

**RESOLUTION
BOARD OF DIRECTORS
EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT**

A RESOLUTION APPROVING THE SEPTEMBER 21, 2022 AMENDMENT TO THE JANUARY 1, 2017 EMPLOYEE HANDBOOK

WHEREAS, the Eastern Rio Blanco Metropolitan Recreation & Park District ("**ERBM**") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101 *et seq.* ("**Special Districts Act**"), to provide park and recreation services to residents within, and to individuals passing through, its jurisdiction;

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(h), the ERBM Board of Directors ("**Board**") has the power to manage, control, and supervise all of ERBM's business and affairs;

WHEREAS, ERBM's senior staff have presented to the Board proposed amendments to Section 8 of the January 1, 2017 Employee Handbook ("**Employee Handbook**"); and

WHEREAS, the Board has considered the proposed amendments to the Employee Handbook, and wishes to adopt the amendments as presented.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT:

1. The following amendments to the Employee Handbook are adopted and shall take effect at 12:01 a.m. on September 21, 2022 (collectively, the "**September 21, 2022 Amendment**"):
 - a. Section 8 "**Dispute Resolution**" is revised as outlined in the attachment.
2. All other provisions of the Employee Handbook remain in effect as written, and are unaffected by the September 21, 2022 Amendment.

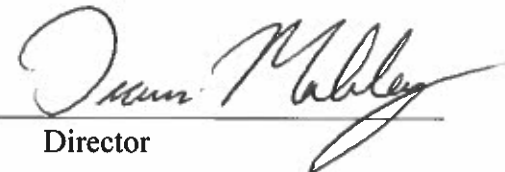
ADOPTED this 20th day of September, 2022.

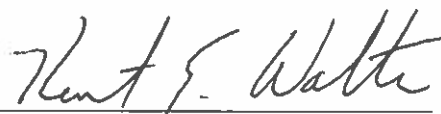
**BOARD OF DIRECTORS OF THE
EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT**

By: 
Director

By: 
Director

By: 
Director

By: 
Director

By: 
Director

Section 8

DISPUTE RESOLUTION

A. Scope.

This Section 8 does not apply to: 1) any aspect of any disciplinary action; 2) employee performance evaluations, reviews or appraisals; 3) decisions regarding compensation, hiring or promotion; or 4) any action you believe constitutes illegal discrimination, harassment, workplace violence or retaliation. Such matters should be addressed in accordance with the procedures in the relevant section of this Handbook discussing such items. For example, complaints or reports of conduct which you believe to be discrimination, harassment, workplace violence, or retaliation must be addressed pursuant to Section 6.

B. Informal Problem Resolution/Open Door Policy.

The District seeks to maintain a positive and professional working environment for all staff. To help meet this goal, the District has established the following open-door policy as a means for informal problem resolution, whereby employees are encouraged to seek appropriate resolution of work-related concerns as necessary or to have a transparent dialogue with supervisory staff regarding workplace concerns or suggestions for improvement.

This policy is intended to support the following objectives and practices:

- Open, honest communication between supervisory staff and employees
- Employees may seek counsel, provide or solicit feedback, or raise concerns

Employees are expected to try to resolve issues and conflicts by discussing them informally and promptly with their immediate supervisory staff as they arise. In order to ensure objective and effective resolution, conversations with other staff not involved in the dispute should be avoided. Supervisory staff are responsible for listening to and responding to their employee's questions and/or concerns in a timely manner. If the employee's feedback is about their own supervisory staff, or staff and issues outside of their division/department chain of command, the employee may request a meeting with a Human Resources representative and/or the Executive Director.

A Human Resources representative and/or the Executive Director are available to assist employees with work-related issues and promote communication and understanding between employees.

When informal means of dispute resolution are not successful, or at any time it is deemed necessary, the employee may choose or be prompted to submit a formal written dispute to Human Resources or the Executive Director.

C. Dispute Resolution Procedures.

1. Dispute with Anyone Except the Executive Director.

After satisfying Section 8(B) above, you may submit a dispute in writing to the Executive Director.

a. Your written dispute must be submitted within ten business days after the issue or event that is the subject of the dispute. The written dispute must be placed in a sealed envelope marked "Confidential Dispute Resolution for the Executive Director". The sealed envelope must be delivered to the Front Desk located in the District's Administrative Offices. A dated confirmation of receipt of the written dispute will be provided to the submitting employee.

b. The written dispute must, at a minimum, state the following:

- i. The date of the issue or event that is the subject of the dispute, and the date you submitted the written dispute;
- ii. Your name and the best way to reach you to discuss the dispute (*i.e.*, cell phone, home phone, email)
- iii. A description of the dispute; how, when, and where it arose; the parties involved; and its present status, including a description of the steps you took to resolve the dispute on an informal basis, if any;
- iv. All documents or other materials supporting your position, if any; and
- v. The relief sought or a proposal for resolving the dispute.
- vi. Named parties as part of a dispute resolution will be met with and offered the opportunity to give a formal statement. Employees wishing to remain anonymous, or who are unwilling to meet, will not be considered as part of a formal dispute resolution as this impedes the District's ability to address the concern.

c. The Executive Director may make such investigation as he/she deems appropriate under the circumstances, including speaking with you and other employees, supervisors or third parties who may have information relevant to the dispute. Within 15 business days of receipt of the written dispute, or as soon thereafter as is practical, the Executive Director will issue a written decision. The Executive Director's decision is the final decision on the dispute, and you may not attempt to appeal it to the Board. The Executive Director may reject any written dispute that does not contain all of the required information, with a written explanation of why it is incomplete.

2. Dispute with the Executive Director.

You may submit a dispute with the Executive Director in writing to the Board.

a. Your written dispute must be submitted within ten business days after the issue or event that is the subject of the dispute. The written dispute must be placed in a sealed envelope marked "Confidential Dispute Resolution for the Board of Directors". The sealed envelope must be delivered to the Front Desk located in the District's Administrative Offices. A dated confirmation of receipt of the written dispute will be provided to the submitting employee.

- b. The written dispute must, at a minimum, state the following:
- i. The date of the issue or event that is the subject of the dispute, and the date you submitted the written dispute;
 - ii. Your name and the best way to reach you to discuss the dispute (*i.e.*, cell phone, home phone, email);
 - iii. A description of the dispute; how, when, and where it arose; the parties involved; and its present status, including a description of the steps you took to resolve the dispute on an informal basis, if any;
 - iv. All documents or other materials supporting your position, if any; and
 - v. The relief sought or a proposal for resolving the dispute.

c. The Board will advise the Executive Director that it received a dispute and the general nature of the dispute. The Board will conduct, or cause to be conducted, such investigation as it believes appropriate under the circumstances, including speaking with you, the Executive Director and other employees, supervisors or third parties who may have information relevant to the dispute. As soon as is practical, the Board will issue a written decision. The Board may reject any written dispute that does not contain all of the required information, with a written explanation of why it is incomplete.