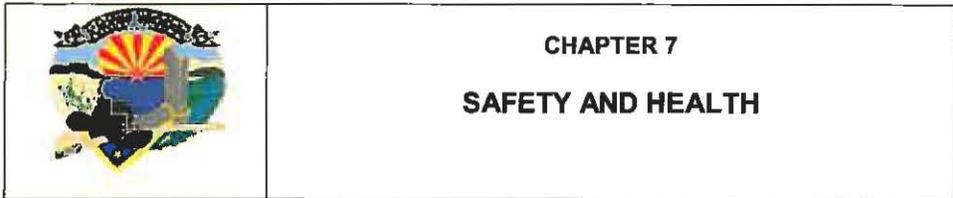
Section 7-3-3 Smoking Tobacco Cessation

Employees who smoke or use a smokeless tobacco but who want to quit should contact Human Resources staff for information on possible medical insurance carrier and community resources, literature, or smoking tobacco cessation programs that may be available.

POLICY 7-4 VIOLENCE IN THE WORKPLACE

Section 7-4-1 Consequences of Prohibited Conduct

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are entirely unacceptable and are cause for immediate dismissal, even for a first offense. This policy holds for any threats made on Town property, at Town events or under other circumstances that may negatively impact the Town's ability to conduct its business.



Section 7-4-2 Infringement on Safe Workplace

- A) Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures, or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.
- B) Possession of firearms, explosives, or weapons not authorized by the Town is considered threats of violence and is prohibited. The consequences of such prohibited possession is disciplinary action, up to and including immediate discharge.

Section 7-4-3 Complaint Procedure

Any employee who believes that he or she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources Director, or the Marshal's Office immediately.

POLICY 7-5 DRUG AND ALCOHOL FREE WORKPLACE

It is the policy of the Town of Camp Verde that its employees be free of substance and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries, and fatalities.

Section 7-5-1 Consequences of Prohibited Conduct

Illegal drug use, alcohol abuse, and failure to participate are grounds for discipline up to and including discharge, even for a first offense.

Section 7-5-2 Definitions of Prohibited Conduct

- A) Illegal Drug Use includes possessing, using, purchasing, distributing, or selling illegal drugs, or reporting to work impaired by illegal drugs. Under this policy, "illegal drugs" include any drug or drug-like substance that:
 - 1) Is not legally obtainable;
 - 2) May be legally obtainable but has not been legally obtained; or



CHAPTER 7 SAFETY AND HEALTH

- 3) Is being used in a manner or for a purpose other than prescribed.
- B) Alcohol Abuse includes possessing, using, purchasing, distributing, or selling alcoholic beverages at any time during the hours between the beginning and ending of the employee's work day, or reporting to work or working impaired by alcohol in any way.
- C) Failure to Participate in the Town's drug and alcohol testing policy includes:
 - 1) Failure to submit to drug or alcohol testing;
 - 2) Failure to report immediately for drug or alcohol testing when requested to do so;
 - 3) Refusal to sign all appropriate consent forms; or
 - 4) Any other failure to cooperate to the Town's complete satisfaction.

Section 7-5-3 Use of Legal Drugs

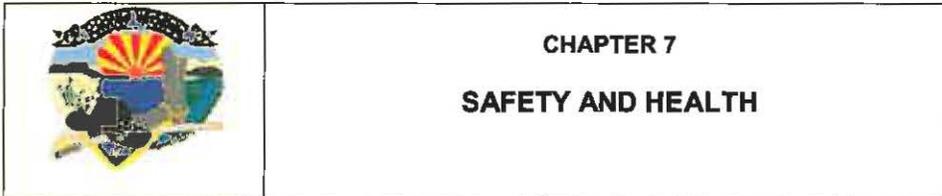
- A) While this policy does not prohibit the use of legal drugs, employees are required to notify their supervisors if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell their supervisor if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.
- B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.
- C) Anyone who fails to notify his or her supervisor about the use of legal drugs will be subject to disciplinary action up to and including discharge, even for a first offense.

Section 7-5-4 Types of Tests

The Town has implemented four circumstances for drug and alcohol testing.

A) Pre-employment Testing

- 1) Candidates selected for "safety-sensitive" positions must submit to a drug test. Any potential hire who tests positive for drug use will be ineligible for employment with the Town.



2) "Safety-sensitive" positions include those positions involving work that may pose a great danger to the public. (i.e. peace officers, work involving the operation of dangerous instrumentalities, any position that requires an employee to be behind the wheel of a car for a substantial part of their job, jobs requiring a CDL).

B) Post-Accident Testing for all employees

- 1) Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:
 - a) A fatality is involved;
 - b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
 - c) Any vehicle involved incurs "disabling damage" (for example, must be towed away).
- 2) Following any accident, the employee must notify the Town as soon as possible.
- 3) Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.
- 4) In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.
- 5) In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.



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SAFETY AND HEALTH

C) Random Testing for certain Safety-Sensitive employees

- 1) Any employee who holds a CDL or assigned to a Narcotics Enforcement Unit shall be subject to random drug and alcohol testing. The Town or its agents will submit all the required names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year.
 - a) To meet DOT requirements, the Town will test the average number of employee positions requiring a CDL in each calendar year at a rate established by the Department of Transportation (DOT) for the given year.
- 2) Random selection, by its very nature, may result in employees being selected in successive selection or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.
- 3) If an employee is selected at random for either drug or alcohol testing, a Town supervisor will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct shall be considered a refusal to test.

D) Reasonable Suspicion Testing

- 1) The Town will require an employee to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that the employee is engaged in illegal drug use or alcohol abuse.
- 2) For purposes of this policy, "reasonable suspicion" will be based on specific observations concerning the appearance, behavior, speech, or body odors of an employee, including, without limitation, slurred speech, red eyes, dilated pupils, incoherence, unsteadiness, unexplained carelessness or accidents, erratic behavior, inability to perform the job and other unexplained behavior changes.
- 3) These observations will be made by a supervisor, a peace officer, or other Town official who has been trained to recognize signs of alcohol and/or drug use.



CHAPTER 7 SAFETY AND HEALTH

Section 7-5-5 Authorization For Previous Test Records of CDL Holders

As a condition of employment, any employee who is required to hold a commercial driver's license (CDL) for the position shall sign a release authorizing the Town to obtain drug and alcohol testing records from the employee's previous employers for the previous two years. The Town will verify that no prior employer of the employee has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two years.

Section 7-5-6 Drug/Alcohol Testing

Drug and alcohol testing may be conducted through means of breath, urinalysis or blood collection. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances.

A) The collection of samples shall be performed under reasonable and sanitary conditions.

- 1) Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services. Breath tests will be administered on an instrument approved by the Arizona Department of Health Services or the United States Department of Transportation.
- 2) Sample collections shall be documented and these documentation procedures shall include the following:
- 3) Samples shall be labeled in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test provided.
- 4) Samples shall be split at the time they are collected and both splits shall be sent to the lab together.
- 5) The person being tested shall present reliable individual identification to the person collecting samples.



CHAPTER 7 SAFETY AND HEALTH

- 6) Sample collection, storage and transportation shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration or misidentification.
- 7) Drug-use testing shall include confirmation of any positive drug test results for employees. Confirmation of positive drug test results for employees shall be by use of a different chemical process than was used in the initial drug-use test. The second or confirmatory drug-use test shall be a chromatographic technique such as a gas chromatography-mass spectrometry or another comparable reliable analytical method.
- 8) A drug-use test shall be considered positive after the test is reviewed by a medical review officer and the MRO makes a determination. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol-impairment test shall be considered positive when an employee's breath alcohol amount tests at .02% or greater.

~~A) Laboratory Testing: The procedure starts with the collection of a urine or blood specimen.~~

~~1) Specimens will be submitted to a Substance Abuse Mental Health Services Administration (SAMHSA) certified laboratory for testing.~~

~~2) As part of the collection process, the specimen provided will be split into two vials; a primary vial and a secondary vial.~~

~~3) The SAMHSA certified laboratory will perform initial screening on all primary vials.~~

~~4) In the event that the primary specimen tests positive, a confirmation test of the specimen will be performed prior to the laboratory reporting the results to the Town.~~

B)A) Laboratory Results: All laboratory results will be reported to the Human Resources Director for the Town. At the Human Resources Director's sole discretion, a determination will be made as to whether a result is positive or negative.

1) Negative test results will be reported to the Department Head.

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CHAPTER 7 SAFETY AND HEALTH

- 2) Before reporting a positive test result, the Human Resource Director will contact the employee to discuss the test results. After being contacted, the employee shall report to the Human Resources Director immediately. If the employee fails to report to the Human Resources Director within five days after notification, the Human Resources Director may verify the test is positive.
 - 3) After any positive verification, the employee may petition the Human Resources Director to reopen the case for reconsideration.
- C) E) Confidentiality: Individual test results for employees will be released to the Town and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.
- D) C) Request for Results: Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of the drug testing upon a timely written request.

Section 7-5-7 Alcohol Testing

- A) The Town will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) conforming products list (CPL) and meets the DOT's testing requirements. This may be a breath-testing device, a saliva-testing device or any other approved device and may be provided through a trained supervisor, ~~or the Camp Verde Marshal's Office.~~
- 1) The device will be operated by a technician who is certified and trained on the specific device he or she will be operating.
 - 2) The employee shall report to the alcohol-testing site as notified by the Town. The employee shall follow all instructions given by the alcohol technician.
- B) Any initial test indicating a Blood Alcohol Concentration (BAC) of .02 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test.
- 1) In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer.



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SAFETY AND HEALTH

2) Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which shall result in disciplinary action up to and including termination, even for a first offense.

C) All alcohol tests shall be performed just prior to, during, or just after duty.

Section 7-5-8 Substance Abuse Evaluation, Return-To-Duty, and Follow Up Testing

A) Any employee who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become re-qualified for employment with the Town, the employee must be evaluated by a SAP and submit to any treatment the SAP prescribes.

B) Following evaluation and treatment, if any, in order to become re-qualified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.

C) The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.

D) The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

Section 7-5-9 Discipline and Appeals

A) The disciplinary procedures included in this policy are subject to the notice provisions of the Discipline System Policy and appeal provisions included in the Problem Resolution Policy.

B) The disciplinary guidelines contained in this policy supersede the progressive discipline policies of the Discipline System Policy.

Section 7-5-10 Contractors and Visitors



CHAPTER 7 SAFETY AND HEALTH

Contractors and their employees or representatives and visitors will be notified that the Town of Camp Verde prohibits the use, possession, sale or distribution of drugs or alcohol on its property or at its work sites. Any person who is reasonably suspected to have drugs in his or her system or to be impaired by alcohol while on Town of Camp Verde property or work site is in violation of this policy. Contractors and their employees or representatives and visitors violating this policy will be refused entry onto Town property or Town work sites. In addition, appropriate legal entities may be contacted as required and appropriate.

Section 7-5-11 Not a Contract

This policy is not intended nor should it be construed as a contract between the Town and the employee. This policy may be changed at any time at the sole discretion of the Town Council.



CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 EMPLOYMENT END

Employment with the Town of Camp Verde may be ended voluntarily or involuntarily.

Section 8-1-1 Service Retirement

Service retirement is voluntary termination after having satisfied the employment requirements of applicable retirement system procedures.

Section 8-1-2 Disability Retirement

Disability retirement is voluntary termination necessitated by an injury or illness that renders the employee incapable of performing the essential tasks of his or her usual job. The termination is preceded by a letter from the employee to his or her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency verifying the disability and approving the retirement.

Section 8-1-3 Employee-Initiated Resignation

An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

Section 8-1-4 Termination during Initial Evaluation

During the initial evaluation period, an employee may be terminated at any time, with or without cause, by the Department Head after consultation with the Human Resources Director and the Town Manager.

Section 8-1-5 Discharge

Discharge is involuntary termination or dismissal of an employee by the Town.

Section 8-1-6 Layoff and Recall

- A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.



CHAPTER 8

TERMINATION OF EMPLOYMENT

- B) A Department Head may lay off an employee with the approval of the Town Manager because of material change in duties or organization or because of shortage of work or funds. Affected employees shall be given written notice as soon as possible, but not later than a minimum of 14 calendar days prior to the effective date of a proposed layoff.
- C) Layoff decisions, recall and filling of regular job vacancies may be made based on documented ability and performance of the duties required in the job and consideration of an employee's length of continuous service with the Town in the classification. Where documented performance, experience, and qualifications are equal, decisions to lay off, recall, and fill vacancies will normally be made on seniority within the affected classification within the department.
- D) Layoff decisions shall be coordinated among the various Town departments to provide possible transfer of employees to positions for which the employees qualify.
- E) An employee who has been laid off by the Town may be recalled within one year of the layoff if the employee's previously-held job is reopened or if a similar job for which the laid off employee is qualified becomes available. The Town is not required to follow the competitive hiring process to recall a laid off employee.

POLICY 8-2 EXIT PROCESS

The Department Head is responsible for coordinating the exit process with the Human Resources Department.

Section 8-2-1 Exit Clearance

Included in the final clearance is a verification that all Town equipment, materials, and supplies, such as keys, identification card, Town credit cards, and uniforms, depending upon the department, etc., have been returned.

Section 8-2-2 Exit Interview

Regular full-time and regular part-time employees can participate in an exit interview. The interview will be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.



CHAPTER 8

TERMINATION OF EMPLOYMENT

Section 8-2-3 Final Pay Check

- A) The Finance Department shall be notified of the employee's separation date through the Personnel Action Form. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town policy and laws governing such payments.
- 1) Involuntarily terminated employees must be issued their final paycheck within 3 working days of the termination. It is the responsibility of the Department Head to forward to Human Resources all completed paperwork to meet this federal requirement.
 - 2) All other employees who leave the employment of the Town will be paid at the next regular pay period.
 - 3) Costs of unreturned Town property will be deducted from the final paycheck.
- B) Before the final paycheck is issued to the employee, it is the responsibility of the Department Head to ensure that the employee has completed final clearance. Verification of clearance must accompany the Personnel Action Form.

Section 8-2-4 Continuation of Benefits

- A) Benefits continue through the time actually worked by the employee. If the employee works any part of the month, Town-provided insurance benefits will continue through the last day of the month.
- B) Employees eligible to continue health benefits through C.O.B.R.A. and H.I.P.A.A. will be notified by the Town's Health Insurance Administrator within the time limit determined by law.
- C) For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.



CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-3 VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

- A) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.
- B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing.

POLICY 8-4 RE-EMPLOYMENT

Section 8-4-1 Eligibility

- A) Regular employees who resign from Town service in good standing after completing their initial evaluation period may be re-employed, upon approval of the Department Head, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within 120 days are considered to have continuous service for purposes of benefits.
- B) Promoted employees who resign during their promotion evaluation period are not eligible for re-employment in that position class but may be re-employed in the position occupied before promotion.
- C) Persons interested in re-employment should file a completed Town application form with the Human Resources Department. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.
- D) The individual's previous personnel file will be re-activated once re-employed by the Town, provided re-employment is within seven years after the original resignation.
- E) The date of hire will take the person's previous service with the Town into account; however, future performance pay increases will coincide with the re-employment date.
- F) Re-employed individuals must serve the required initial evaluation period.



CHAPTER 8

TERMINATION OF EMPLOYMENT

Section 8-4-2 Compensation and Benefits

- A) An individual re-employed in his or her former position may be paid at the same pay at the time he or she left the Town, provided that the re-employment is within 120 days of the previous resignation.
- B) Compensation of an employee re-employed to a position other than the former position will be subject to provisions for new hires.
- C) Re-employment after 30 days requires employees to serve the required waiting period for insurance benefits.
- D) Vacation leave eligibility will be based on previous Town service if re-employment occurs within 120 days of the previous resignation.

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Issue 10 - March 15, 2013

Legislative Overview

Today marks the 61st day of the First Regular Session of the 51st Legislature. Floor activity was limited as each chamber sought to move remaining bills to the other body. Notwithstanding certain exceptions, the deadline to hear bills in committee is March 22.

Perhaps the biggest news at the Capitol was the governor's unveiling of her proposal on Medicaid. Among other provisions, the proposal would increase eligibility for the Arizona Health Care Cost Containment System to cover everyone below 133 percent of the federal poverty level and allow AHCCCS to assess a fee on hospitals to pay for the expansion. A press release on the bill [can be found here](#). Additionally, the legislative language proposed by Gov. Brewer [can be found here](#) and is likely to be sponsored by Rep. Heather Carter (R-Cave Creek).

Changes to Transaction Privilege Taxes

Although discussions on [HB 2657 \(transaction privilege tax changes\)](#) continued this week, it should be noted that HB 2111 (investments; public monies) is scheduled to be heard in the Senate Finance Committee on Wednesday at 2 p.m. According to the agenda, a strike-everything amendment may be offered on the bill with the subject of "transaction privilege tax changes." The language of that strike-everything amendment is not required to be available until 4 p.m on Monday. The League continues to monitor the situation and will provide information as it becomes available.

Scrap Metal Dealers

[HB 2262 \(scrap metal dealers; registration\)](#) unanimously passed both the Senate Government and Environment and the Public Safety committees this week. The measure, sponsored by Rep. Tom Forese (R - Chandler) and supported by the League, requires scrap metal dealers to register with the Department of Public Safety and also requires all Arizona law enforcement to be registered on a free theft notification website. The bill contains numerous provisions intended to decrease metal theft while still allowing scrap metal dealers to operate without undue burdens. The bill does state that the Legislature determines dealer registration is a matter of statewide concern and that the power to register dealers is preempted, but a city, town or county may continue to enforce business licensing laws. The bill now goes to Senate Rules.

Election Revisions

On Tuesday, March 12, [HB 2536 \(campaign finance; committees; revisions\)](#) was amended in the Senate Elections Committee to add the provisions of [HB 2527 \(elections; revisions\)](#). The amended bill passed out on a 5-1 vote. HB 2536 makes changes regarding independent expenditures and political committee contributions. The amendment:

authorizes municipalities to lengthen or shorten their terms in order to transition to candidate elections in the fall of even years; modifies municipal incorporation statutes accordingly; and provides municipalities with their "home rule" authorization expiring in the spring of 2014 the opportunity to move those elections to the fall of 2014 without suffering financial penalties. The League supports the bill as these key changes will ensure the smoothest transition to a consolidated election schedule. The League thanks Rep. Michele Ugenti (R-Scottsdale) for her sponsorship and continued support.

Alarm Regulations

On Wednesday, March 13, the House passed [HB 2185 \(alarm businesses; alarm agents\)](#) in the Committee of the Whole and Third Read. As amended the bill allows for alarm companies to provide local law enforcement the necessary information to respond to alarm calls. The bill also has mechanisms in place for background checks for alarm agents. This bill is a clean-up measure to last year's HB 2748.

The League is in support of the bill and is grateful for all of the hard work of the sponsor, Rep. Karen Fann (R - Prescott). The bill now goes to the Senate.

Public Notices

[HB 2533 \(local governments; public notices; website\)](#) failed in its third reading in the House on March 13th. Sponsored by Rep. Warren Peterson (R - Gilbert) HB 2533 allows cities, towns and counties to provide public notice on their own websites, instead of in a newspaper. If a city or town does not have a website, the League will host the posting. Once a year, the municipality will have to publish in a newspaper the location of the public notice website. The bill was also amended in the House Committee of the Whole to exclude municipalities under 100,000.

This issue has been important to cities and towns for many years. We are thankful to Rep. Peterson and the bill's co-sponsors for this effort. The bill will be reconsidered on Monday, March 18.

Ineligible Employees

On Wednesday, [HB 2562 \(public retirement systems; ineligible employees\)](#) was significantly amended in the Senate Finance Committee. As amended the bills aims to prevent future employees seeking enrollment in the Arizona State Retirement System (ASRS) and the Public Safety Personnel Retirement System (PSPRS) from being improperly participating in one of the state's pension plans. Although some final adjustments are needed to the bill, the League is supportive of both the statutory and administrative path going forward in order to both prevent future incorrect enrollments as well as properly and respectfully address existing ineligible employees. The League thanks the sponsor, Rep. Bob Robson (R-Chandler) for his patience and leadership on this issue and willingness to not only bring stakeholders together, but also listens to the concerns raised, in order to craft a viable solution.

Other Bills of Note

(All bills being actively monitored by the League [can be found here.](#))

Bill Number - Short Title - Subject(s)

[HB 2292: photo radar citations; service times - transportation, criminal justice](#)

[HB 2347: tax levy; bond costs - finance](#)

[HB 2443: cities; counties; regulatory review - regulatory reform](#)

[SB 1231: public buildings; construction; indemnity - general government](#)

SB 1270: homeowners' associations; public roadways - homeowners' associations

SB 1365: planned communities; zoning; prohibitions - homeowners' associations

SB 1403: United Nations Rio declaration; prohibition. - general government

Legislative Bulletin is published by the League of Arizona Cities and Towns.
Forward your comments or suggestions to league@azleague.org.