

# Employee Handbook 2021

An abstract painting with vibrant, layered colors including blue, green, red, and yellow. A white silhouette of a person with arms raised is positioned behind the word 'Imagine!'.

# Imagine!

**OUR MISSION**

**Creating a world of opportunity for all abilities**

Painting by artist accepting services from Imagine!'s CORE/Labor Source program

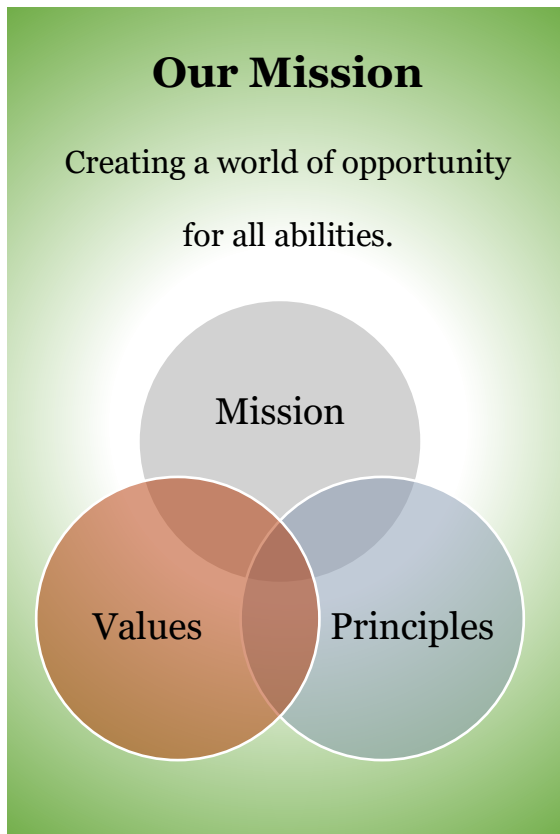
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Welcome to Imagine!. We are glad you are joining our dynamic company! We are proud of the services and supports that our competent and dedicated employees provide to individuals and their families. We are motivated by the highly esteemed reputation we have developed and sustained since 1963.

- We **strive** for respect and dignity for all people involved with Imagine!.
- We **foster** partnerships throughout our communities in Boulder and Broomfield Counties.
- We **encourage** creativity, humor, and initiative; and value kindness, honesty, and trust.
- We **welcome** you as you join us in our efforts to continually strive to be the best we can be as individuals and as Imagine!.



## Values and Principles

- Our workforce is our number one asset.
- Families are essential to our success.
- We embrace a culture of support and creativity.
- We inspire a positive and inclusive community.
- We honor our tradition of integrity and leadership.
- We believe in the potential of all.

## About the Employee Handbook



This handbook is designed to acquaint employees with Imagine! and to provide some information about working Imagine!. The handbook is not all inclusive; rather, it is intended to be a summary of some of Imagine!'s guidelines. This edition supersedes all previous editions.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees who have questions should talk with their supervisor or the Human Resources department. Additionally, the need may arise to change the guidelines described in this handbook, except for the at-will nature of employment. Imagine! reserves the right to interpret or change these guidelines without notice.

Employment with Imagine! is at-will. Employees have the right to end their work relationship without advance notice, for any reason. Imagine! has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. No representative of Imagine! other than the Chief Executive has the authority to enter into an agreement of employment for any specified period; such agreement must be in writing and signed by the Chief Executive Office and the employee.

## Standards of Conduct

### Equal Employment Opportunity (EEO)/Harassment Policy

Imagine! is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, including sexual orientation and gender identity, color, religion, national origin, disability, genetic information, or any other status protected by applicable state or local law.

### ADA, Religion Accommodations

Imagine! will make reasonable accommodation for qualified employees with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Imagine! or cause a direct threat to the health or safety of the individual or others. Employees needing such accommodation are instructed to contact their supervisor or Human Resources immediately.

### EEO Harassment

Imagine! strives to maintain a work environment free of unlawful harassment. In doing so, Imagine! prohibits unlawful harassment because of age over 40, race, sex, including sexual orientation and gender identity, color, religion, national origin, disability, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age over 40, race, sex, color, religion, national origin, disability, genetic information, or any other status protected by applicable state or local law will not be tolerated. Prohibited behavior may include, but is not limited to:

- Written form such as cartoons, e-mail, posters, drawings, photographs, or other media
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, vendors, consultants, as well as to individuals who receive services and the employee's family members and other stakeholders, etc.

## Sexual Harassment

Sexual harassment raises issues that are to some extent unique in comparison to other harassment; therefore, Imagine! believes it warrants separate emphasis.

Imagine! strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, and/or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

All employees are expected to conduct themselves in a professional and business-like manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates, and/or
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

## Complaint Procedure for EEO and Harassment Concerns

Imagine! expects employees to make a timely complaint to enable Imagine! to investigate and correct any behavior that may be in violation of this policy. If you believe there has been a violation of the EEO/Harassment Policy based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure.

Report the incident to your supervisor or the Human Resource Director who will investigate the matter. Your complaint will be kept as confidential as practicable. If you prefer not to make a report to either of these individuals, you should report the incident to the Ethics Reporting System. Information and instructions regarding the Ethics Reporting System can be found on the Imagine! website.

Imagine! prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

## Whistleblower Policy

The involvement of all employees is necessary for Imagine! to maintain complete legal compliance. It is important for Imagine! to maintain an open environment, conducive to cooperative and willing behavior on the part of all employees. It is the intent of Imagine! to adhere to all laws and regulations that apply to Imagine!, and in particular those that apply to the protection of our employees. Imagine! employees shall be protected from employment retaliation for legitimate whistleblower activities.

If any employee reasonably believes that some policy, practice or activity of Imagine! is in violation of law, a written complaint must be filed by that employee with the Chief Executive Officer or the Imagine! Board President. Imagine! will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Imagine!, or of another individual or entity with whom Imagine! has a business relationship, on the basis of a reasonable belief that the activity is in violation of law or a clear mandate of public policy.

Imagine! will not retaliate against employees who disclose or threatens to disclose to a supervisor or a public body, any activity, practice, or policy of Imagine! that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Anyone filing a complaint who believes that some policy, practice or activity of Imagine! is in violation of law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will not be tolerated.

Imagine! will investigate all allegations of illegal activity, whether made openly, confidentially, or anonymously. Allegations will be reviewed by the Chief Executive Officer and/or a delegate from the Imagine! Executive Team, who will appoint an investigation committee, based on the contents of the allegation. Considerations will include the position of the alleged wrong doer, the severity of the alleged activity, and the credibility of the allegation. Records of the complaint, investigations, findings, and results will be maintained for seven years.



### Problem Solving and Complaint Resolution

Employees who disagree or are dissatisfied with an Imagine! practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally this discussion should be held within five days of the incident, or as soon as is reasonably possible. Discussions held in a timely manner will enhance Imagine!'s ability to resolve concerns while it is fresh in everyone's minds. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the department manager or director. Employees may submit a written complaint to the Human Resource Director for review and final decision about the situation if the problem still cannot be resolved. Also see Complaint Procedure for EEO and Harassment Concerns on page 6.

If an employee has a complaint or concern regarding another employee, the employee is encouraged to attempt to communicate with the other person directly, and then involve the supervisor as appropriate. If an employee has a complaint or concern regarding their own supervisor/manager, the employee is also encouraged to speak directly to the supervisor/manager to try to solve the issue before seeking additional assistance. However, if the employee does not feel comfortable communicating with the other person directly, or if the issue is not resolved, the department director can be called upon for assistance/direction.

### Expectations for Professional Conduct and Communication

All Imagine! employees will conduct themselves in a professional manner in keeping with Imagine!'s purpose, mission, values, and ethics, as well as policies and procedures. Employees are role models and representatives of the company. Employee behavior will be safe and appropriate to the work being done. Paid time is to be spent for the benefit of the individuals whom Imagine! serves and related business interests.

Imagine! celebrates the diversity of the people we serve and employees are expected to be sensitive to, and respectful of, uniqueness among the Imagine! community. All communication with, and treatment of, others will be clear, honest, and respectful. Specific laws apply to Imagine! with "not for profit" status.

Imagine! cannot support, recommend, or allow advertisement for any particular political candidate. Other campaign subjects must be cleared by the Chief Executive Officer before communication or endorsement of any kind on Imagine! time or property can occur. Unsolicited media, legal or other official contact will be referred to a department director who will channel the information to the appropriate executive staff.

## Separation from Employment

We request that employees who wish to resign from their positions notify Imagine! of their anticipated departure date and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resource Department.

Exiting employees may also have the opportunity to provide feedback about their Imagine! work experience.

Employees may be considered for re-employment provided they qualify for the position of interest and provided that, while they were employed with Imagine!, they maintained satisfactory performance and attendance.

## Employment Requirements

### Background Checks

To ensure protection for the people we serve, Imagine! is required to conduct thorough background checks on all applicants hired to work at Imagine!. Once hired, Imagine! will run a criminal background check once every three years during employment. Motor vehicle checks are conducted regularly on employees who are required to drive on Imagine! business.

Additional background checks may be required for certain positions. Employees will be advised as to what background checks are necessary for a given position by HR or their supervisor, and will be provided the required releases, etc. necessary for Imagine! to perform the checks. During employment, it is the responsibility of each employee to report any subsequent criminal charges or moving traffic violations to their supervisor and the Human Resources office promptly.

### Training

Staff training promotes accountability and retention. Employees receive initial and on-going training to learn, improve, and enhance job performance. Imagine! maintains a comprehensive training program aligned with its mission and service delivery practices. Imagine! values career development and supports employees with external as well as internal training opportunities. Employees must complete job specific required training within established timelines.

### Attendance and Punctuality

The success of any business depends upon employees being on time and on the job. Employees are integral and depended upon, and good attendance is essential to the effective services and operations of Imagine!. All employees are expected to be at work and on time as scheduled.

If it is necessary for you to be late to or absent from work, you must contact your immediate supervisor and work site as soon as possible before your scheduled work time. If you are not able to reach your supervisor, leave a voice mail message with a phone number where you may be contacted, along with the reason for your tardiness or absence and when you expect to arrive at work next. Communicating an absence or late arrival by text is not acceptable unless approved by your supervisor.

If an employee has a problem that requires continued tardiness or absence from work, the employee should explore possible options with their direct supervisor. Excessive tardiness or absenteeism will not be tolerated.

### Indement Weather

Due to the nature of our business, Imagine! does not close for indement weather. Exempt employees are expected to maintain their responsibilities during indement weather, either on or off site. In the event that weather restricts travel, the Chief Executive Officer or designee may close the administrative building(s) and determine if certain sites will be closed. This determination will also address terms of pay for non-exempt employees who cannot attend regularly scheduled shifts.

### Dress Code

In the course of performing job duties, employees will come in contact with a variety of individuals within Imagine! and in the community. The reputation of the company is impacted by the appearance and professionalism exhibited by employees. This helps ensure Imagine!'s success. Employees' appearance should be consistent with good hygiene, safety, and what Imagine! considers appropriate attire to the work being performed. Employees should use good judgment in determining appropriate attire in order to present a professional image.

### Conflicts of Interest

A conflict of interest arises when an employee's activities influence, or appear to influence, the ability to act in the best interest of Imagine!, or may compromise or compete with the activities of Imagine!. Personal or outside interests and relationships must not influence an employee of Imagine! to the detriment of the company. Questionable situations, including outside employment (addressed below) must be discussed with the employee's supervisor and the Human Resources Director.

### Other Employment and Private Practice

There are employees who may work simultaneously for Imagine! and another employer. If the employee has more than one employer, care needs to be taken that a conflict of interest does not exist. Employees who work with another employer outside of Imagine! should inform their supervisor and the Human Resources Director in order to ensure there is not a conflict of interest or to prevent potential conflicts of interest.

Employees engaged in private practice shall disclose this to their supervisor and the Human Resources Director to ensure, if necessary, that proper protocol is followed in order to prevent conflicts of interest.

Supplemental jobs must not affect an employee's ability to meet job requirements, perform competently, or accept overtime hours required for their primary position with Imagine!.

### Code of Conduct

The Imagine! Corporate Integrity Plan promotes company-wide integrity and enhances the ability for Imagine! to achieve its mission. The Corporate Integrity Plan describes and articulates that Imagine! aims to promote high standards, ethical conduct, compliance and a framework for decision making. The Corporate Integrity Plan provides a system of checks and balances to achieve the overall purpose of the Plan.

The Code of Conduct, as part of the Corporate Integrity Plan, provides standards by which members of the Imagine! Board of Directors, Foundation, employees, providers, sub-contractors, consultants, and volunteers will conduct themselves in order to protect and promote company-wide integrity and to enhance Imagine!'s ability to achieve the company mission.

All members of the Imagine network (as outlined above) are responsible for ensuring that their behavior and activity are consistent with the Code of Conduct. Please review the Corporate Integrity Plan, which can be found on the Imagine! website.

### Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI) Sanction Policy

Any member of Imagine!'s workforce who fails to comply with Imagine!'s security policies and procedures or the requirements of the HIPAA Privacy and Security Policies and Procedures may be subject to Imagine!'s discipline and discharge policies. Imagine!'s Chief Executive Officer shall designate a Privacy Officer who shall be responsible for the development, updating and implementation of Imagine!'s privacy policies. Imagine!'s HIPAA Privacy and Security Policy is located on Imagine!'s website. Employees should report violations to their supervisor, Imagine!'s Privacy Officer or use Imagine!'s Ethics Hotline, EthicsPoint.

Examples of actions that may be subject to discipline or discharge include but, are not limited to the following:

Failure to promptly report any violation of any Imagine! security policy, procedure, or requirement of Imagine!'s HIPAA Privacy and Security Policies and Procedures to the Privacy Officer, including:

- Knowingly and improperly obtaining or disclosing protected health information
- Obtaining protected health information under false pretenses
- Obtaining or disclosing protected health information with intent to sell, transfer or use it for commercial advantage, personal gain or malicious harm

### Social and Electronic Media

Imagine! is committed to using social media to best meet the needs of people in services, their families, our employees, and the community. We strongly encourage Imagine! employees to make use of these tools, where appropriate, as part of their everyday duties.

Because of the very public nature of these tools, however, we need to ensure that we are using them in an appropriate manner: one that protects the reputation of Imagine!, and more importantly, a manner that protects the individuals we serve. To that end, we have created these guidelines to help employees use social media and other online communications tools effectively to further our mission.

### Use of Social Media Guidelines

Imagine! is aware that employees may use social media during non-work time. All postings on a blog, wiki, or social networking site on behalf of Imagine! must be made by authorized employees. All other postings made by an employee on a blog, wiki, or social networking site are considered personal communications and are not Imagine! communications. Employees are personally responsible for the content they publish. Postings by an employee concerning Imagine! are not prohibited provided they comply with guidelines set forth below or in this handbook.

If you post any comment that promotes or endorses Imagine! products or services in any way, the law requires that you disclose that you are employed by Imagine!. You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about Imagine!. You may not post anything related to Imagine!, inventions, strategies, financials, or products that have not been made public.

Confidential information includes trade secrets or anything related to Imagine!'s inventions, strategies, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications.

No information about individuals in services that could be considered "Personally Identifiable Information" (including but not limited to names, photographs, videos, Protected Health Information) may be posted or shared publicly without prior consent of the individual and/or the individual's guardian. If the person is not their own guardian, you must get the guardian's signature. A signed Photo, Video, and Information Release form must be obtained prior to any use of this information for any of our social media and other online communications.

Signed releases must be sent to Imagine!'s Communications Coordinator who will ensure the releases are placed in the individual's record. Failure to obtain this release is a violation of State statute and of the Health Insurance Portability and Accountability Act and may result in severe financial penalties both for Imagine! and the individual who posts the material. Violation could also result in disciplinary action including and up to termination of employment.

A blog, wiki, or social networking site is not the place to make a complaint to Imagine! regarding alleged discrimination, unlawful harassment or safety issues. Complaints regarding these issues to Imagine! must be made consistent with the complaint procedures in this handbook so that Imagine! may address them. When you use social media, use good judgment. We request that you be respectful of Imagine!, our employees, customers, our partners and affiliates, and others.

Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Please note: nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

### Personnel Records

All employees can review their personnel files in the presence of a Human Resources representative. No records may be altered or removed from the file without Human Resources approval. Copies of documents may be requested and made by the employee at their own expense. Current employees need to make an appointment to access their file. It is the responsibility of the employee to ensure that required information, including emergency contact information, is complete and accurate at all times.

### Resources and Facility

Imagine! resources and equipment should be used prudently, efficiently, and competently. Office supplies are requested from and ordered by each department's designee. All company property must be returned to Imagine! upon termination or prior to taking any

unpaid leaves of absence. The value of Imagine! property not returned upon termination, or other debts owed to Imagine!, may be deducted from the employee's final paycheck. With the exception of personal guide or service/comfort animals authorized by applicable law, pets are not allowed in any Imagine! building without the prior permission of the Department Director, Human Resources or the Chief Executive Officer.

Imagine! is environmentally conscious and encourages zero waste and recycling. Containers for recycling can be found throughout each building. Each employee is encouraged use these bins for the disposal of materials. In the case of materials containing confidential information, use of the shredding bins is required. Since employees work with a variety of individuals within Imagine!, work areas must be maintained in an orderly and professional manner. Public spaces will be left clean, neat, and functional. Chairs should be returned to their appropriate rooms.

As an employer, Imagine! recognizes the importance to its employees of balancing work and personal life needs and obligations and strives to be a family-friendly company. In this, the needs of all employees must be considered. Therefore, each employee is responsible for respecting the work environment of fellow employees. Cell phone use in common areas should be limited and speaker phone use should be avoided. Excessive noise and other disruptions are not acceptable.

### Tobacco and Smoke-free Workplace

In keeping with Imagine!'s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited in Imagine! facilities and vehicles. This prohibition includes all forms of tobacco or smokable products, vapor cigarettes, and e-cigarettes. This restriction applies to all employees and visitors.

### Alcohol and Drugs

Imagine! is dedicated to providing a drug free workplace. Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the use or apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. This includes working after the use or apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, consumption (use), or sale of illegal drugs on Imagine! premises or while conducting business for Imagine! is prohibited. The possession, purchase, consumption (use), or sale of a controlled substance on Imagine! premises or while conducting business for Imagine! is prohibited (except that an employee may possess or purchase on behalf of a client if required by their job).

Failure to adhere to the drug and alcohol guidelines and expectations will not be tolerated. Imagine! may require drug or alcohol testing under the provisions of our Drug and Alcohol Use and Testing Policy, including when there is evidence or reasonable suspicion that substance use is affecting job performance and/or the safety of individuals receiving services and/or other employees. Each employee must acknowledge the Employee Drug



























## Unlawful Acts

FMLA makes it unlawful for Imagine! to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against Imagine!. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

## (Non-FMLA) Leaves of Absence

In some cases, a Leave of Absence may be granted to employees for absences other than Family Medical Leave Act (FMLA) leave. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave
- The employee has exhausted all available FMLA leave

Should an employee need to be placed on a leave of absence, the following requirements are in place:

- The employee must notify the immediate supervisor and Human Resources as soon as possible of the need for a leave of absence
- The immediate supervisor and Human Resources must approve the leave before it is taken
- A doctor's note may be required in cases where an illness or medical circumstance results in the need for a leave of absence
- All applicable paid leave must be used at the beginning of the leave of absence
- The total of any unpaid leave of absence is not to exceed 30 calendar days
- Employees must provide periodic status reports to Human Resources

Employees who fail to return at the expiration of their authorized leave may be terminated.

Due to the nature of our business, Imagine! does not guarantee reinstatement of an employee to the former or an equivalent job. If the employee's former or an equivalent job is unavailable when the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered, along with other qualified applicants.

Health benefits will continue during an unpaid Leave of Absence for a maximum of 30 calendar days, as long as the employee continues to pay the employee portion of the premiums. Vacation and sick leave do not accrue during unpaid leaves of absence. Additionally, paid holidays, bereavement leave, and jury duty will not be paid during unpaid leaves of absence.

## Additional Leaves

### Jury Duty

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

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service. Beginning the fourth day and thereafter, employees, as jurors, are paid a stipend by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of seven days (56 hours). Jury duty leave beyond this time is without pay from Imagine!

### Voting

Imagine! encourages employees to vote in scheduled elections and provides the legally required release time in order to do so. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

### Funeral/Bereavement Leave

In the event of a death in their immediate family or the immediate family of their spouse, full- and part-time employees currently are granted a paid leave of up to three workdays to attend the funeral or needs associated with the loss. Full or part time employees may be granted up to ten days of paid leave in the event of the loss of their parent, child, or legal spouse. For funerals of other relatives or friends, employees may take vacation or unpaid leave upon the approval of their supervisor.

### Military Leave

It is our policy to afford such re-employment rights as required by the law, Uniformed Services Employment and Reemployment Rights Act (USERRA), to employees who take military leave. Contact the Human Resource Department for more information.

### Domestic Abuse Leave

An employee with at least 12 months of service, who is a victim/survivor of domestic abuse, stalking, sexual assault, or other types of domestic violence, is eligible to use up to three days per year to attend to the circumstances surrounding the occurrence of the abuse. To the extent possible, the employee must provide advance notice to their supervisor of the need for this leave. Please see Human Resources for additional information.

### Other Leaves

Additional leaves of absence, with or without pay, may be granted with the approval of the employee's supervisor and the department director. All leaves will be documented, specifying reason and return timelines. Employees may not be benefit eligible during other unpaid leaves of absence.

## Employee Acknowledgement of Receipt of Handbook

### ACKNOWLEDGEMENT OF RECEIPT

I understand that the handbook (including any state-specific supplement for the state in which I work) provides a summary of Imagine!'s guidelines and its expectations regarding my conduct.

I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment at Imagine! is at-will. This means that neither I nor Imagine! is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or Imagine! at any time, for any reason.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied. The language is not a guarantee of employment for any specific duration.

I understand that no representative of Imagine! other than the Executive Director or their authorized representative has the authority to enter into an agreement of employment for any specific period and any such agreement must be in writing, signed by the President/Executive Director and me. We have not entered into a such an agreement.

Further, I understand that the contents of this handbook are summary guidelines for employees and therefore not all inclusive. This handbook supersedes all previous editions. No oral statements or representations can change the provisions of this handbook or any supplement. Except for the at-will nature of employment, Imagine! reserves the right to revise, delete, or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of Imagine!. These changes may occur at any time, with or without notice.

I have read and understand the above statements.

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Employee Name (please print)

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Date

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Employee Signature

**COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER (COMPS ORDER)  
ACKNOWLEDGEMENT OF RECEIPT:**

**I HAVE BEEN PROVIDED AND HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF  
THE COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER (COMPS  
ORDER #37) POSTER.**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Employee Name:** \_\_\_\_\_

This acknowledgment must be signed after providing the employee with either the wage order itself, available here: <https://cdle.colorado.gov/sites/cdle/files/7%20CCR%201103-1%20COMPS%20Order%20%2337%20ADOPTED%20%28Clean%29.pdf>

Or, the issued poster. The poster can be downloaded at <https://cdle.colorado.gov/sites/cdle/files/COMPS%20Order%20%2337%20%282021%29%20Poster%20CLEAN.pdf> or printed below:

\_\_\_\_\_



**Colorado Minimum Wage: \$12.32 per hour; or \$9.30 for Tipped Employees, effective 1/1/2021.**

- The minimum wage adjusts annually by inflation; next year’s COMPS Order and Poster will provide the 2022 minimum wage.
- The minimum wage applies to all adults and emancipated minors, whether paid hourly or any other basis (salary, commission, piecework, etc.), unless exempted by COMPS Order Rule 2. Unemancipated minors may be paid 15% below the minimum.
- The federal minimum wage (\$7.25) and any local minimum wages (including \$14.77 in Denver as of 1/1/21) may also apply. If work is covered by multiple minimum or overtime wage rules, the rule with the higher wage or standard applies.

**Overtime: 1½ times the regular pay rate for hours over 40 weekly, 12 daily, or 12 consecutive.**

- Hours in two or more weeks cannot be averaged in computing overtime.
- Employers may not provide time off (often called “comp time”) instead of time-and-a-half premium pay for overtime hours.

**Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours.**

- Employees must be completely relieved of all duties, and allowed to pursue personal activities, for meal periods to be unpaid.
- If work makes uninterrupted meal periods impractical, eating an on-duty meal must be permitted, and the time must be paid.
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts.

**Rest Periods: 10 minutes, paid, every 4 hours.**

| #Work Hours:   | Up to 2 | >2, up to 6 | >6, up to 10 | >10, up to 14 | >14, up to 18 | >18, up to 22 | >22 |
|----------------|---------|-------------|--------------|---------------|---------------|---------------|-----|
| #Rest Periods: | 0       | 1           | 2            | 3             | 4             | 5             | 6   |

- Rest periods need not be off-site but must not include work and should be in the middle of the 4 hours to the extent practical.
- Two 5-minute rest periods, instead of one 10-minute, are permitted if employees and employers agree voluntarily and without coercion, and if 5 minutes is enough to go back and forth to a bathroom or other place where a genuine break would be taken.
- Additional flexibility with 5-minute periods applies to agriculture, Medicaid home care, and collectively bargained work.
- Employers that do not authorize and permit rest periods must pay extra for the work time that would have been rest periods.

**Time Worked: Time employers allow performance of labor/services for their benefit must be paid.**

- All time on-premises, on duty, or at prescribed workplaces (but not just letting off-duty employees be on-premises), including:
  - putting on or removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-the-clock duty;
  - awaiting assignments at work, or receiving or sharing work-related information; or
  - security/safety screening, clocking/checking in or out; or
  - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not. For more on travel and sleep time, see Rule 1.9.2.

**This poster must be displayed where easily accessible to workers, included in any existing employee handbook or manual, shared with remote workers, provided in languages other than English as needed, and replaced annually.**

**This Poster summarizes key wage rules in the COMPS Order, but not all, and should not be relied upon as complete information. For the full Order, more detailed fact sheets, or for questions, information, or complaints as to wage or other labor laws, contact:**

**Division of Labor Standards and Statistics, coloradolaborlaw.gov, cdle\_labor\_standards@state.co.us, 303-318-8441 / 888-390-7936.**

**Deductions, Credits, & Charges from Wages: Subject to limits in C.R.S. 8-4-105 and below.**

- Tip credits of up to \$3.02 per hour (lowering minimum wages to \$9.30) are allowed for those regularly, customarily, and over \$30 per month in tips. If hourly pay plus tips is below the full minimum wage, the employer must pay the difference.
- Meal credits are allowed for the cost or value (without employer profit) of a voluntarily accepted meal.
- Lodging deductions are allowed only if housing is voluntarily accepted by the employee, primarily for the employer’s benefit, recorded in writing, and limited to \$25 or \$100 per week (depending on the housing type).
- Uniforms that are ordinary clothes, without special material or design, need not be provided; other uniforms must be provided at no cost. Employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear.

**Exemptions from the COMPS Order: All listed in Rule 2; key exemptions listed below.**

- Executive/supervisors, decision-making administrative employees, and professionals (Rule 2.2.1-3) paid the exempt salary
- | 2021     | 2022     | 2023     | 2024     | Each Year After 2024                    |
|----------|----------|----------|----------|---|
| \$40,500 | \$45,000 | \$50,000 | \$55,000 | Prior year’s salary, inflation-adjusted |
- 20% owners, or a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management (2.2.5).
  - Highly technical computer-related employees (defined in 2.2.10), if paid at least \$27.63 per hour.
  - Various in-residence workers, including property managers, range workers, and camp/outdoor education field staff (2.2.6).
  - Various, but not all, types of salespersons (2.2.4, 2.4.1, 2.4.2) and taxi drivers (2.2.6).
  - Certain medical transportation and hospital/nursing home employees have modified overtime rules (2.4.4, 2.4.5).
  - Downhill ski/snowboard employees, including on-mountain food but not lodging, are exempt from 40-hour overtime (2.2.7).
  - Agriculture (2.3) and some transportation (2.4.6) jobs are exempt from overtime and meal periods, and have more flexible periods (agriculture) or no (transportation) rest periods.

**Complaint & Anti-Retaliation Rights.**

- The Division of Labor Standards and Statistics (contact info at the bottom of this Poster) accepts complaints and it violations of COMPS or other wage rights under federal, state, or local law. Alternatively, employees may file lawsuits and it Parties liable for unpaid wages include the employer as an entity, and individuals with operational control over the entity.
- Employers cannot retaliate by threatening, coercing, or discriminating for purposes of reprisal, interference, or obstruct actual or anticipated wage investigations, hearings, complaints, or proceedings.
- Violations of wage or anti-retaliation provisions may be reported to the Division as complaints or anonymous tips.
- Immigration status is irrelevant to wage rights. The Division will investigate and rule on complaints without asking, or considering status. Using status to interfere with rights is illegal under Wage Protection Rule 4.8 and other applicable laws.