

Regular Town Council Meeting

March 17, 2025

6:00 PM

Town Council Chambers

Chair: Arne O. Jorgensen

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING.

I. ZOOM LINK FOR PUBLIC PARTICIPATION

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/88338258704?pwd=zAZA9O9YdwR4tZoC9phibPyshWzJAL.1>

Or join at zoom.com with Webinar ID: **883 3825 8704** and Password: 83001 or by phone at **+1 669 900 9128**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. National Service Recognition Day Proclamation

III. PUBLIC COMMENT

This section is reserved for public comment about items not included in this agenda. Public comment is limited to 3 minutes. As a general practice, Council does not discuss, debate, or act on issues raised under public comment. Council may or may not discuss an issue raised under Public Comment later in the meeting during Matters from Mayor and Council at their discretion. If you would like to communicate with Council during the meeting about an item on the agenda, please wait until public comment has been called for that item. Public comment may also be submitted to Council at any time by emailing electedofficials@jacksonwy.gov.

IV. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the governing body and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by Council. Public comment may be given on any item.

- A. Meeting Minutes
 - 1. March 3, 2025 Regular Town Council Meeting
- B. Disbursements
- C. February Municipal Court Report
- D. Drug Testing Policies Update (Roxanne Robinson)
- E. Contract with Alder Environmental for PFAS Testing in Surface Water (Tanya Anderson)

V. PUBLIC HEARINGS, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

- A. Administration
 - 1. Cemetery Policy Review (Floren Poliseo & Mike Halpin)

Please note that at any point during the meeting, the Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

VI. RESOLUTIONS

- A. Resolution 25-05: Policy Manual for General Employees (Roxanne Robinson)
- B. Resolution 25-06: Policy Manual for Transit Related Employees (Roxanne Robinson)
- C. Resolution 25-07: Policy Manual for Victim Services Employees (Roxanne Robinson)

VII. ORDINANCES

- A. Ordinance S: An Ordinance Granting a Franchise to Curbside Recycling (Third Reading, to be designated Ordinance #1437, Lea Colasuonno)

VIII. MATTERS FROM MAYOR AND COUNCIL

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN TO EXECUTIVE SESSION

Adjourn meeting to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii).

Please note that at any point during the meeting, the Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands,
one Nation under God, indivisible, with liberty and justice for all.

Land Acknowledgement

We recognize that the land we are gathering on is the ancestral homeland of the Mountain Shoshone People who stewarded it for thousands of years and that many other tribes also lived upon and cared for this area including the Bannock, Blackfoot, Crow, Eastern Shoshone, Gros Ventre, Nez Perce, Northern Arapaho tribes, and others. With gratitude, we honor Indigenous Peoples, past and present. We also acknowledge the sovereignty of the Native nations closest to Jackson whose land was taken through broken treaties that resulted in the creation of the Wind River and Fort Hall Indian Reservations. We recognize this acknowledgement is simply a first step. The Town of Jackson is committed to continued and informed action to connect with indigenous people.

National Service Recognition Day

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's counties, cities and tribal governments are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and AmeriCorps Senior participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and AmeriCorps Senior participants serve in more than 35,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, ServeWyoming and AmeriCorps have helped more than 5,150 Wyoming AmeriCorps members who have served 3.7 million hours across our state and have qualified for more than \$8.7 million in national education awards; and

WHEREAS, ServeWyoming and AmeriCorps share a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities, and are joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 1, 2025.

THEREFORE, BE IT RESOLVED that I, Arne Jorgensen, Mayor of the Town of Jackson, do hereby proclaim April 1, 2025, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our community, to thank those who serve, and to find ways to give back to their community.

DATED THIS 17th DAY OF MARCH 2025.

Town of Jackson

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk



TOWN COUNCIL PROCEEDINGS - UNAPPROVED

MARCH 3, 2025

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 6:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Sperry.

STAFF: Roxanne Robinson, Lea Colasuonno, Floren Poliseo, Johnny Ziem, Russ Ruschill, Tanya Anderson, Susan Scarlata, and Riley Hovorka. *Via Zoom:* Tyler Sinclair.

Mayor Jorgensen announced that Consent Calendar item G. Bid Award for Gregory Lane Complete Street Project would be removed from the Consent Calendar and added to the Public Hearings, Discussion & Action Items section. The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen.

Public Comment. There was no public comment.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Devon Viehman to approve the consent calendar including items A-F as presented with the following motions:

- A. **Meeting Minutes.** To approve meeting minutes from the February 12-13 Special Town Council Meeting and February 18, 2025 Regular Town Council Meeting.
- B. **Disbursements.** To approve the disbursements as presented. 954 CONSULTANTS \$371.56; ACE EQUIPMENT & SUPPLY \$65,000.00; ACE HARDWARE \$897.25; ALLEGION ACCESS TECHNOLOGIES \$1,805.64; AMAZON \$1,063.88; ARISTORENAS, MARIA \$2,700.00; AT&T \$2,446.82; BAKER TILLY US, LLP \$1,200.00; BANICESCU, ALBERTO C. \$690.00; BIG R RANCH & HOME \$11.99; BLACK HAWK INDUSTRIAL \$2,323.86; BOLAND, ANITA \$191.40; BUDGE-KILMAIN BUSINESS PARK, LLC \$20,500.00; CARPETS PLUS COLORTILE \$16,256.00; CASELLE INC. \$1,973.00; CELLEBRITE USA \$4,277.50; CENTURYLINK \$60.00; CHARLIE'S PLUMBING OF JH \$1,650.00; CONTROL SYSTEM TECHNOLOGY, INC. \$2,250.00; DAN SHELLEY JEWELERS \$130.00; DAY, JEAN \$2,700.00; DEAN'S PEST CONTROL LLC \$170.00; DEX IMAGING \$96.72; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; E.R. OFFICE EXPRESS \$1,358.28; ELEMENT PLUMBING, INC. \$434.50; ENERGY LABORATORIES INC. \$399.00; EWERT, STEFANI \$2,100.00; FIRE SERVICES OF IDAHO \$223.00; FLEETPRIDE \$412.82; FLETCHER, NATHAN S. \$690.00; FLORES, JUANITA \$320.00; FREEDOM MAILING SERVICE INC. \$1,887.87; GILLIG LLC \$3,414.48; HALPIN, MICHAEL \$150.42; HARMONY DESIGN, INC \$450.00; HD FOWLER COMPANY \$4,154.09; HERNANDEZ, BRANDON \$2,100.00; HIGH COUNTRY LINEN \$1,037.57; HOLE FOOD RESCUE \$6,250.00; ICLEI- LOCAL GOV FOR SUSTAINABILITY \$1,200.00; INTERSTATE BATTERY \$231.90; JACKSON CURBSIDE INC. \$2,881.00; JACKSON DOWNTOWNER, LLC \$127,463.56; JACKSON GROUP LOCKBOX \$2,004.60; JACKSON HOLE NEWS & GUIDE \$3,833.00; JOHANSSONS LLC \$2,700.00; LEADERSHIP JACKSON HOLE \$4,500.00; LEGUIA-GASPAR, AUGUSTO \$155.00; LENOVO (UNITED STATES) INC. \$38,004.90; MICROSOFT \$2,287.40; MORILLON-ARELLANO, SHILA \$2,100.00; NAPA AUTO PARTS INC. \$193.06; OFFICE OF STATE LANDS & INVESTMENTS \$14,534.33; ONE CALL OF WYOMING \$90.10; PALAZZOLO, MICHAEL \$155.66; PEAK FACILITATION GROUP \$8,776.83; PLATT \$1,682.49; POINT S REXBURG \$940.00; PREMIER TRUCK- SALT LAKE CITY \$444.74; QUADIENT FINANCE USA, INV \$3,093.62; RUI INC. DBA VILLAGE GARDNER \$862.50; RUSCHILL, RUSSELL \$225.48; SALT CITY SALES \$1,966.20; SCHWARTZ, ANDY \$4,583.33; SHERWIN-WILLIAMS CO. \$103.38; SNAKE RIVER ROASTING \$29.94; SNOW KING MOUNTAIN RESORT LLC \$132,000.00; SPECTRUM \$99.99; SPRINGHILL SUITES \$8,096.71; STEPHENS, TALON \$77.83; SUSTAINABLE STRATEGIES DC, LLC \$24,512.72; TETON COUNTY CLERK -\$243,267.50; TETON COUNTY PUBLIC WORKS \$55,142.70; TETON COUNTY SHERIFF'S-JAIL \$1,400.00; TETON MOTORS INC \$190.40; THE AFTERMARKET PARTS COMPANY, LLC \$356.50; TMSC LLC \$39,012.24; TOP TIER TOOLS LLC \$777.50; TREFONAS LAW, P.C. \$1,756.83; ULINE \$163.82; VELOCITY EHS \$3,859.35; VERIZON WIRELESS \$1,573.42; WAMCO LAB, INC. \$650.00; WESTERN STATE \$619.02; WSP USA INC. \$6,392.50; WYOMING DEPARTMENT OF TRANSPORATION \$10.00; WYOMING FIRST AID & SAFETY \$134.56
- C. **Gregory Lane Stormwater Improvements Grant Agreement.** To approve the Cooperative Agreement Between Wyoming Department of Environmental Quality and Town of Jackson, and,

upon legal review and subject to minor changes by the Town Attorney, authorize the Mayor to execute all necessary contract documents.

- D. **Requests for Proposals for Greenhouse Gas Inventory.** To approve the release of the RFP for a Local Government Operations and Community-wide Greenhouse Gas Inventory.
- E. **Subaward Agreements for DOT Charging and Fueling Infrastructure Grants.** To approve the template Subaward Agreement between the Town of Jackson and our Department of Transportation Charging and Fueling Infrastructure grant partners and authorize the Mayor to execute the individual agreements, subject to minor changes by staff.
- F. **Request for Bid for Bear Resistant Trash Containers.** To approve the release of the Bid Request for Bear-Resistant Trash Cans.
- G. **Bid Award for Gregory Lane Complete Street Project.** To:
1. I move to award Bid # 25-04 to Evan's Construction of Jackson, Wyoming, in the amount of \$16,585,000 and authorize the Mayor to execute all necessary contract documents.
 2. I move to approve the total project cost for the Gregory Lane Complete Street Project in the amount of \$18,557,000, which includes the following budget amendments, which Council will formally approve in a future budget amendment, as follows:
 - a. Increasing the amount of money from Water Fund by \$987,556; and
 - b. Increasing the amount of money from the Sewer Fund by \$1,028,782; and
 - c. Increasing the amount of money from the 5th Cent Fund to \$2,411,798
 3. I move to direct staff to request of Teton County the allocation of \$2,130,588 of the 2022 Transportation Alternatives and Safe Routes to School SPET to the Gregory Lane Complete Street Project.

There was no public comment on the consent calendar. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

February 18, 2025 Regular Town Council Workshop Meeting Minutes. A motion was made by Kevin Regan and seconded by Jonathan Schechter to amend the February 18, 2025 meeting minutes to reflect that Councilwoman Sperry, Councilman Schechter, Councilwoman Viehman, Councilman Regan, and Mayor Jorgensen were present and to approve the February 18, 2025 meeting minutes as amended. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Thaw Well Easement Amendment. Lea Colasuonno and Johnny Ziem made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Alyson Sperry and seconded by Jonathan Schechter to approve the First Amendment to Thaw Well Easement, with minor changes by staff. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Bid Award for Gregory Lane Complete Street Project. Johnny Ziem made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jonathan Schechter and seconded by Devon Viehman to award Bid # 25-04 to Evan's Construction of Jackson, Wyoming, in the amount of \$16,585,000 and authorize the Mayor to execute all necessary contract documents. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Jonathan Schechter and seconded by Devon Viehman I move to approve the total project cost for the Gregory Lane Complete Street Project in the amount of \$18,557,000, which includes the following budget amendments, which Council will formally approve in a future budget amendment, as follows:

- a. Increasing the amount of money from Water Fund by \$987,556; and
- b. Increasing the amount of money from the Sewer Fund by \$1,028,782; and
- c. Increasing the amount of money from the 5th Cent Fund to \$2,411,798

Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Devon Viehman and seconded by Alyson Sperry to direct staff to request of Teton County the allocation of \$2,130,588 of the 2022 Transportation Alternatives and Safe Routes to School SPET to the Gregory Lane Complete Street Project. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Devon Viehman to read ordinances in short title. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance S. An Ordinance Granting a Franchise to Curbside Recycling.

AN ORDINANCE GRANTING JACKSON CURBSIDE, INC., A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF RECYCLABLE REFUSE AND COMPOSTABLE MATERIALS AND FOR CONSTRUCTION / DEMOLITION WASTE FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING RECYCLING EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION, DULY ASSEMBLED, THAT:

Lea Colasuonno made staff comment. There was no public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to approve Ordinance S, an ordinance granting a franchise agreement to Jackson Curbside Recycling, on second reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Council commented on outcomes of the 2025 legislative session.

Board and Commission Reports. There was no discussion.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on Council Liaisons and Temporary Sign Permits. A motion was made by Jonathan Schechter and seconded by Kevin Regan to approve the Town Manager’s Report. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Devon Viehman to adjourn. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 6:53 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: March 12, 2025

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
328	842-NCBERS GROUP WYOMIN	842032025	PAYROLL DEDUCTIONS	02/01/2025	80.80	80.80	02/25/2025
Total 328:					80.80	80.80	
7609	954 CONSULTANTS	SIN000295	PEPLINK	02/28/2025	3,464.96	.00	
Total 7609:					3,464.96	.00	
7523	A43 ARCHITECTURE	2411-0225	SERVER ROOM PROJECT	03/03/2025	1,181.25	.00	
Total 7523:					1,181.25	.00	
51	ACE HARDWARE	894659	STOP NUTS	01/08/2025	10.50	.00	
51	ACE HARDWARE	897105	CLAMP	02/03/2025	5.49	.00	
51	ACE HARDWARE	897704	BLACK SCREWS	02/08/2025	23.98	.00	
51	ACE HARDWARE	897744	FRAME BLADES	02/10/2025	16.99	.00	
51	ACE HARDWARE	898170	THERMOSTAT	02/13/2025	29.99	.00	
51	ACE HARDWARE	898354	WORK GLOVES	02/16/2025	12.99	.00	
51	ACE HARDWARE	898355	PUNCH PIN	02/16/2025	26.99	.00	
51	ACE HARDWARE	898356	PARTS	02/16/2025	35.92	.00	
51	ACE HARDWARE	898358	BIT SET	02/16/2025	39.99	.00	
51	ACE HARDWARE	898360	PARTS	02/16/2025	13.40	.00	
51	ACE HARDWARE	898498	STRETCH FILM	02/18/2025	54.99	.00	
51	ACE HARDWARE	898624	DRILL BIT	02/19/2025	14.99	.00	
51	ACE HARDWARE	898638	HOLE SAW BLADE	02/19/2025	31.98	.00	
51	ACE HARDWARE	898661	ACETONE	02/20/2025	14.99	.00	
51	ACE HARDWARE	898682	SLOT TRU	02/20/2025	2.97	.00	
51	ACE HARDWARE	898695	PUNCH PIN	02/20/2025	80.97	.00	
51	ACE HARDWARE	898713	SCREWS	02/20/2025	3.78	.00	
51	ACE HARDWARE	898750	EYE BOLTS	02/20/2025	43.31	.00	
51	ACE HARDWARE	898759	SCREWS	02/21/2025	2.69	.00	
51	ACE HARDWARE	898775	BULBS	02/21/2025	16.99	.00	
51	ACE HARDWARE	898790	BULBS	02/21/2025	49.99	.00	
51	ACE HARDWARE	898798	BULBS	02/21/2025	11.99	.00	
51	ACE HARDWARE	898822	SHOWERHEAD	02/21/2025	34.99	.00	
51	ACE HARDWARE	899274	ICE MELT	02/27/2025	69.98	.00	
51	ACE HARDWARE	899343	TIE DOWN	02/27/2025	16.99	.00	
51	ACE HARDWARE	899348	WATER SUPPLIES	02/27/2025	592.84	.00	
51	ACE HARDWARE	899424	WASHERS, SCREWS	02/28/2025	4.00	.00	
51	ACE HARDWARE	899520	ENGRAVING CUTTER	03/03/2025	108.93	.00	
51	ACE HARDWARE	899622	ALCOHOL	03/04/2025	29.99	.00	
Total 51:					1,403.60	.00	
2269	AFLAC	187569	ACCOUNT #y9599	02/25/2025	1,647.35	1,647.35	02/25/2025
Total 2269:					1,647.35	1,647.35	
6900	ALDER ENVIRONMENTAL LLC	4745	PROJECT COORDINATION	03/03/2025	2,255.88	.00	
Total 6900:					2,255.88	.00	
6524	ALPHAGRAPHS	IX-439677	WINDOW ENVELOPES	02/21/2025	1,312.03	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6524	ALPHAGRAPHICS	IX-446653	BUS SIGNAGE	03/04/2025	274.37	.00	
Total 6524:					1,586.40	.00	
5726	AMAZON	111-6167559-4	4 SHOWER CURTAINS	02/04/2025	77.56	.00	
5726	AMAZON	112-0454423-9	2 SPEED GREASE GUN	12/04/2024	181.00	.00	
5726	AMAZON	13HQ-GGJY-F	MOUSE	02/20/2025	68.41	.00	
5726	AMAZON	13YJ-PGNY-9P	AIR LIFT 10060 AIR COMPRESS	02/25/2025	74.90	.00	
5726	AMAZON	163Q-CM4T-3	ups battery	02/25/2025	145.98	.00	
5726	AMAZON	16DY-KR7L-3V	PRINTER FILAMENT	03/06/2025	24.99	.00	
5726	AMAZON	1CMT-DXRG-C	MINI VACUUM CLEANER	03/03/2025	31.99	.00	
5726	AMAZON	1DF3-WLQ7-C	NAME TAPES	03/01/2025	13.98	.00	
5726	AMAZON	1F96-Y7HX-7Q	FILTERS	03/01/2025	22.16	.00	
5726	AMAZON	1FJ9-Q76X-3Y	VACUUM STAND	03/05/2025	40.49	.00	
5726	AMAZON	1G9F-7TFP-6	REFLECTIVE TAPE	02/26/2025	363.50	.00	
5726	AMAZON	1GLD-1J73-YJ	TONERS	02/24/2025	457.96	.00	
5726	AMAZON	1L6F-R4YD-Q7	WATER FILTER SYSTEM	02/28/2025	53.04	.00	
5726	AMAZON	1MQ1-V6YN-X	SPILL KIT	02/10/2025	405.00	.00	
5726	AMAZON	1NJW-KFPQ-4	TOWN HALL KITCHEN SUPPLIE	02/26/2025	74.87	.00	
5726	AMAZON	1NLY-4L3P-44	POWER BANKS	03/04/2025	1,815.20	.00	
5726	AMAZON	1P4K-XVDC-9	UNIFORM TAPE	03/01/2025	27.96	.00	
5726	AMAZON	1VH6-X9-6PHF	FILAMENT	02/26/2025	180.67	.00	
5726	AMAZON	1XJH-KWHM-1	CREDIT	01/24/2025	59.00-	.00	
5726	AMAZON	1XJH-KWHM-K	DYSON VACUUM	02/27/2025	938.05	.00	
Total 5726:					4,938.71	.00	
1159	AMERICAN PUBLIC WORKS AS	000873715	MEMBERSHIP	02/26/2025	143.30	.00	
Total 1159:					143.30	.00	
383	ANTLER MOTEL, INC.	022625	ROOMS	02/26/2025	9,765.00	.00	
Total 383:					9,765.00	.00	
7618	Arila, Odalis	02182025	EQUITY TASK FORCE	02/18/2025	1,500.00	.00	
Total 7618:					1,500.00	.00	
1783	AT&T	287272169264	MONTHLY ACCOUNT 287272169	02/12/2025	1.33	.00	
1783	AT&T	287279795460	charges for account 28727979546	02/11/2025	614.31	.00	
Total 1783:					615.64	.00	
1560	BLUE SPRUCE CLEANERS,INC	030125	DRY CLEANING PD	03/01/2025	290.46	.00	
Total 1560:					290.46	.00	
7394	BOLAND, ANITA	030325	APRIL RENT	03/03/2025	2,263.80	.00	
Total 7394:					2,263.80	.00	
7619	BRIDGER VETERINARY SPECIA	521791	CURTIS	02/18/2025	5,324.44	.00	
Total 7619:					5,324.44	.00	
6727	BRIGGS, ERIC L	34347	SEAL	02/13/2025	90.50	.00	
6727	BRIGGS, ERIC L	34498	TOOLS	02/20/2025	22.58	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6727:					113.08	.00	
3303	BRISTOL, JAMES	6734	WINDOW ENVELOPES	02/26/2025	232.50	.00	
Total 3303:					232.50	.00	
7077	BURKHOLDER, SHAWN	030325	APRIL RENT	03/03/2025	2,039.63	.00	
Total 7077:					2,039.63	.00	
7614	BYNUM, GROVER	022825	BAIL REFUND CASE 24-11-0126	02/28/2025	740.00	740.00	02/28/2025
Total 7614:					740.00	740.00	
7345	CAMP ON INC	030325	APRIL RENT	03/03/2025	6,650.00	.00	
Total 7345:					6,650.00	.00	
6051	CARPETS PLUS COLORTILE	11590	FURNITURE MOVING	03/03/2025	900.00	.00	
Total 6051:					900.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-679827	STARTING FLUID	02/14/2025	21.78	.00	
5	CARQUEST AUTO PARTS INC.	6090-679828	Credit	02/14/2025	21.78-	.00	
Total 5:					.00	.00	
10	CASH	030425	petty CASH	03/04/2025	30.00	.00	
10	CASH	030425	petty CASH	03/04/2025	5.02	.00	
10	CASH	030425	petty CASH	03/04/2025	49.98	.00	
10	CASH	030425	petty CASH	03/04/2025	102.00	.00	
Total 10:					187.00	.00	
6257	CERTIFIED LABORATORIES	90499286	AEROSOL	02/21/2025	241.95	.00	
Total 6257:					241.95	.00	
7089	CHARLIE'S PLUMBING OF JH	14314	CLEAR DRAIN AT HOME RANCH	02/21/2025	385.00	.00	
7089	CHARLIE'S PLUMBING OF JH	14319	PLUMBING	02/24/2025	245.00	.00	
Total 7089:					630.00	.00	
5967	CITY OF DRIGGS	BBSTART2025	BUS BARN RENT	01/28/2025	1,098.87	.00	
5967	CITY OF DRIGGS	BBSTART2028	BUS BARN RENT	02/28/2025	2,926.24	.00	
Total 5967:					4,025.11	.00	
7206	CODE 3 ASSOCIATES, INC.	C69ACA58-00	TRAINING	02/21/2025	25.50	.00	
7206	CODE 3 ASSOCIATES, INC.	C69ACA58-00	ANIMAL SERVICES TRAINING	02/20/2025	561.00	.00	
Total 7206:					586.50	.00	
514	CONRAD & BISCHOFF INC.	IN-570411-25	DEF BULK	02/17/2025	740.31	.00	
514	CONRAD & BISCHOFF INC.	IN-570413-25	DEF BULK	02/17/2025	389.05	.00	
514	CONRAD & BISCHOFF INC.	IN-579551-25	DSL FUEL	02/21/2025	27,202.61	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 514:					28,331.97	.00	
4887	CONTROL SYSTEM TECHNOLO	11512	CONTROL SERVICE WWTP	03/03/2025	150.00	.00	
Total 4887:					150.00	.00	
7500	CONWAY, LARS	030325	APRIL RENT	03/03/2025	2,500.00	.00	
Total 7500:					2,500.00	.00	
1691	CORE & MAIN LP	W349236	tools	02/07/2025	377.00	.00	
Total 1691:					377.00	.00	
708	DELTA DENTAL PLAN OF WYOM	022525	FEBRUARY PREMIUM	02/25/2025	622.90	622.90	02/25/2025
708	DELTA DENTAL PLAN OF WYOM	022525	JANUARY CLAIMS	02/25/2025	8,810.40	8,810.40	02/25/2025
Total 708:					9,433.30	9,433.30	
3881	DEX IMAGING	AR12847782	MONTHLY COPYCARE	02/24/2025	587.47	.00	
Total 3881:					587.47	.00	
6883	DIVISION OF CHILD SUPPORT	030425	DCSE CASE #0005405448	03/04/2025	509.23	509.23	03/04/2025
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	030425	Crime Victim SurchAGE	03/04/2025	900.00	.00	
Total 2175:					900.00	.00	
6311	DUSTBUSTERS, INC	81606	ICE KICKER SALT	10/25/2024	3,604.58	.00	
6311	DUSTBUSTERS, INC	81697	ICE KICKER SALT	11/06/2024	7,357.92	.00	
Total 6311:					10,962.50	.00	
6157	EFORCE	1233780	ANNUAL LICENSE FEE	02/27/2025	13,693.16	.00	
6157	EFORCE	1233781	EVO UPGRADE	02/27/2025	12,900.00	.00	
Total 6157:					26,593.16	.00	
7446	ELAN ONE CARD	BUILDING 895	ACE HARDWARE-BUILDING INS	01/24/2025	15.89	.00	
7446	ELAN ONE CARD	BUILDING 895	INTERNATIONAL CODE COUNC	01/24/2025	320.00	.00	
7446	ELAN ONE CARD	CD 3840 01/24	CASPER STAR TRIBUNE-COMM	01/24/2025	16.99	.00	
7446	ELAN ONE CARD	CD 3840 01/24	THE SPANISH GROUP-COMMU	01/24/2025	57.80	.00	
7446	ELAN ONE CARD	CD 3840 01/24	HEALTHY BEING-COMMUNITY	01/24/2025	33.26	.00	
7446	ELAN ONE CARD	CD 3840 01/24	MAILCHIMP-COMMUNITY DEVE	01/24/2025	75.00	.00	
7446	ELAN ONE CARD	FLEET 0463 01	LGS GROUP-FLEET SHOP	01/24/2025	668.50	.00	
7446	ELAN ONE CARD	FLEET 0463 01	COACH AND EQUIPMENT-FLEE	01/24/2025	117.52	.00	
7446	ELAN ONE CARD	FLEET 0463 01	DECKERS AUTO GROUP-FLEET	01/24/2025	76.02	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	ALBERTSONS-INFORMATION T	01/24/2025	22.91	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	AMAZON-INFORMATION TECHN	01/24/2025	78.99	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	GODADDY-INFORMATION TECH	01/24/2025	33.16	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	DOG-INFORMATION TECHNOL	01/24/2025	77.59	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	DISH NETWORK-TOWN-WIDE S	01/24/2025	151.74	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	OTHER WORLD COMPUTING-IN	01/24/2025	868.01	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	STARLINK-INFORMATION TECH	01/24/2025	165.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	IT 7309 01/24/2	UPS-INFORMATION TECHNOLO	01/24/2025	31.98	.00	
7446	ELAN ONE CARD	IT 7309 01/24/2	C2C SUMMIT-INFORMATION TE	01/24/2025	250.00	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	STAPLES-PD - INVESTIGATION	01/24/2025	31.79	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	AUDIBLE-PD - PATROL	01/24/2025	15.85	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	ALBERTSONS-PD - INVESTIGAT	01/24/2025	139.40	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	STAPLES-PD - INVESTIGATION	01/24/2025	66.72	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	NATIONAL ASSOCIATION -PD -	01/24/2025	100.00	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	NATIONAL ASSOC OF WEST-PD	01/24/2025	625.00	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	ALBERTSONS-PD - INVESTIGAT	01/24/2025	62.00	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	FED EX-PD - INVESTIGATIONS	01/24/2025	122.50	.00	
7446	ELAN ONE CARD	PD 0494 01/24/	PAPER DIRECT-PD - ADMINIST	01/24/2025	185.33	.00	
7446	ELAN ONE CARD	PD 2280 01/24/	TAC GEAR-PD - PATROL	01/24/2025	118.39	.00	
7446	ELAN ONE CARD	PD 2280 01/24/	NATIONALASS-PD - CSO	01/24/2025	300.00	.00	
7446	ELAN ONE CARD	PD 2280 01/24/	5.11-PD - PATROL	01/24/2025	534.24	.00	
7446	ELAN ONE CARD	PD 2280 01/24/	TAC GEAR-PD - PATROL	01/24/2025	55.53	.00	
7446	ELAN ONE CARD	PD 6677 01/24/	TARGET-PD - INVESTIGATIONS	01/24/2025	35.53	.00	
7446	ELAN ONE CARD	PD 6677 01/24/	UPS-PD - INVESTIGATIONS	01/24/2025	14.12	.00	
7446	ELAN ONE CARD	PD 6677 01/24/	EDEN K9-PD SPECIAL OPERATI	01/24/2025	150.00	.00	
7446	ELAN ONE CARD	PD 6677 01/24/	UPS-PD - INVESTIGATIONS	01/24/2025	39.63	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	SALT RIVER MOTORS-PD - CSO	01/24/2025	27.04	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	HOLSTERS-PD - ADMINISTRATI	01/24/2025	91.24	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	HOLSTERS-PD - ADMINISTRATI	01/24/2025	228.00	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	UPS-PD - INVESTIGATIONS	01/24/2025	396.72	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	LIGHTING SUPPLY-PD - PATROL	01/24/2025	36.38	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	WALMART-PD - PATROL	01/24/2025	155.18	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	CANVAS PRINTS-PD - PATROL	01/24/2025	159.00	.00	
7446	ELAN ONE CARD	PD 7867 01/24/	SULOFF'S TOWING-PD - ADMINI	01/24/2025	346.00	.00	
7446	ELAN ONE CARD	PLANNING 55	ALBERTSONS-PERSONNEL/TO	01/24/2025	35.02	.00	
7446	ELAN ONE CARD	PLANNING 55	GBCI-PLANNING	01/24/2025	150.00	.00	
7446	ELAN ONE CARD	PLANNING 55	TETON COUNTY CLERK-TOWN-	01/24/2025	28.55	.00	
7446	ELAN ONE CARD	PLANNING 55	RISE COFFEE-PERSONNEL/TO	01/24/2025	12.06	.00	
7446	ELAN ONE CARD	PLANNING 55	AMAZON-TOWN-WIDE SERVICE	01/24/2025	28.38	.00	
7446	ELAN ONE CARD	PLANNING 55	STAPLES-PLANNING	01/24/2025	127.18	.00	
7446	ELAN ONE CARD	PLANNING 55	APA-PLANNING	01/24/2025	587.00	.00	
7446	ELAN ONE CARD	PW #4874 01/2	APWA-TOWN ENGINEER	01/24/2025	125.00	.00	
7446	ELAN ONE CARD	START 4059 0	ACE HARDWARE-START	01/24/2025	52.98	.00	
7446	ELAN ONE CARD	START 4059 0	CUTTY'S-START	01/24/2025	110.88	.00	
7446	ELAN ONE CARD	START 9251 0	STAPLES-START	01/24/2025	33.89	.00	
7446	ELAN ONE CARD	START 9251 0	ALBERTSONS-START	01/24/2025	85.81	.00	
7446	ELAN ONE CARD	START 9251 0	OTC BRANDS-START	01/24/2025	213.74	.00	
7446	ELAN ONE CARD	START 9251 0	STAPLES-START	01/24/2025	172.28	.00	
7446	ELAN ONE CARD	START 9251 0	COSTCO-START	01/24/2025	29.66	.00	
7446	ELAN ONE CARD	START 9251 0	ALBERTSONS-START	01/24/2025	14.48	.00	
7446	ELAN ONE CARD	START 9251 0	ALBERTSONS-START	01/24/2025	362.89	.00	
7446	ELAN ONE CARD	WWTP 2901 0	CEU PLAN-SEWER DEPARTME	01/24/2025	89.40	.00	
7446	ELAN ONE CARD	WWTP 2901 0	ALBERTSONS-SEWER DEPART	01/24/2025	42.96	.00	
7446	ELAN ONE CARD	WWTP 2901 0	EGUAGE-SEWER DEPARTMEN	01/24/2025	20.00	.00	
Total 7446:					9,418.11	.00	
6092	ENERGY 1	52126	PLUMBING	02/25/2025	24,123.16	.00	
Total 6092:					24,123.16	.00	
5223	ENERGY CONSERVATION WOR	TOJ 2024-25 0	3RD QUARTER PAYMENT	02/27/2025	8,750.00	.00	
Total 5223:					8,750.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1134	ENERGY LABORATORIES INC.	690761	EFFLUENT	02/19/2025	172.00	.00	
1134	ENERGY LABORATORIES INC.	690786	EFFLUENT	02/19/2025	172.00	.00	
1134	ENERGY LABORATORIES INC.	691490	EFFLUENT	02/24/2025	172.00	.00	
1134	ENERGY LABORATORIES INC.	692453	EFFLUENT	02/28/2025	172.00	.00	
Total 1134:					688.00	.00	
6552	ETNA TRADE PARK LLC	030325	APRIL RENT	03/03/2025	4,062.00	.00	
Total 6552:					4,062.00	.00	
6802	FALL RIVER PROPANE	2680403	PROPANE	02/19/2025	1,933.55	.00	
6802	FALL RIVER PROPANE	2682166	propane	02/19/2025	1,115.40	.00	
6802	FALL RIVER PROPANE	2682167	PROPANE	02/19/2025	583.31	.00	
Total 6802:					3,632.26	.00	
7168	FALL RIVER RURAL ELECTIC	51773001 0225	CHATHAM LOOP ELECTRIC	02/20/2025	128.38	.00	
Total 7168:					128.38	.00	
3195	FERGUSON ENTERPRISES, IN	3426968	CABLE	02/18/2025	8.42	.00	
Total 3195:					8.42	.00	
4294	FIRE SERVICES OF IDAHO	12598049	HYDRO TEST	01/27/2025	75.00	.00	
4294	FIRE SERVICES OF IDAHO	12604277	ICE ARENA ANNUAL SERVICE	02/26/2025	904.00	.00	
4294	FIRE SERVICES OF IDAHO	12604770	VERTICAL HARVEST ALARM M	02/20/2025	360.00	.00	
Total 4294:					1,339.00	.00	
4709	FLEETPRIDE	123723620	parts	02/24/2025	982.58	.00	
4709	FLEETPRIDE	123724743	PARTS	02/24/2025	440.30	.00	
Total 4709:					1,422.88	.00	
6605	FLOYD'S TRUCK CENTER	X303041146:01	ROLL PIN	02/12/2025	845.68	.00	
Total 6605:					845.68	.00	
6126	GARMIN USA	47669294	MONTHLY SERVICES	02/27/2025	64.95	.00	
Total 6126:					64.95	.00	
4212	GILLIG LLC	41273266	WINDSHIELD	02/13/2025	2,094.03	.00	
4212	GILLIG LLC	41273267	REPL KIT	02/13/2025	539.88	.00	
4212	GILLIG LLC	41275615	FUEL GUAGE	02/20/2025	268.05	.00	
4212	GILLIG LLC	41275616	SENSOR	02/20/2025	228.27	.00	
4212	GILLIG LLC	41276238	MODULE	02/21/2025	1,705.31	.00	
4212	GILLIG LLC	41279189	SENDER	02/28/2025	118.30	.00	
4212	GILLIG LLC	41279711	GASKETS	03/03/2025	2,782.19	.00	
Total 4212:					7,736.03	.00	
7497	GRIFFITH PARTNERSHIP LLC	030325	APRIL RENT	03/03/2025	1,600.00	.00	
7497	GRIFFITH PARTNERSHIP LLC	030325	APRIL RENT	03/03/2025	1,750.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7497:					3,350.00	.00	
4705	GYM OUTFITTERS INC	10823	UPRIGHT BIKE	03/05/2025	2,741.00	.00	
Total 4705:					2,741.00	.00	
93	HACH CHEMICAL CO.	14387964	SUPPLIES	02/25/2025	2,921.57	.00	
93	HACH CHEMICAL CO.	14390975	AMMONIA, TNT+, HR	02/26/2025	1,249.50	.00	
93	HACH CHEMICAL CO.	14393480	DETERGENT	02/28/2025	80.80	.00	
Total 93:					4,251.87	.00	
96	HIGH COUNTRY LINEN	0475548	WATER	11/28/2024	51.18	.00	
96	HIGH COUNTRY LINEN	0475548	WWTP	11/28/2024	13.30	.00	
96	HIGH COUNTRY LINEN	0475548	ADMIN	11/28/2024	6.64	.00	
96	HIGH COUNTRY LINEN	0475548	SEWER	11/28/2024	14.95	.00	
96	HIGH COUNTRY LINEN	0475548	fACILITY	11/28/2024	9.78	.00	
96	HIGH COUNTRY LINEN	0475548	STREET	11/28/2024	32.42	.00	
96	HIGH COUNTRY LINEN	0475548	BUILD MAINT	11/28/2024	24.69	.00	
96	HIGH COUNTRY LINEN	0475548	ADMIN	11/28/2024	6.65	.00	
96	HIGH COUNTRY LINEN	0477804	WATER	12/12/2024	27.18	.00	
96	HIGH COUNTRY LINEN	0477804	WWTP	12/12/2024	37.30	.00	
96	HIGH COUNTRY LINEN	0477804	ADMIN	12/12/2024	6.65	.00	
96	HIGH COUNTRY LINEN	0477804	SEWER	12/12/2024	14.95	.00	
96	HIGH COUNTRY LINEN	0477804	fACILITY	12/12/2024	9.77	.00	
96	HIGH COUNTRY LINEN	0477804	STREET	12/12/2024	36.30	.00	
96	HIGH COUNTRY LINEN	0477804	BUILD MAINT	12/12/2024	131.94	.00	
96	HIGH COUNTRY LINEN	0477804	ADMIN	12/12/2024	6.65	.00	
96	HIGH COUNTRY LINEN	0478952	SEWER	12/19/2024	14.95	.00	
96	HIGH COUNTRY LINEN	0478952	STREET	12/19/2024	29.65	.00	
96	HIGH COUNTRY LINEN	0478952	ADMIN	12/19/2024	6.65	.00	
96	HIGH COUNTRY LINEN	0478952	ADMIN	12/19/2024	6.65	.00	
96	HIGH COUNTRY LINEN	0478952	WWTP	12/19/2024	13.30	.00	
96	HIGH COUNTRY LINEN	0478952	WATER	12/19/2024	27.18	.00	
96	HIGH COUNTRY LINEN	0478952	BUILD MAINT	12/19/2024	15.45	.00	
96	HIGH COUNTRY LINEN	0478952	fACILITY	12/19/2024	9.77	.00	
96	HIGH COUNTRY LINEN	0478952	SHOP SUPPLIES	12/19/2024	46.35	.00	
96	HIGH COUNTRY LINEN	0481335	WATER	01/02/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0481335	WWTP	01/02/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0481335	ADMIN	01/02/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0481335	SEWER	01/02/2025	14.95	.00	
96	HIGH COUNTRY LINEN	0481335	FACILITY	01/02/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0481335	STREET	01/02/2025	32.71	.00	
96	HIGH COUNTRY LINEN	0481335	BUILD MAINT	01/02/2025	10.82	.00	
96	HIGH COUNTRY LINEN	0481335	ADMIN	01/02/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0482651	WATER	01/09/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0482651	WWTP	01/09/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0482651	ADMIN	01/09/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0482651	SEWER	01/09/2025	14.95	.00	
96	HIGH COUNTRY LINEN	0482651	fACILITY	01/09/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0482651	STREET	01/09/2025	32.71	.00	
96	HIGH COUNTRY LINEN	0482651	BUILD MAINT	01/09/2025	130.92	.00	
96	HIGH COUNTRY LINEN	0482651	ADMIN	01/09/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0483909	WATER	01/16/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0483909	WWTP	01/16/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0483909	ADMIN	01/16/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0483909	SEWER	01/16/2025	15.75	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0483909	fACILITY	01/16/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0483909	STREET	01/16/2025	33.01	.00	
96	HIGH COUNTRY LINEN	0483909	BUILD MAINT	01/16/2025	61.55	.00	
96	HIGH COUNTRY LINEN	0483909	ADMIN	01/16/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0485220	WATER	01/23/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0485220	WWTP	01/23/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0485220	ADMIN	01/23/2025	6.64	.00	
96	HIGH COUNTRY LINEN	0485220	SEWER	01/23/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0485220	fACILITY	01/23/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0485220	STREET	01/23/2025	13.06	.00	
96	HIGH COUNTRY LINEN	0485220	BUILD MAINT	01/23/2025	22.17	.00	
96	HIGH COUNTRY LINEN	0485220	ADMIN	01/23/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0486466	WATER	01/30/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0486466	WWTP	01/30/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0486466	ADMIN	01/30/2025	6.64	.00	
96	HIGH COUNTRY LINEN	0486466	SEWER	01/30/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0486466	fACILITY	01/30/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0486466	STREET	01/30/2025	13.06	.00	
96	HIGH COUNTRY LINEN	0486466	BUILD MAINT	01/30/2025	8.57	.00	
96	HIGH COUNTRY LINEN	0486466	ADMIN	01/30/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0487745	WATER	02/06/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0487745	WWTP	02/06/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0487745	ADMIN	02/06/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0487745	SEWER	02/06/2025	15.74	.00	
96	HIGH COUNTRY LINEN	0487745	fACILITY	02/06/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0487745	STREET	02/06/2025	13.06	.00	
96	HIGH COUNTRY LINEN	0487745	BUILD MAINT	02/06/2025	129.03	.00	
96	HIGH COUNTRY LINEN	0487745	ADMIN	02/06/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0488723	MATS @ SHELTER	02/12/2025	77.62	.00	
96	HIGH COUNTRY LINEN	0489544	MATS @ HOME RANCH	02/17/2025	23.45	.00	
96	HIGH COUNTRY LINEN	0489940	MATS @ WWTP	02/19/2025	66.85	.00	
96	HIGH COUNTRY LINEN	0490206	SEWER	02/20/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0490206	WWTP	02/20/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0490206	fACILITY	02/20/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0490206	ADMIN	02/20/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0490206	WATER	02/20/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0490206	BUILD MAINT	02/20/2025	22.17	.00	
96	HIGH COUNTRY LINEN	0490206	fACILITY	02/20/2025	.01-	.00	
96	HIGH COUNTRY LINEN	0490206	STREET	02/20/2025	13.06	.00	
96	HIGH COUNTRY LINEN	0490206	ADMIN	02/20/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0490730	MATS @ START	02/24/2025	202.85	.00	
96	HIGH COUNTRY LINEN	0491385	MATS @ town hall	02/26/2025	308.79	.00	
96	HIGH COUNTRY LINEN	S0488436	SUPPLIES	02/10/2025	180.87	.00	
96	HIGH COUNTRY LINEN	S0490584	SUPPLIES	02/21/2025	80.09	.00	
Total 96:					2,583.60	.00	
5845	Hoke & Co. LLC	022825	GREGORY LANE EASEMENT	02/28/2025	18,000.00	.00	
Total 5845:					18,000.00	.00	
36	IDAHO STATE TAX COMMISSIO	022425	FEBRUARY WITHHOLDINGS	02/24/2025	5,674.00	5,674.00	02/25/2025
Total 36:					5,674.00	5,674.00	
106	INTERSTATE BATTERY	950004793	BATTERIES	02/17/2025	152.95	.00	
106	INTERSTATE BATTERY	950004868	BATTERIES	02/24/2025	152.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 106:					305.90	.00	
110	INTERWEST SUPPLY COMPANY	IN0118236	CURVE GRADER PLOW BOLT	02/25/2025	2,454.80	.00	
Total 110:					2,454.80	.00	
1073	INTOXIMETERS INC.	779581	SUPPLIES	02/07/2025	4,230.75	.00	
Total 1073:					4,230.75	.00	
6954	IVY OUTDOOR SERVICES LLC	0000125	FEBRUARY BUS ROUTE	03/01/2025	1,280.00	.00	
6954	IVY OUTDOOR SERVICES LLC	0000126	DOWNTOWN TRASH	03/01/2025	7,380.00	.00	
Total 6954:					8,660.00	.00	
7163	JACKSON GROUP LOCKBOX	689139IF	FILTERS	02/11/2025	656.53	.00	
7163	JACKSON GROUP LOCKBOX	689266IF	OIL SEAL	02/14/2025	176.28	.00	
7163	JACKSON GROUP LOCKBOX	689428IF	BRAKE PADS	02/14/2025	839.22	.00	
7163	JACKSON GROUP LOCKBOX	690134IF	FILTERS	02/25/2025	686.73	.00	
7163	JACKSON GROUP LOCKBOX	690427IF	CYLINDER	02/28/2024	334.94	.00	
7163	JACKSON GROUP LOCKBOX	CM688080IF	CREDIT	02/14/2025	945.42-	.00	
Total 7163:					1,748.28	.00	
7616	JACKSON HOLE FORD	209603	INSTALL REVIEW MIRROR	07/18/2024	430.00	.00	
Total 7616:					430.00	.00	
6474	JACKSON HOLE LAW, PC	2470	LEGAL SERVICES	02/28/2025	3,505.00	.00	
Total 6474:					3,505.00	.00	
131	JACKSON HOLE NEWS & GUID	274871	AD#435635	02/26/2025	401.00	.00	
131	JACKSON HOLE NEWS & GUID	373549	AD#433969	01/01/2025	193.00	.00	
131	JACKSON HOLE NEWS & GUID	374250	AD#433970	01/31/2025	301.60	.00	
131	JACKSON HOLE NEWS & GUID	374399	AD#435325	02/05/2025	463.40	.00	
131	JACKSON HOLE NEWS & GUID	374554	AD#433969	02/12/2025	193.00	.00	
131	JACKSON HOLE NEWS & GUID	374911	AD#433969	02/26/2025	193.00	.00	
131	JACKSON HOLE NEWS & GUID	375074	AD#433970	02/28/2025	1,357.30	.00	
Total 131:					3,102.30	.00	
115	JACKSON PAINT AND GLASS, I	I137331	WINDHSIELDS	02/11/2025	1,470.00	.00	
Total 115:					1,470.00	.00	
7125	JACKSON WHOLE FAMILY HEAL	112124	3399.32 PAYMENT	11/24/2024	58.00	.00	
Total 7125:					58.00	.00	
239	JH20 WATER CONDITIONING &	6593	water @ WWTP	02/25/2025	97.50	.00	
Total 239:					97.50	.00	
7613	JJ MOUNTAIN TOP, LLC	022725	OVERPAYMENT FROM JUNE-D	02/27/2025	1,945.19	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7613:					1,945.19	.00	
5537	KEENAN, PETER	030325	APRIL RENT	03/03/2025	2,357.50	.00	
Total 5537:					2,357.50	.00	
7112	KJ'S SERVICES INVESTMENTS	030325	APRIL RENT	03/03/2025	2,835.00	.00	
Total 7112:					2,835.00	.00	
7094	KL2 CONNECTS, LLC	KL-1132	TRANSIT DIRECTOR SEARCH	02/24/2025	9,938.00	.00	
Total 7094:					9,938.00	.00	
5729	LENOVO (UNITED STATES) INC.	6471980371	LAPTOPS	02/25/2025	7,165.80	.00	
Total 5729:					7,165.80	.00	
2224	LOCAL GOV'T LIABILITY POOL	15546	AA257249 DEDUCTIBLE	02/25/2025	1,000.00	.00	
Total 2224:					1,000.00	.00	
156	LOWER VALLEY ENERGY INC	030325	APRIL RENT	03/03/2025	3,000.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 02-	3150 S ADAMS CANYON DR, JA	02/28/2025	362.36	.00	
156	LOWER VALLEY ENERGY INC	92050-003 02-	SPRUCE DR PUMP HOUSE, JA	02/28/2025	380.85	.00	
156	LOWER VALLEY ENERGY INC	92050-008 02-	CEMETERY, JACKSON, WY 20	02/28/2025	18.27	.00	
156	LOWER VALLEY ENERGY INC	92050-010 02-	ELY SPRINGS RD WELL 6,7,8, J	02/28/2025	1,212.39	.00	
156	LOWER VALLEY ENERGY INC	92050-014 02-	135 E BROADWAY AVE HEAT TA	02/28/2025	20.17	.00	
156	LOWER VALLEY ENERGY INC	92050-017 02-	WASTE WATER TRTMT INTERM	02/28/2025	259.48	.00	
156	LOWER VALLEY ENERGY INC	92050-019 02-	RANGEVIEW DR LIFT PUMP CO	02/28/2025	98.02	.00	
156	LOWER VALLEY ENERGY INC	92050-021 02-	150 E PEARL AVE, JACKSON, W	02/28/2025	1,940.53	.00	
156	LOWER VALLEY ENERGY INC	92050-024 02-	1605 BERGER LN SEWER LIFT	02/28/2025	29.95	.00	
156	LOWER VALLEY ENERGY INC	92050-025 02-	450 W SNOW KING AVE NEW S	02/28/2025	963.69	.00	
156	LOWER VALLEY ENERGY INC	92050-026 02-	450 W SNOW KING AVE SHOP, J	02/28/2025	380.85	.00	
156	LOWER VALLEY ENERGY INC	92050-044 02-	610 SNOW KING DR ESTATES B	02/28/2025	164.98	.00	
156	LOWER VALLEY ENERGY INC	92050-047 02-	WASTE WATER TRTMT UV BLD	02/28/2025	318.35	.00	
156	LOWER VALLEY ENERGY INC	92050-049 02-	WASTE WATER TRTMT PTB 545	02/28/2025	8,843.71	.00	
156	LOWER VALLEY ENERGY INC	92050-050 02-	2 MG TANK, JACKSON, WY 200	02/28/2025	28.49	.00	
156	LOWER VALLEY ENERGY INC	92050-051 02-	WELL #5 KARNS MEADOW DR,	02/28/2025	2,305.21	.00	
156	LOWER VALLEY ENERGY INC	92050-052 02-	675 E BROADWAY AVE WELL #1	02/28/2025	1,539.44	.00	
156	LOWER VALLEY ENERGY INC	92050-053 02-	WELLS #2 & #3, JACKSON, WY	02/28/2025	2,508.18	.00	
156	LOWER VALLEY ENERGY INC	92050-054 02-	CITY WELL ELK REF 1, JACKSO	02/28/2025	72.75	.00	
156	LOWER VALLEY ENERGY INC	92050-055 02-	CITY WELL ELK REF 2, JACKSO	02/28/2025	86.79	.00	
156	LOWER VALLEY ENERGY INC	92050-059 02-	440 W SNOW KING AVE POLICE	02/28/2025	317.93	.00	
156	LOWER VALLEY ENERGY INC	92050-060 02-	400 W SNOW KING AVE S GAR,	02/28/2025	1,552.76	.00	
156	LOWER VALLEY ENERGY INC	92050-061 02-	400 W SNOW KING AVE PUBLIC	02/28/2025	1,163.28	.00	
156	LOWER VALLEY ENERGY INC	92050-074 02-	CRABTREE LN THAW WELL #2,	02/28/2025	272.41	.00	
156	LOWER VALLEY ENERGY INC	92050-075 02-	HIGH SCHOOL RD THAW WELL	02/28/2025	219.28	.00	
156	LOWER VALLEY ENERGY INC	92050-077 02-	685 E HANSEN AVE, JACKSON,	02/28/2025	178.79	.00	
156	LOWER VALLEY ENERGY INC	92050-078 02-	145 W HANSEN AVE FRONT, JA	02/28/2025	201.28	.00	
156	LOWER VALLEY ENERGY INC	92050-079 02-	145 W HANSEN AVE BACK, JAC	02/28/2025	231.33	.00	
156	LOWER VALLEY ENERGY INC	92050-082 02-	400 W SNOW KING AVE E STOR	02/28/2025	466.06	.00	
156	LOWER VALLEY ENERGY INC	92050-089 02-	685 E HANSEN AVE, JACKSON,	02/28/2025	97.01	.00	
156	LOWER VALLEY ENERGY INC	92050-090 02-	955 MAPLE WAY, JACKSON, WY	02/28/2025	225.59	.00	
156	LOWER VALLEY ENERGY INC	92050-092 02-	3150 S ADAMS CANYON DR ANI	02/28/2025	660.46	.00	
156	LOWER VALLEY ENERGY INC	92050-102 02-	145 W HANSEN AVE FRONT, JA	02/28/2025	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	02/28/2025	3,063.38	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-106 02-	940 SIMON LN, JACKSON, WY	02/28/2025	373.89	.00	
156	LOWER VALLEY ENERGY INC	92050-114 02-2	210 N CACHE ST HOME RANCH	02/28/2025	518.92	.00	
156	LOWER VALLEY ENERGY INC	92050-126 02-	SPRING WATER LN LIFT STATIO	02/28/2025	35.30	.00	
156	LOWER VALLEY ENERGY INC	92050-127 02-	3337 S CODY CREEK DR LIFT S	02/28/2025	385.55	.00	
156	LOWER VALLEY ENERGY INC	92050-131 02-	195 E DELONEY AVE RESTROO	02/28/2025	482.37	.00	
156	LOWER VALLEY ENERGY INC	92050-132 02-	160 S MILLWARD ST PARKING	02/28/2025	2,511.44	.00	
156	LOWER VALLEY ENERGY INC	92050-134 02-	160 S MILLWARD ST PARKING	02/28/2025	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-334 02-	JOSEPHINE LOOP LOT 15 LIFT	02/28/2025	120.60	.00	
156	LOWER VALLEY ENERGY INC	92050-341 02-	210 N CACHE ST HOME RANCH	02/28/2025	197.89	.00	
156	LOWER VALLEY ENERGY INC	92050-345 02-	930 SIMON LN, JACKSON, WY	02/28/2025	292.49	.00	
156	LOWER VALLEY ENERGY INC	92050-356 02-	55 KARNS MEADOW DR START	02/28/2025	7,574.96	.00	
156	LOWER VALLEY ENERGY INC	92050-357 02-	55 KARNS MEADOW DR START	02/28/2025	2,416.55	.00	
156	LOWER VALLEY ENERGY INC	92050-359 02-	MILLER PARK PARKING LOT CH	02/28/2025	227.26	.00	
156	LOWER VALLEY ENERGY INC	92050-361 02-	625 W BROADWAY AVE NEW P	02/28/2025	25.58	.00	
156	LOWER VALLEY ENERGY INC	92050-363 02-	455 VINE ST UTIL, JACKSON, W	02/28/2025	72.64	.00	
156	LOWER VALLEY ENERGY INC	92050-364 02-	65 VIRGINIAN LN #5, JACKSON,	02/28/2025	88.38	.00	
156	LOWER VALLEY ENERGY INC	92050-365 02-	65 VIRGINIAN LN #7, JACKSON,	02/28/2025	105.41	.00	
156	LOWER VALLEY ENERGY INC	92050-367 02-	455 VINE ST APT #3, JACKSON,	02/28/2025	73.45	.00	
156	LOWER VALLEY ENERGY INC	92050-368 02-	455 VINE ST APT #4, JACKSON,	02/28/2025	87.45	.00	
156	LOWER VALLEY ENERGY INC	92050-370 02-	2022 WILDFLOWER CT, JACKS	02/28/2025	208.11	.00	
156	LOWER VALLEY ENERGY INC	92050-371 02-	2022 WILDFLOWER CT, JACKS	02/28/2025	51.71	.00	
156	LOWER VALLEY ENERGY INC	92050-374 02-	455 VINE ST APT #1, JACKSON,	02/28/2025	120.34	.00	
156	LOWER VALLEY ENERGY INC	92050-375 02-	155 E PEARL AVE, JACKSON, W	02/28/2025	25.84	.00	
156	LOWER VALLEY ENERGY INC	92050-376 02-	149 E PEARL AVE, JACKSON, W	02/28/2025	211.45	.00	
156	LOWER VALLEY ENERGY INC	92050-378 02-	145 E PEARL AVE #A EAST, JAC	02/28/2025	107.68	.00	
156	LOWER VALLEY ENERGY INC	92050-383 02-	SNOW KING DR WATER TANK C	02/28/2025	24.80	.00	
156	LOWER VALLEY ENERGY INC	92050-385 02-	85 N SPRING GULCH RD SPRIN	02/28/2025	321.53	.00	
156	LOWER VALLEY ENERGY INC	92050-388 02-	121 SHERWOOD CT BLDG 2 BU	02/28/2025	69.38	.00	
156	LOWER VALLEY ENERGY INC	92050-389 02-	1640 MARTIN LN LIFT STATION,	02/28/2025	35.50	.00	
156	LOWER VALLEY ENERGY INC	92050-390 02-	400 W SNOW KING AVE HOUSI	02/28/2025	210.66	.00	
156	LOWER VALLEY ENERGY INC	92050-391 02-	400 W SNOW KING AVE PARK M	02/28/2025	789.13	.00	
156	LOWER VALLEY ENERGY INC	92050-392 02-	400 W SNOW KING AVE ADMIN,	02/28/2025	837.41	.00	
156	LOWER VALLEY ENERGY INC	92050-393 02-	400 W SNOW KING AVE EMPLO	02/28/2025	1,085.41	.00	
156	LOWER VALLEY ENERGY INC	92050-395 02-	145 E PEARL AVE #C LOFT, JAC	02/28/2025	90.19	.00	
156	LOWER VALLEY ENERGY INC	92050-396 02-	145 E PEARL AVE HSE/CMN, JA	02/28/2025	131.87	.00	
156	LOWER VALLEY ENERGY INC	92050-397 02-	145 E PEARL AVE #B WEST, JA	02/28/2025	126.02	.00	
156	LOWER VALLEY ENERGY INC	92050-398 02-	155 E PEARL AVE, JACKSON, W	02/28/2025	117.55	.00	
156	LOWER VALLEY ENERGY INC	92050-399 02-	155 E PEARL AVE, JACKSON, W	02/28/2025	127.81	.00	
156	LOWER VALLEY ENERGY INC	92050-401 02-	455 VINE ST APT #2, JACKSON,	02/28/2025	104.55	.00	
156	LOWER VALLEY ENERGY INC	92050-405 02-	3585 S CANADIAN DR, JACKSO	02/28/2025	195.87	.00	
156	LOWER VALLEY ENERGY INC	92050-406 02-	3585 S CANADIAN DR, JACKSO	02/28/2025	64.12	.00	
156	LOWER VALLEY ENERGY INC	92050-407 02-	130 E KELLY AVE #23, JACKSO	02/28/2025	66.97	.00	
156	LOWER VALLEY ENERGY INC	92050-411 02-2	1540 MARTIN LN H-FRAME MET	02/28/2025	69.11	.00	
156	LOWER VALLEY ENERGY INC	92050-416 02-	350 N MILLWARD ST #5, JACKS	02/28/2025	63.24	.00	
156	LOWER VALLEY ENERGY INC	92050-418 02-	355 W DELONEY AVE E-5, JACK	02/28/2025	108.49	.00	
156	LOWER VALLEY ENERGY INC	92050-419 02-	55 VIRGINIAN LN #4, JACKSON,	02/28/2025	100.85	.00	
156	LOWER VALLEY ENERGY INC	92050-420 02-	355 W DELONEY AVE A-5, JACK	02/28/2025	67.66	.00	
156	LOWER VALLEY ENERGY INC	92050-422 02-	126 ASPEN DR, JACKSON, WY	02/28/2025	118.06	.00	
156	LOWER VALLEY ENERGY INC	92050-423 02-	120 ASPEN DR, JACKSON, WY	02/28/2025	135.91	.00	
156	LOWER VALLEY ENERGY INC	92050-424 02-	69 VIRGINIAN LN #7, JACKSON,	02/28/2025	70.89	.00	
Total 156:					54,644.94	.00	
677	MACY'S SERVICES	39019	CAMERA LOCATE	03/31/2024	562.50	.00	
Total 677:					562.50	.00	
6403	MARKEE ESCROW SERVICES, I	800009 0325	ACCOUNT 800009	03/01/2025	52,552.08	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6403:					52,552.08	.00	
6766	MOHROR, SCOTT	022825	TRAVEL EXPENSES	02/28/2025	1,033.88	.00	
Total 6766:					1,033.88	.00	
1235	MOTOROLA SOLUTIONS, INC	8282014709	RADIOS FOR START	11/02/2024	65,718.60	.00	
1235	MOTOROLA SOLUTIONS, INC	8282027991	START RADIOS	11/21/2024	1,958.17	.00	
Total 1235:					67,676.77	.00	
4623	MSC INDUSTRIAL SUPPLY CO	7479355001	PARTS	01/30/2025	304.30	.00	
4623	MSC INDUSTRIAL SUPPLY CO	7511654001	PARTS	02/13/2025	138.91	.00	
4623	MSC INDUSTRIAL SUPPLY CO	7515020001	PADS	02/14/2025	237.94	.00	
Total 4623:					681.15	.00	
257	NAPA AUTO PARTS INC.	283490	SHOP TOWELS	01/28/2025	23.94	.00	
257	NAPA AUTO PARTS INC.	286425	FUSE	02/11/2025	27.27	.00	
257	NAPA AUTO PARTS INC.	286847	MAT	02/12/2025	41.98	.00	
257	NAPA AUTO PARTS INC.	287958	TOGGLE	02/18/2025	7.99	.00	
257	NAPA AUTO PARTS INC.	288046	ATP KIT	02/18/2025	122.93	.00	
257	NAPA AUTO PARTS INC.	289229	SILENT GUARD	02/24/2025	456.79	.00	
257	NAPA AUTO PARTS INC.	289450	HOSE	02/25/2025	105.60	.00	
257	NAPA AUTO PARTS INC.	290061	2017 chevy tahoe	02/27/2025	18.43	.00	
257	NAPA AUTO PARTS INC.	290744	FILTERS	03/03/2025	124.84	.00	
257	NAPA AUTO PARTS INC.	290861	GLOVES	03/03/2025	29.98	.00	
257	NAPA AUTO PARTS INC.	290976	FILTERS	03/03/2025	4.44	.00	
257	NAPA AUTO PARTS INC.	290984	EXACT FIT	03/03/2025	12.95	.00	
257	NAPA AUTO PARTS INC.	291119	MULTI VEHICLE	03/04/2025	123.33	.00	
Total 257:					1,100.47	.00	
6500	NATIONAL ASSOCIATION OF CL	83627	FY25 MEMBERSHIP DUES	09/05/2024	160.00	.00	
6500	NATIONAL ASSOCIATION OF CL	83627	FY25 MEMBERSHIP DUES	09/05/2024	160.00	.00	
6500	NATIONAL ASSOCIATION OF CL	83627	FY25 MEMBERSHIP DUES	09/05/2024	160.00	.00	
6500	NATIONAL ASSOCIATION OF CL	83627	FY25 MEMBERSHIP DUES	09/05/2024	160.00	.00	
6500	NATIONAL ASSOCIATION OF CL	83627	FY25 MEMBERSHIP DUES	09/05/2024	160.00	.00	
Total 6500:					800.00	.00	
187	NELSON ENGINEERING	66438	20-259-01 Scott Lane Maple Way	01/08/2025	5,547.50	.00	
187	NELSON ENGINEERING	66648	WATER SUPPLY FACILITIES	02/06/2025	28,260.00	.00	
187	NELSON ENGINEERING	66674	TOJ WELL 10	02/27/2025	4,933.32	.00	
Total 187:					38,740.82	.00	
513	ON SIGHT LAND SURVEYORS I	P25-0005	P25-0005 GLENWOOD	02/12/2025	450.00	.00	
Total 513:					450.00	.00	
5870	ONE 22, INC.	5189	3RD QUARTER PAYMENT	02/21/2025	45,000.00	.00	
Total 5870:					45,000.00	.00	
5707	PERFORM PRINTING LLC	P1546	BUSINESS CARDS	09/03/2024	84.25	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5707:					84.25	.00	
3579	PIC N STITCH	2886	CREW SHIRTS	02/09/2025	149.34	.00	
3579	PIC N STITCH	2886	UNIFORM EMBROIDERY	02/09/2025	74.66	.00	
3579	PIC N STITCH	2886	UNIFORM EMBROIDERY	02/09/2025	74.66	.00	
3579	PIC N STITCH	2886	UNIFORM EMBROIDERY	02/09/2025	149.34	.00	
Total 3579:					448.00	.00	
7242	PITTS, SAMANTHA	022425	MONTHLY IT HARDWARE	02/24/2025	77.83	.00	
Total 7242:					77.83	.00	
4894	PLATT	6A60501	ELECTICAL PARTS	02/24/2025	345.28	.00	
4894	PLATT	6B45128	CREDIT	02/28/2025	265.95-	.00	
4894	PLATT	SC02798	SERVICE CHARGE	01/25/2025	95.08	.00	
Total 4894:					174.41	.00	
6483	PREMIER TRUCK- SALT LAKE C	46718	SPEAKER	02/26/2025	546.31	.00	
6483	PREMIER TRUCK- SALT LAKE C	775688033	EXH KIT	03/03/2025	1,022.93	.00	
Total 6483:					1,569.24	.00	
7066	R & A SAFETY LLC	46055	PRE EMPLOY	02/03/2025	90.50	.00	
7066	R & A SAFETY LLC	46095	RANDOM	02/13/2025	90.50	.00	
7066	R & A SAFETY LLC	46101	RANDOM	02/18/2025	90.50	.00	
7066	R & A SAFETY LLC	46124	RANDOM	02/22/2025	115.50	.00	
7066	R & A SAFETY LLC	46130	POST ACCIDENT	02/25/2025	130.00	.00	
7066	R & A SAFETY LLC	46158	RANDOM	02/28/2025	115.50	.00	
Total 7066:					632.50	.00	
7615	RAETHER, GRACE	022825	BAIL REFUNCE CASE 24-10-085	02/28/2025	740.00	740.00	02/28/2025
Total 7615:					740.00	740.00	
7460	RAMANATHAN, BRINDA	030325	APRIL RENT	03/03/2025	2,500.00	.00	
Total 7460:					2,500.00	.00	
4869	RIDGELINE EXCAVATION INC	2022	STORM DRAIN REPAIR	12/31/2024	3,297.19	.00	
4869	RIDGELINE EXCAVATION INC	2022	STORM DRAIN REPAIR	12/31/2024	3,297.18	.00	
Total 4869:					6,594.37	.00	
4723	RON'S TOWING LLC	25-38512	TOWING	02/25/2025	3,000.00	.00	
Total 4723:					3,000.00	.00	
2850	RT1 INC	022125	SHIPPING CHARGES	02/21/2025	40.38	.00	
2850	RT1 INC	022725	GROUND COMMERCIAL	02/27/2025	92.18	.00	
Total 2850:					132.56	.00	
5812	RUI INC. DBA VILLAGE GARDN	4908	SNOW REMOVAL	03/01/2025	487.50	.00	
5812	RUI INC. DBA VILLAGE GARDN	4915	SNOW REMOVAL	03/01/2025	375.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5812	RUI INC. DBA VILLAGE GARDN	4964	SNOW REMOVAL	02/28/2025	65.25	.00	
5812	RUI INC. DBA VILLAGE GARDN	4965	SNOW REMOVAL	02/28/2025	65.25	.00	
Total 5812:					993.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	192337	T POSTS	12/30/2024	507.24	.00	
Total 13:					507.24	.00	
7203	SCHWARTZ, ANDY	02282025	8 of 12	02/28/2025	4,583.33	.00	
Total 7203:					4,583.33	.00	
201	SENIOR CENTER OF JACKSON	18714	3RD QUARTER	03/03/2025	35,505.00	.00	
Total 201:					35,505.00	.00	
7435	SHORELINE CONSULTING	0000278	CONSULTING SERVICES	02/03/2025	2,272.72	.00	
7435	SHORELINE CONSULTING	0000279	CONSULTING SERVICES	03/03/2025	2,272.72	.00	
Total 7435:					4,545.44	.00	
5632	SNAKE RIVER MEP COMPLETE,	14879	SERVICE CALL	01/21/2025	17,315.01	.00	
5632	SNAKE RIVER MEP COMPLETE,	14962	FURNACE REPAIR	02/21/2025	2,710.36	.00	
5632	SNAKE RIVER MEP COMPLETE,	14971	HOME RANCH PRV LEAK	02/25/2025	3,993.60	.00	
Total 5632:					24,018.97	.00	
7050	SOSA'S JANITORIAL SERVICE	0000129	TOWN HALL CLEANING	02/01/2025	9,990.00	.00	
7050	SOSA'S JANITORIAL SERVICE	0000130	TOWN HALL CLEANING	02/01/2025	810.00	.00	
Total 7050:					10,800.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334637106	ANIMAL CARE	01/06/2025	238.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334639955	ANIMAL CARE	02/24/2025	256.52	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334639958	ANIMAL CARE	02/24/2025	33.91	.00	
Total 1505:					529.02	.00	
6838	SPSC POA - South Park Services	033125	WATER LOT FEE	03/01/2025	303.82	.00	
Total 6838:					303.82	.00	
6871	STANDARD INSURANCE COMP	022525	VOLUNTARY LIFE PREMIUM	02/25/2025	1,102.65	1,102.65	02/25/2025
6871	STANDARD INSURANCE COMP	022525	VOLUNTARY POLICIES	02/25/2025	2,293.86	2,293.86	02/25/2025
6871	STANDARD INSURANCE COMP	022525	LTD, LIFE AND STD PREMIUM	02/25/2025	7,676.90	7,676.90	02/25/2025
Total 6871:					11,073.41	11,073.41	
251	STANDARD PLUMBING SUPPLY	YBLZ18	PLUMBING PARTS	02/04/2025	113.88	.00	
Total 251:					113.88	.00	
7227	STEPHENS, TALON	022625	MONTHLY IT HARDWARE	02/26/2025	77.83	.00	
Total 7227:					77.83	.00	
7088	STONE, KIRK	030325	APRIL RENT	03/03/2025	3,087.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7088:					3,087.00	.00	
1054	SUNRISE ENVIRONMENTAL	151913	CLEANING SUPPLIES	02/06/2025	191.39	.00	
Total 1054:					191.39	.00	
7076	SUSTAINABLE STRATEGIES DC	4349	CONSULTING SERVICES	02/28/2025	7,500.00	.00	
Total 7076:					7,500.00	.00	
4514	TEAM LABORATORY CHEMICAL	INV0045233	ROAD PATCH	02/26/2025	1,197.50	.00	
Total 4514:					1,197.50	.00	
1443	TETON COUNTY CLERK	030325FE	FIRE EMS MONTHLY CONTRIB	03/03/2025	556,144.66	.00	
1443	TETON COUNTY CLERK	030325H	MONTHLY CONTRIBUTION HOU	03/03/2025	98,149.66	.00	
1443	TETON COUNTY CLERK	030325PR	PARK AND REC MONTHLY CON	03/03/2025	486,535.00	.00	
Total 1443:					1,140,829.32	.00	
581	TETON COUNTY INTEGRATED	712891	DUMP FEE	02/19/2025	14.00	.00	
581	TETON COUNTY INTEGRATED	713443	DUMP FEE	02/25/2025	10.00	.00	
Total 581:					24.00	.00	
2362	TETON COUNTY PUBLIC HEALT	25-2094	water testing	02/19/2025	200.00	.00	
Total 2362:					200.00	.00	
1614	TETON COUNTY-FUND 10	022525EM	FEBRUARY EMERGENCY MAN	02/25/2025	12,943.83	.00	
1614	TETON COUNTY-FUND 10	022525P	PATHWAYS FEBRUARY	02/25/2025	6,667.24	.00	
1614	TETON COUNTY-FUND 10	022525PT	PLANNING FEBRUARY	02/25/2025	6,381.13	.00	
1614	TETON COUNTY-FUND 10	022525PT	TRANSPORTATION FEBRUARY	02/25/2025	5,507.11	.00	
1614	TETON COUNTY-FUND 10	030325	APRIL RENT	03/03/2025	4,024.00	.00	
1614	TETON COUNTY-FUND 10	030325D	FEBRUARY DISPATCH	03/03/2025	53,607.54	.00	
Total 1614:					89,130.85	.00	
3027	TETON COUNTY-FUND 13	022525C	FEBRUARY CAPITAL	02/25/2025	4,857.60	.00	
Total 3027:					4,857.60	.00	
166	TETON COUNTY-FUND 19	022525C	FEBRUARY CAPITAL	02/25/2025	3,726.00	.00	
Total 166:					3,726.00	.00	
268	TETON MOTORS INC	022525	RELEASE BID BOND	02/25/2025	1,133.50	1,133.50	02/25/2025
268	TETON MOTORS INC	5112286	ENGINE	01/28/2025	11,862.01	.00	
268	TETON MOTORS INC	5112356	TRANSMISSION	02/07/2025	5,932.59	.00	
268	TETON MOTORS INC	5112396	PARTS	02/12/2025	404.85	.00	
268	TETON MOTORS INC	5112404	WIRE AND PIPE	02/13/2025	147.15	.00	
268	TETON MOTORS INC	5112405	CREDIT	02/13/2025	2,000.00-	.00	
268	TETON MOTORS INC	5112408	SENSOR	02/13/2025	32.40	.00	
268	TETON MOTORS INC	5112459	CREDIT	02/20/2025	11.21-	.00	
268	TETON MOTORS INC	5112460	CREDIT	02/20/2025	5,000.00-	.00	
268	TETON MOTORS INC	5112461	CREDIT	02/20/2025	192.58-	.00	
268	TETON MOTORS INC	5112486	FILTER	02/25/2025	49.82	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
268	TETON MOTORS INC	5112492	SENSOR	02/25/2025	136.00	.00	
268	TETON MOTORS INC	5112510 1	SL N HUB	02/27/2025	212.96	.00	
Total 268:					12,707.49	1,133.50	
270	TETON RENTAL CENTER	156775	GATER JAW	01/08/2025	259.10	.00	
Total 270:					259.10	.00	
6992	TETON ROPE ACCESS AND SE	1304	SNOW REMOVAL	02/20/2025	937.50	.00	
6992	TETON ROPE ACCESS AND SE	1306	SNOW REMOVAL	02/20/2025	337.50	.00	
Total 6992:					1,275.00	.00	
3162	TETON TRASH REMOVAL, INC.	25 MAR 251	145 HANSEN TRASH	03/01/2025	114.00	.00	
Total 3162:					114.00	.00	
3237	THE AFTERMARKET PARTS CO	83644579	VALVE	02/10/2025	395.56	.00	
3237	THE AFTERMARKET PARTS CO	83647648	BRACKETS	02/12/2025	161.62	.00	
Total 3237:					557.18	.00	
5366	THE RADAR SHOP	RS-13345	REPLACED AC STALKER COUN	02/28/2025	142.50	.00	
Total 5366:					142.50	.00	
6810	THE TIRE RACK, INC.	PD83196	TIRES	02/14/2025	800.68	.00	
Total 6810:					800.68	.00	
3955	THOMSON WEST	851560760	SUBSCRIPTION CHARGES	03/01/2025	604.60	.00	
3955	THOMSON WEST	851560760	SUBSCRIPTION CHARGES	03/01/2025	604.60	.00	
Total 3955:					1,209.20	.00	
70	THYSSEN KRUPP ELEVATOR C	3008393022	MAINTENANCE AGREEMENT	03/04/2025	787.88	.00	
Total 70:					787.88	.00	
6591	T-MOBILE	967529416 032	MOBILE SERVICES	03/03/2025	31.15	.00	
Total 6591:					31.15	.00	
6363	TMSC LLC	2025-005-03	SERVER ROOM	03/02/2025	20,828.48	.00	
6363	TMSC LLC	2025-005-03F	REWIRE ELEVATOR UPGRADE	03/02/2025	4,020.00	.00	
Total 6363:					24,848.48	.00	
7617	TRANSPORTATION MANAGEME	1156-01	5 YEAR TRANSIT STUDY	02/06/2025	23,309.05	.00	
Total 7617:					23,309.05	.00	
7284	UCM DIGITAL HEALTH, INC	46352	FEBRUARY PREMIUM	02/15/2025	864.50	864.50	02/25/2025
Total 7284:					864.50	864.50	
7361	US HOMES LLC	030325	APRIL RENT	03/03/2025	1,871.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7361:					1,871.00	.00	
706	USA BLUE BOOK	INV00631103	MAGNETIC LOCATOR	02/21/2025	2,169.38	.00	
Total 706:					2,169.38	.00	
6319	VIRGINIAN VILLAGE CONDO H	1216	Q1 ASSOCIATION DUES	01/07/2025	1,350.00	.00	
Total 6319:					1,350.00	.00	
3420	VISA	ADMIN 5511 0	NFPA-TOWN ATTORNEY	01/24/2025	95.00	.00	
3420	VISA	Admin 6864 01	PLANETIZEN-ADMINISTRATION	01/24/2025	37.49	.00	
3420	VISA	Animal 2344 01	VISTA PRINT-ANIMAL SHELTER/	01/24/2025	119.24	.00	
3420	VISA	Animal 2344 01	SMITHS-ANIMAL SHELTER/CON	01/24/2025	43.96	.00	
3420	VISA	Animal 2344 01	SMITHS-ANIMAL SHELTER/CON	01/24/2025	130.01	.00	
3420	VISA	Animal 2344 01	CODE 3-ANIMAL SHELTER/CON	01/24/2025	561.00	.00	
3420	VISA	Animal 2344 01	SMITHS-ANIMAL SHELTER/CON	01/24/2025	5.29	.00	
3420	VISA	Finance 5412 0	SNAKE RIVER ROASTING-TOW	01/24/2025	120.00	.00	
3420	VISA	PW 4142 01/24	VIRGINIAN -STREET	01/24/2025	158.56	.00	
3420	VISA	PW 4142 01/24	STAPLES-PUBLIC WORKS	01/24/2025	33.91	.00	
3420	VISA	PW 4142 01/24	SUPPLYHOUSE-SPORTS AND E	01/24/2025	349.46	.00	
3420	VISA	PW 4142 01/24	CEU-WATER DEPARTMENT	01/24/2025	59.35	.00	
3420	VISA	PW 4142 01/24	HOME DEPOT-EMPLOYEE HOU	01/24/2025	648.59	.00	
3420	VISA	PW 4142 01/24	AMAZON-FLEET SHOP	01/24/2025	36.28	.00	
3420	VISA	PW 4142 01/24	AMAZON-SPORTS AND EVENT	01/24/2025	99.98	.00	
3420	VISA	PW 4142 01/24	AMAZON-PUBLIC WORKS ADMI	01/24/2025	101.36	.00	
3420	VISA	PW 4142 01/24	AMAZON-PUBLIC WORKS ADMI	01/24/2025	116.36	.00	
3420	VISA	PW 4704 01/24	BOARD OF PE-TOWN ENGINEE	01/24/2025	90.00	.00	
3420	VISA	PW 4704 01/24	PARTS TOWN-EMPLOYEE HOU	01/24/2025	299.27	.00	
3420	VISA	PW 4704 01/24	CANVA-PUBLIC WORKS	01/24/2025	120.00	.00	
3420	VISA	Victim 9126 01/	SMITHS-VICTIM SERVICES	01/24/2025	7.41	.00	
3420	VISA	Victim 9126 01/	COCA COLA-VICTIM SERVICES	01/24/2025	10.76	.00	
3420	VISA	Victim 9126 01/	ANTLER INN-VICTIM SERVICES	01/24/2025	134.00	.00	
3420	VISA	Victim 9126 01/	SIDEWINDERS-VICTIM SERVIC	01/24/2025	116.61	.00	
3420	VISA	Victim 9126 01/	DR JORDAN-VICTIM SERVICES	01/24/2025	230.90	.00	
3420	VISA	Victim 9126 01/	ALBERTSONS-VICTIM SERVICE	01/24/2025	9.56	.00	
Total 3420:					3,661.79	.00	
5022	VISION SERVICE PLAN - (WY)	822069893	FEBRUARY PREMIUM	01/17/2025	1,935.15	1,935.15	02/25/2025
Total 5022:					1,935.15	1,935.15	
7550	WBC PROPERTIES	030325	APRIL RENT	03/03/2025	2,150.00	.00	
Total 7550:					2,150.00	.00	
7567	WEBER WATER & WELL	23-302-01 122	WELL NO 10 PROJECT PAY APP	02/10/2025	4,371.00	.00	
7567	WEBER WATER & WELL	23-302-01 122	WELL NO 10 PROJECT PAY APP	02/10/2025	8,470.23	.00	
7567	WEBER WATER & WELL	23-302-01 122	WELL NO 10 PROJECT PAY APP	02/10/2025	83,049.00	.00	
7567	WEBER WATER & WELL	23-302-01 122	WELL NO 10 PROJECT PAY APP	02/10/2025	4,099.23	.00	
Total 7567:					74,850.54	.00	
6226	WEST COAST CODE CONSULT	UT25-579B-00	PLAN REVIEW FEES	02/10/2025	3,975.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6226:					3,975.00	.00	
6788	WESTERN CHARTERS AND TO	14554	BUS SERVICE	02/28/2025	75,020.00	.00	
Total 6788:					75,020.00	.00	
1640	WESTERN STATE	IN003088401	CUTTING EDGES AND BOLTS	02/12/2025	3,822.00	.00	
1640	WESTERN STATE	IN003093770	CAP AS	02/18/2025	177.45	.00	
1640	WESTERN STATE	IN003095219	BELT	02/19/2025	231.78	.00	
1640	WESTERN STATE	IN003101461	CAP AS	02/25/2025	59.15	.00	
Total 1640:					4,290.38	.00	
2802	WESTWOOD CURTIS	030425	APP #2 WTER TRANSMISSION	03/04/2025	7,538.00-	.00	
2802	WESTWOOD CURTIS	030425	APP #2 WTER TRANSMISSION	03/04/2025	7,538.00	.00	
2802	WESTWOOD CURTIS	030425	APP #2 WTER TRANSMISSION	03/04/2025	114,722.00	.00	
Total 2802:					114,722.00	.00	
472	WHITE GLOVE CLEANING, INC.	2176B	CLEAN CORE FACILITIES	02/28/2025	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	2178B	CLEAN SHELTERS	02/28/2025	2,246.36	.00	
472	WHITE GLOVE CLEANING, INC.	2178B	TRASH	02/28/2025	125.00	.00	
472	WHITE GLOVE CLEANING, INC.	2201B	SNOW KING HOUSING	02/28/2025	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	2203B	PW CLEANING	02/28/2025	800.00	.00	
472	WHITE GLOVE CLEANING, INC.	2204B	PARKING GARAGE	02/28/2025	250.00	.00	
472	WHITE GLOVE CLEANING, INC.	2205B	BUNK HOUSE	02/28/2025	125.00	.00	
Total 472:					4,346.36	.00	
6117	WILSON, JOHN	030325	APRIL RENT	03/03/2025	2,200.00	.00	
Total 6117:					2,200.00	.00	
4493	WRIGHT, JASON	030625	MONTHLY IT HARDWARE PMT	03/06/2025	77.83	.00	
Total 4493:					77.83	.00	
6704	WSP USA INC.	40150821	STORMWATER MGMT PROGRA	02/17/2025	13,287.50	.00	
Total 6704:					13,287.50	.00	
4139	WY WORKERS' SAFETY & COM	022525	MARCH PREMIUM	02/25/2025	26,228.09	26,228.09	02/25/2025
Total 4139:					26,228.09	26,228.09	
3148	WYO CONFERENCE OF MUNI C	03072025	municipal court conference 5 peo	03/07/2025	375.00	.00	
Total 3148:					375.00	.00	
406	WYOMING LAW ENFORCEMEN	030425	OET FE FEBRUARY	03/04/2025	105.00	.00	
Total 406:					105.00	.00	
329	WYOMING RETIREMENT SYST	3121480029	FEBRUARY CONTRIBUTIONS	02/25/2025	194,677.86	194,677.86	02/25/2025
Total 329:					194,677.86	194,677.86	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1764	WYOMING.COM INC	2263539	DOMAIN HOSTING	03/05/2025	5.00	.00	
Total 1764:					5.00	.00	
684	WYOPASS	000170	2025 RENEWAL	03/05/2025	250.00	.00	
Total 684:					250.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241451	155 E PEARL	02/28/2025	152.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241462	ANIMLA SHELTER TRASH	02/28/2025	48.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241476	55 KARNS	02/28/2025	192.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241485	400 W SNOW KING	02/28/2025	600.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241573	WWTP	02/28/2025	480.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241577	675 W SNOW KING	02/28/2025	344.00	.00	
2842	YELLOW IRON WASTE, LLC	250227241589	150 E PEARL	02/28/2025	168.00	.00	
2842	YELLOW IRON WASTE, LLC	250227242246	940 SIMON	02/28/2025	40.00	.00	
2842	YELLOW IRON WASTE, LLC	250227242402	455 VINE	02/28/2025	212.00	.00	
Total 2842:					2,236.00	.00	
7585	ZORO TOOLS, INC.	EB7758678352	TOOLS	01/24/2025	660.87	.00	
7585	ZORO TOOLS, INC.	INV15871345	ROTARY TOOL	03/04/2025	188.99	.00	
Total 7585:					849.86	.00	
Grand Totals:					2,503,805.67	254,737.19	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY FINANCE REPORT FOR FEBRUARY 2025**

During the month of February, the Court received \$52,210 in fines, costs, and fees.
608 Cases were closed. 82 (71 parking violations) of those cases were dismissed.
798 new Cases were filed: 697 Parking Violations, 101 Traffic/Ordinance/Criminal summons.

The abbreviations used below are: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest Plea and Fine, G=Found Guilty at Trial,
NG=Found Not Guilty at Trial,
R=Restitution, CS=Community Service, DP=Deferred Prosecution, D=Dismissed, D-TS= Dismissed with Traffic School,
DA=Deferred Adjudication

CASES CLOSED IN February (Parking not listed):

<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
186005563AC	Animals at Large	BF	100
186007013AC	Compulsory Auto Insurance	BF	560
186006209AC	Dog bite causing wound	BF	100
99904N	Driver & Passenger Req. to wear seat belt	BF	25
186006924AC	Expired temporary permit/improper registration	BF	70
186007115AC	Expired temporary permit/improper registration	BF	90
186007159AC	Expired temporary permit/improper registration	BF	140
186007231AC	Expired temporary permit/improper registration	BF	140
186007232AC	Expired temporary permit/improper registration	BF	140
186006371AC	Failure to display valid license plate, tabs, permits	BF	90
186007248AC	Failure to display valid license plate, tabs, permits	BF	90
186007240AC	Failure to obey no passing zone; double yellow	BF	140
186007045AC	Failure to stop at a red light	BF	140
186007052AC	Following too Close	BF	90
186007254AC	Improper Display of Tabs-registration	BF	90
186007050AC	Limitations on Backing	BF	90
186007327AC	Limitations on Backing	BF	90
186006923AC	Marijuana: use and/or possession	BF	250
186007296AC	More than 80 MPH on Interstate	BF	130
186005998AC	No headlights when dark	BF	90
186006710AC	Operating Under Suspended or revoked license	BF	450
186007264AC	Parking prohibited	BF	90
186006115AC	Public intoxication	BF	175
186006962AC	Public intoxication	BF	175
186007242AC	Public intoxication	BF	175
186007255AC	Public intoxication	BF	175
186007270AC	Public intoxication	BF	175
186007195AC	Required to stop on flashing red signal	BF	90
186007292AC	Speeding 35/25	BF	105
186007163AC	Speeding 38/25	BF	90
186007267AC	Speeding 43/30	BF	181
186007235AC	Speeding 45/30	BF	135
186007311AC	Speeding urban - 41/30 mph zone	BF	167
186007218AC	Speeding urban - 43/30 mph zone	BF	181
186007210AC	Speeding urban - 44/30 mph zone	BF	188
186007217AC	Speeding urban - 44/30 mph zone	BF	188
186007259AC	Speeding urban - 44/30 mph zone	BF	188
186007314AC	Speeding urban - 46/30 mph zone	BF	202
186007247AC	Speeding urban - 50/30 mph zone	BF	230
186007060AC	Stop Sign Violation	BF	150
186007123AC	Stop Sign Violation	BF	140
186007229AC	Stop Sign Violation	BF	140
186007234AC	Stop Sign Violation	BF	140
186007238AC	Stop Sign Violation	BF	140
186007251AC	Stop Sign Violation	BF	140
186007325AC	Stop Sign Violation	BF	140
186007257AC	Use of cell phone while driving prohibited	BF	85
186007294AC	Vehicle shall have at least 2 headlamps	BF	90
186007301AC	Yield to Pedestrian- Bicycle on Sidewalk	BF	90
186006873AC	Yield to pedestrian within crosswalk	BF	90
186006749AC	Compulsory Auto Insurance	D- Per Town's Motion	0
186006893AC	Failure to Obey Traffic Control Device	D- Per Town's Motion	0
186007062AC	Improper Display of Tabs-registration	D- Per Town's Motion	0
186007039AC	No headlights when dark	D- Per Town's Motion	0
186007080AC	Speeding 36/25	D- Per Town's Motion	0
186007276AC	Compulsory Auto Insurance	D- Provided Valid Information	0
186007222AC	Failure to Obey Traffic Control Device	D- TS	0
186007017AC	Failure to stop at a red light	D- TS	0
186007211AC	Speeding urban - 50/30 mph zone	D- TS	0
186007203AC	Stop Sign Violation	D- TS	0
99274N	Drive/control veh under infl of alcohol rendering unsafe	DA - In accordance with WS 7-13-301	0
99288N	Drive/control veh under infl alcohol concentration 0.08% or more	GP	750

STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Internal Services	Presenter:	Roxanne Robinson
Agenda Item:	Drug and Alcohol Testing Policies Update	Public Comment:	Consent-Yes

Purpose & Policy Considerations.

The Town Council approves updates to drug and alcohol testing policies. These updated policies are being presented concurrent with the Policy Manual updates that were identified at the 2024 Council retreat.

Requested Action.

Staff requests Council approve the recommended drug and alcohol testing policies as presented.

Recommendations.

Staff recommends Council approve the recommended drug and alcohol testing policies as presented including the:

- Updated Wyoming Worker's Compensation Drug Free Workplace Policy
- Updated Department of Transportation Federal Motor Carrier Safety Administration Drug and Alcohol Policy
- Updated Department of Transportation Federal Transit Administration Drug and Alcohol Policy

Background.

The Town is required to have drug and alcohol testing policies in place for all Commercial Driver's License (CDL) holders pursuant to Department of Transportation (DOT) rules. The Town has also voluntarily maintained and enforced a drug-free workplace policy as a way to maintain a 10% discount on our Wyoming Worker's Compensation premiums since approximately 2007. Our drug free workplace policy is also another component required for victim services employees. Due to the detail associated with drug and alcohol testing, Employer's Council recommended a separate policy for the Town's Drug Free Workplace Policy, which was previously encompassed within the Policy Manual. The Town's required Department of Transportation (DOT) Federal Transit Authority (FTA) drug and alcohol testing policy, as well as the DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol policy, were already separate policies approved by Council and signed for by employees, and these are merely being updated to reflect current titles.

Analysis.

Upon Council adoption, employees will sign for updated drug and alcohol testing policies and ongoing education and training will begin.

Key Policy Question #1. Does the Town Council support the updated drug and alcohol Policies as presented?

The current drug and alcohol policies remain in place and effective until changed.

Possible Alternatives.

Council could delay adoption until a future date and/or ask for further information on specific policies or requirements. The current policies remain in place and effective until changed.

Comprehensive Plan & Priority Alignment.

The ability of the Town of Jackson to implement and take actions aligned with the Comprehensive Plan depends on the ability to recruit and retain an effective workforce and comply with state and federal requirements. Establishing policies

that create a positive working environment that leads to recruitment and retention of employees is aligned with Common Value #3, Quality of Life, and directly relates to Section 8, Quality Community Service Provision.

Fiscal Impact.

The fiscal impact associated with continued participation in the Drug Free Workplace testing policy is a savings to the Town of approximately \$29,000 annually.

Staff Impact.

The staff impact of the overall project of updating the policy manuals and drug and alcohol testing policies has been approximately 500 hours with the bulk of that time spent by the Director of Internal Services with additional time spent by Department Directors, the Town Attorney, and employees. Staff impact after adoption of all policies is estimated at an additional 115 hours including conducting training with employees and distribution.

Attachments or Links.

- Updated Wyoming Worker's Compensation Drug Free Workplace Policy
- Updated Department of Transportation Federal Motor Carrier Safety Administration Drug and Alcohol Policy
- Updated Department of Transportation Federal Transit Administration Drug and Alcohol Policy

Suggested Motion.

Staff recommends Council approve the recommended drug testing policies as presented including the:

- Updated Wyoming Worker's Compensation Drug Free Workplace Policy
- Updated Department of Transportation Federal Motor Carrier Safety Administration Drug and Alcohol Policy
- Updated Department of Transportation Federal Transit Administration Drug and Alcohol Policy



Town of Jackson

WYOMING WORKER'S COMPENSATION Drug Free Workplace Policy

Effective Date and Adoption by Jackson Town Council: Month Day, 2025

Contents

Purpose of Policy and Covered Employees.....	3
Prohibited Behavior – Drug & Alcohol Use	4
Consequences for Violations	4
Treatment/Discipline	4
Circumstances for Testing.....	5
Pre-Employment Testing	5
Reasonable Suspicion Testing	5
Post-Accident Testing.....	5
Random Testing.....	6
Return to Duty Testing	7
Follow-up Testing	7
Testing Procedures.....	7
Test Refusals	7
Voluntary Self-Referral & Employee Assistance Program	8
Fitness for Duty & Prescription Drug Use	8
Contact Person.....	9
Other Provisions, Construction, & Training	9
Confidentiality.....	9

Purpose of Policy and Covered Employees

The Town of Jackson is dedicated to providing a safe, secure, and productive workplace and to protect employees and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. The use of controlled substances is inconsistent with the behavior expected of all employees, poses unacceptable safety risks, and undermines the Town of Jackson's ability to operate effectively and efficiently. In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and a healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; and (3) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties. The Town of Jackson conducts 4 types of substance abuse testing: 100% pre-employment, 20% random, appropriate reasonable suspicion and appropriate post-accident testing. To the extent permitted by law, random testing shall be conducted, at a minimum, on twenty percent (20%) of the average staff on an annual basis. The Town of Jackson meets the 20% random testing threshold through annual random testing required of all Commercial Driver's License (CDL) holders subject to Department of Transportation (DOT) Federal Transit Authority (FTA) testing requirements and/or DOT Federal Motor Carrier Safety Administration (FMCSA) testing requirements. All employees covered by Wyoming Worker's Compensation shall comply with these provisions.

All Worker's Compensation covered employees are subject to drug and alcohol tests as a condition of employment and all testing shall be conducted in accordance with the protocols set forth in 49 Code of Federal Regulations (CFR) Part 40 which procedures are designed to protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure those results are attributed to the correct employee.

Substance abuse testing is required on all Town of Jackson vacancy announcements.

A statement notifying employees of substance abuse testing is posted in appropriate and conspicuous locations in each department and work facility of the Town. Copies of this substance abuse testing policy are available on the Town of Jackson intranet site as well as from the Internal Services Department.

It is important to understand that employees holding a CDL are also subject to DOT FTA testing and/or FMCSA testing and are tested in accordance with 49 CFR Part 40.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Designated Employer Representative (DER) responsible for administering the Town's drug testing and the Town of Jackson Director of Internal Services in writing NO LATER than five (5) calendar days after such conviction.

Employees shall provide a written notification to the Director of Internal Services within five (5) business days of a positive confirmed test result with a statement that explains or contests the results.

Prohibited Behavior – Drug & Alcohol Use

Use of ILLEGAL drugs is prohibited at ALL times. ALL covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs shall include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

Any modifications to Part 40 regulations that require additional drugs or modifications to this list for testing shall be permitted and effective immediately without further policy amendment to ensure compliance.

ALL covered employees are prohibited from working while having an alcohol concentration of 0.04 or greater in their system.

ALL covered employees are prohibited from consuming alcohol while working or WHILE ON CALL to perform work. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty.

ALL covered employees are prohibited from misusing other legal drugs, including prescription medications. In addition, covered employees may not consume alcohol within four (4) hours prior to the performance of work and are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until they submit to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

The Town of Jackson shall not permit a covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform work until (1) The employee's alcohol concentration measures less than 0.02; or (2) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test. Except as provided in the first sentence of this paragraph, the Town of Jackson shall not take any action against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the Town of Jackson from taking any action otherwise consistent with the law. Where a positive drug test is reported by the Medical Review Officer (MRO), an employee has refused to test, and/or the BAC level is at or above 0.04, the employee shall be immediately removed from safety-sensitive duty and shall be provided with contact information for a Substance Abuse Professional (aka SAP as defined under the Part 40 regulations). In addition, it is a violation of this policy for an employee to fail to report to testing as directed by their supervisor or DER and/or to fail to timely report an accident to their supervisor. These types of violations may result in consequences that may include termination at the sole discretion of the Town of Jackson.

Treatment/Discipline

Discipline will be at the sole discretion of the Town of Jackson but may include immediate termination. Expenses associated with evaluation, treatment, and other conditions shall be in accordance with FMLA and other applicable policies, terms of insurance, or at the discretion of the Town of Jackson.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. Employment in covered positions is conditional until the satisfaction of this requirement and the review and written acknowledgment of this drug and alcohol policy. If a pre-employment test is deemed canceled by the medical review officer (MRO) or reported as dilute, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions. When employees have had an employment separation or have been inactive and/or unavailable to perform safety-sensitive duties for ninety (90) days they may also be required to complete a new pre-employment drug test at the direction of the DER.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide satisfactory proof of having successfully completed a referral, evaluation, and/or a treatment plan meeting the SAP and DOT requirements. Additionally, no applicant shall be eligible for employment within ninety (90) days of receiving a positive pre-employment test.

Reasonable Suspicion Testing

ALL covered employees shall be subject to a drug and/or alcohol test when the Town of Jackson has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing must be made by a trained supervisor or other trained Town of Jackson official based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing at any time while on duty. Covered employees may be subject to reasonable suspicion of alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Time is of the essence in the evaluation and completion of reasonable suspicion tests. Upon notification to the employee that reasonable suspicion testing is required, transportation to the collection site shall be arranged quickly. Failure to comply or to participate as directed by the collection site personnel will be considered a refusal to test.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the commercial vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the Town of Jackson using the best information available at the time of

the decision, will be tested. Such tests may be required in addition to those tests required of any investigating law enforcement officers to ensure compliance with Part 40 regulations and procedures.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident; or
- (2) One or more vehicles incur disabling damage and must be towed away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident.

The timely determination for necessary testing shall be made by a Supervisor, a Department Director, an Assistant Department Director or Lieutenant, the Director of Internal Services, the Town Manager, or any other supervisory position that may exist in the Town organization. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the Town of Jackson using the best information available at the time of the decision, will be tested. Timely documentation of this decision shall occur.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. NOTE: nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests for CDL holders are unannounced and unpredictable, and the dates for administering random tests are to be spread reasonably throughout the calendar year. Random testing shall be conducted at all times of the day when safety-sensitive functions are performed.

Annual testing rates shall meet or exceed the minimum annual percentage rate set each year by the FTA or FMCSA administrator, whichever is more restrictive. Selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator and may be performed at the direction of the Town by a third party administrator. Under the selection process used, each covered employee holding a CDL will have an equal chance of being tested each time selections are made.

A covered CDL employee may only be randomly tested for alcohol misuse while the employee is performing safety sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered CDL employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site. Coordination for notification and testing shall be made

with the assistance of the DER to ensure strict compliance and uninformed announcement.

Return to Duty Testing

Any employee who is allowed to return to work after failing or refusing to submit to a drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. ALL tests will be conducted in accordance with 49 CFR Part 40, Subpart O. Such tests would be in addition to all other required tests including random, post-accident, etc.

Follow-up Testing

Employees returning to work following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. ALL testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

Testing Procedures

ALL drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Town of Jackson's DER.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has NOT refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has NOT refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Jackson for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Jackson's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and referred to an SAP.

Voluntary Self-Referral & Employee Assistance Program

ANY employee who has a suspected or known drug and/or alcohol abuse problem may voluntarily self-refer/disclose to the DER, who will then refer the individual to a substance abuse counselor for evaluation and treatment. Self-referral or disclosure may not be made in an attempt to avoid completing a required and noticed test(s). Such referral is permitted when an employee has not otherwise refused a drug or alcohol test that they have been directed to complete.

Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. The DER will post and maintain a list of substance abuse contacts and resources for consideration by employees.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

A resource document of programs and people, entities or organizations designed to assist employees with personal or behavioral problems is available on the annual addendum published on the Town's intranet site or from the Internal Services Department.

NO ADA protections apply to employees who use illegal drugs or misuse prescriptions and alcohol resulting in impairment in the workplace.

Fitness for Duty & Prescription Drug Use

Fitness for duty is the responsibility of the employee. The appropriate use of legally prescribed medications and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be carefully evaluated. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. In addition, those employees whose duties require them to hold a current medical card and CDL must comply with those applicable regulations and the prescribing physician's instructions for the appropriate use of medications. Changes in an employee's health conditions may also require updated evaluation by a qualified medical examiner and/or documentation as deemed necessary for the Town of Jackson to ensure the safety of operations and in the workplace.

ALL medications brought into the workplace should be adequately secured for use only by the employee. In addition, it is recommended that they be brought in their original bottles with the employee's name, description, and use information should they become misplaced and/or for safety in the event of an accident and/or subsequent investigation.

Contact Person

For questions about the Town of Jackson's anti-drug and alcohol misuse program, contact the DER at START, the Alternate DER at Public Works, or the Director of Internal Services. Please refer to the annual addendum for specific staff names holding these positions and other applicable contact and testing information. Copies of applicable regulations and the Drug-Free Workplace policy may also be obtained on the Town's Intranet for employees.

Other Provisions, Construction, & Training

Additional procedures may be adopted in association with this policy and with the intent toward safety and the consistent and fair administration reflecting as practices. Examples include but are not limited to reasonable suspicion and post-accident evaluation and documentation checklists, post-accident procedures including evaluation of employee stand-down status, guidelines for evaluation of consequences on violations, random testing notifications and dilute testing, etc. Such procedures shall not be inconsistent with this policy as adopted and may be prepared or updated as needed from time to time.

Should any section of this policy refer to vocabulary or process not clearly defined herein (for example – substance abuse provider or SAP), it is the intent of this policy that employees and the Town of Jackson DER would seek those definitions and clarifications from 49 CFR Part 382/Part 655 and Part 40 as amended as well as from any published written interpretations made available by the FMCSA, FTA, or the Department of Transportation. Examples include "disabling damage."

In the event any part of this policy shall become unenforceable by law or other legal proceedings, it is the intent that all remaining provisions shall remain in full force and effect.

The Town provides 1 hour of employee substance abuse training per calendar year with records retained that document employee attendance, dates, and training topics. Supervisors are provided at least 2 hours of supervisor substance abuse training per year to encompass at least 60 minutes on alcohol misuse and at least 60 minutes on drug use which training shall include physical, behavioral, speech and performance indicators of probable alcohol and drug use with records retained that document supervisor attendance, dates, and training topics.

Confidentiality

Confidentiality is essential in the administration of the Town of Jackson's drug and alcohol testing program. Sensitivity to the privacy of employees is important and discretion will be exercised, however, it shall also be understood that testing is required, and notifications will be made and often known in instances of random and post-accident testing. While personnel records are confidential, regulations may require the disclosure by the Town of Jackson of an employee's drug and alcohol history and/or results and associated records to subsequent employers and regulators.

Exhibit A: Annual Policy Addendum

For the calendar year of 2025:

Designated Employer Representative (DER): Ann McClure, Transit Coordinator,
Phone: (307) 733-4521 ext. 1652 or Email: amcclure@jacksonwy.gov

Alternate DER: Amy Renova, Public Works Department Administrative Assistant
Phone: 307-733-3079 ext. 1403 or Email: arenova@jacksonwy.gov

Medical Review Officer (MRO): Dr. F. Proano, MD. See the chain of custody testing forms for current contact and address information.

Substance Abuse and Mental Health Services Administration (SAMHSA) Testing Lab: Clinical Reference Laboratory

Third Party Administrator: R&A Safety – 901 Coburn Ave, Worland, Wyoming 82401

Phone: Tammy DeCroo (307) 347-2882 Email: tammy@randasafety.com

Employee Education Information Available:

- What Employees Need To Know About Department of Transportation (DOT) Drug & Alcohol Testing brochure
- Employee Education Supplement on the effects of drugs and alcohol

Annual Random Testing Rates: 50% drug/10% alcohol (Federal Motor Carrier Safety Administration (FMCSA) & Federal Transit Administration (FTA) combined testing pool)

DOT urine specimens are analyzed for the following drugs or drug metabolites:

- ◆ Marijuana metabolites / THC
- ◆ Cocaine metabolites
- ◆ Phencyclidine [PCP]
- ◆ Amphetamines and Methamphetamine
- ◆ Opiate metabolites [including Ecstasy, Codeine, Morphine, and Heroin]
- ◆ Semi-synthetic opioids [including Hydrocodone, Oxycodone, Hydromorphone; Oxymorphone]

Note: Any changes to the Federal Regulations regarding the required test panel will be effective immediately and may include an expansion of the above listed drugs and their metabolites as specified.

Nat. Institute For Drug Abuse:
<http://www.teens.drugabuse.gov/>

Alcoholics Anonymous Website:
<http://www.aa.org/bigbookonline/>

DEA's Drug Fact Sheets:
<http://www.dea.gov/concern/concern.htm>

Treatment Center Locator:
<http://findtreatment.samhsa.gov/>

American Council On Alcoholism Helpline:
1-800-527-5344

Alcohol Help Center:
<http://www.alcoholhelpcenter.net>

Programs, People, Entities and Organizations Designed to Assist Employees with Personal or Behavioral Problems

Mental Health & Recovery Services of Jackson Hole
(307) 733-2046
<http://www.mentalhalthandrecoveryjh.org>

Mental Health & Recovery Services of Jackson Hole
Substance Use Treatment
(307) 733-3908
<http://www.mentalhalthandrecoveryjh.org>

St John's Medical Center Health and Wellness
Nutrition counseling, wellness coaching, worksite wellness
(307) 739-7399
<https://www.tetonhospital.org/services/wellness-services>

Medicine Wheel Wellness
Decision making and conflict resolution, behavioral therapy, positive psychology, solution focused therapy, evolutionary psychology, dialectic behavior therapy
(307) 699-7480
<http://mwwjh.com>

Teton Wellness Affiliates
ADHD, Anxiety, Depression, Divorce, Self Harmful Behaviors, Trauma and Other Common Mental Health Struggles. Parent and Child Consultation, Individual Psychotherapy, Parenting Workshops, and School Advocacy
(307) 690-3180
<http://www.teton-wellness.com>

2025 Annual Listing of Positions and Supervisors With Authority to Make Timely Determination for Post-Accident Tests:

2025 Annual Listing for Timely Determinations for Post Accident Tests	
Position	Supervisors With Authority to Make Timely Determination for Post Accident Tests
Senior Staff	
Town Manager	Chief of Police, Director of Internal Services
Director of Internal Services	Chief of Police, Town Manager
Town Attorney, Municipal Judge	Chief of Police, Director of Internal Services, Town Manager
Chief of Police	Director of Internal Services, Town Manager
Planning and Building Director, Director of External Affairs, Public Works Director, Finance Director, Transit Director, Information Technology Manager	Chief of Police, Director of Internal Services, Town Manager
Public Works	
Assistant Public Works Director, Town Engineer, Fleet Manager, Streets Manager, Water Utility Manager, Wastewater Manager, Facilities Manager	Public Works Director, Director of Internal Services, Town Manager
Administrative Assistant, Associate Engineer, Senior Journey Mechanic, Journey Mechanic, Equipment Operators, Street Operators, Cemetery Sexton, Water Utility Operators, Utility Locator, Meter Reader, Wastewater Treatment Plant Operators, Collection System Operators	Town Engineer, Fleet Manager, Streets Manager, Water Utility Manager, Wastewater Manager, Facilities Manager, Public Works Director, Director of Internal Services, Town Manager
Legal	
Paralegal, Assistant Town Attorney	Town Attorney, Chief of Police, Director of Internal Services, Town Manager
Planning and Building	
Building Official	Planning and Building Director, Chief of Police, Director of Internal Services, Town Manager
Planners, Building Inspector, Development Coordinator, Planning Coordinator	Building Official, Planning and Building Director, Chief of Police, Director of Internal Services, Town Manager
Police	
Lieutenant	Chief of Police, Director of Internal Services, Town Manager
Sergeant	Lieutenant, Chief of Police, Director of Internal Services, Town Manager
Police Technology Manager, Police Systems Administrator, Corporal, Police Officer, Community Service Officer, Victim Services Coordinator, Victim Services Advocate, Administrative Coordinator, Kennel Technician	Sergeant, Lieutenant, Chief of Police, Director of Internal Services, Town Manager
Finance	
Finance Manager	Finance Director, Chief of Police, Director of Internal Services, Town Manager
Deputy Treasurers, Municipal Court Clerks, Office Clerk	Finance Manager, Finance Director, Chief of Police, Director of Internal Services, Town Manager
Municipal Court	
Municipal Court Clerk, Deputy Court Clerk	Finance Director, Chief of Police, Director of Internal Services, Town Manager
Personnel/Town Clerk	
Town Clerk, Human Resources Specialist, Internal Services Specialist, Administrative Assistant	Chief of Police, Director of Internal Services, Town Manager
External Affairs Department	
Public Information Officer	Director of External Affairs, Chief of Police, Director of Internal Services, Town Manager
Administration	
Ecosystem Stewardship Administrator	Chief of Police, Director of Internal Services, Town Manager
Transit	
Transit Operations Manager	Transit Director, Director of Internal Services, Town Manager
Senior Dispatch Supervisor, Dispatch Supervisor, Safety and Training Coordinator, Transit Coordinator, Transit Service Planning and Marketing Coordinator	Transit Operations Manager, Transit Director, Director of Internal Services, Town Manager
Transit Operator	Senior Dispatch Supervisor, Dispatch Supervisor, Transit Operations Manager, Transit Director, Director of Internal Services, Town Manager
Information Technology	
Systems Architect, Systems Engineer, Network Engineer, Police Technology Manager, Police Systems Administrator	Information Technology Director, Chief of Police, Director of Internal Services, Town Manager



Town of Jackson

**DEPARTMENT OF TRANSPORTATION (DOT)
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
(FMCSA)
Drug and Alcohol Policy**

Effective Date and Adoption by Jackson Town Council: Month Day, 2025

Contents

Purpose of Policy.....	3
Covered Employees.....	3
Prohibited Behavior – Drug & Alcohol Use	4
Consequences for Violations	4
Treatment/Discipline	5
Circumstances for Testing.....	5
Pre-Employment Testing.....	5
Reasonable Suspicion Testing	5
Post-Accident Testing.....	6
Random Testing.....	7
Return to Duty Testing	7
Follow-up Testing	7
Testing Procedures.....	8
Test Refusals	8
Voluntary Self-Referral.....	9
Fitness for Duty & Prescription Drug Use	9
Contact Person.....	9
Other Provisions & Construction	10
Confidentiality.....	10

Purpose of Policy

This purpose of this policy is to comply with 49 Code of Federal Regulations (CFR) Part 382 (referenced as Part 382 hereinafter), as amended and 49 CFR Part 40 (referenced as Part 40 hereinafter), as amended. Copies of these applicable regulations are available in the drug and alcohol program managers' offices at Southern Teton Area Rapid Transit (START) or Public Works and/or from the Town of Jackson's Director of Internal Services and can be found online at the Department of Transportation's website. This requirement is to assure fitness for duty and to protect our workplace including the employees and the public from the risk posed by the misuse of alcohol and use of prohibited and illegal drugs.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 382.

Portions of this policy are not Department of Transportation (DOT)-mandated but reflect Town of Jackson policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FMCSA.

It is important to understand that ALL Town of Jackson employees are ALSO subject to the provisions of the Drug-Free Workplace Act of 1988 and the Town of Jackson Drug-Free Workplace Testing policy.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Designated Employer Representative (DER) **AND the Town of Jackson Director of Internal Services in writing** NO LATER than five (5) calendar days after such conviction.

Covered Employees

This policy applies to every person whose position requires the possession of a commercial driver's license (CDL), every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under Federal Motor Carrier Safety Administration (FMCSA) (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL.
- Waiting to be dispatched to operate a commercial motor vehicle.

- Inspecting, servicing, or conditioning any commercial motor vehicle.
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth).
- Loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending to a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded; and
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Behavior – Drug & Alcohol Use

Use of ILLEGAL drugs is prohibited at ALL times. ALL covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs shall include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

Any modifications to Part 40 regulations that require additional drugs or modifications to this list for testing shall be permitted and effective immediately without further policy amendment to ensure compliance.

ALL covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater in their system.

ALL covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or WHILE ON CALL to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty.

ALL covered employees are prohibited from misusing other legal drugs, including prescription medications. In addition, covered employees may not consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions and are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

The Town of Jackson shall not permit a covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform safety-sensitive functions until (1) The employee's alcohol concentration measures less than 0.02; or (2) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test. Except as provided in the first sentence of this paragraph, the Town of Jackson shall not take any action against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the Town

of Jackson from taking any action otherwise consistent with the law. Where a positive drug test is reported by the Medical Review Officer (MRO), an employee has refused to test, and/or the BAC level is at or above 0.04, the employee shall be immediately removed from safety-sensitive duty and shall be provided with contact information for a Substance Abuse Professional (aka SAP as defined under the Part 40 regulations).

In addition, it is a violation of this policy for an employee to fail to report to testing as directed by their supervisor or DER and/or to fail to timely report an accident to their supervisor. These types of violations may result in consequences that may include termination at the sole discretion of the Town of Jackson.

Treatment/Discipline

Discipline will be at the sole discretion of the Town of Jackson but may include immediate termination. Expenses associated with evaluation, treatment, and other conditions shall be in accordance with FMLA and other applicable policies, terms of insurance, or at the discretion of the Town of Jackson.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. Employment in covered positions is conditional until the satisfaction of this requirement and the review and written acknowledgment of this drug and alcohol policy. If a pre-employment test is deemed canceled by the medical review officer (MRO) or reported as dilute, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions. When employees have had an employment separation or have been inactive and/or unavailable to perform safety-sensitive duties for ninety (90) days they may also be required to complete a new pre-employment drug test at the direction of the DER.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide satisfactory proof of having successfully completed a referral, evaluation, and/or a treatment plan meeting the SAP and DOT requirements. **Additionally, no applicant shall be eligible for employment within ninety (90) days of receiving a positive pre-employment test.**

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the Town of Jackson's random selection pool during that time, the employee is required to take a pre-employment drug test with a verified negative result.

Reasonable Suspicion Testing

ALL covered employees shall be subject to a drug and/or alcohol test when the Town of Jackson has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing must be made by a trained supervisor or other

trained Town of Jackson official based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing at any time while on duty. Covered employees may be subject to reasonable suspicion of alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Time is of the essence in the evaluation and completion of reasonable suspicion tests. Upon notification to the employee that reasonable suspicion testing is required, transportation to the collection site shall be arranged quickly. Failure to comply or to participate as directed by the collection site personnel will be considered a refusal to test.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the commercial vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the Town of Jackson using the best information available at the time of the decision, will be tested. Such tests may be required in addition to those tests required of any investigating law enforcement officers to ensure compliance with Part 40 regulations and procedures.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, DOT drug and alcohol tests will be conducted on each covered employee operating the commercial vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident; or
- (2) One or more vehicles incur disabling damage and must be towed away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident.

The timely determination for necessary testing shall be made by a Public Works Manager, the Director of Public Works, the Assistant Director of Public Works, the Director of Internal Services, the Town

Manager, or any other supervisory position that may exist in the Public Works Department. Timely documentation of this decision shall occur.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. NOTE: nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are to be spread reasonably throughout the calendar year. Random testing shall be conducted at all times of the day when safety-sensitive functions are performed.

Annual testing rates shall meet or exceed the minimum annual percentage rate set each year by the FMCSA administrator. Selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator, and may be performed at the direction of the Town by a third-party administrator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site. Coordination for notification and testing shall be made with the assistance of the DER to ensure strict compliance and uninformed announcements.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. ALL tests will be conducted in accordance with 49 CFR Part 40, Subpart O. Such tests would be in addition to all other required tests including random, post-accident, etc.

Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5)

years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. ALL testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

Testing Procedures

ALL FMCSA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Town of Jackson's DER.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has NOT refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has NOT refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Jackson for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Jackson's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and referred to an SAP.

Voluntary Self-Referral

ANY employee who has a suspected or known drug and/or alcohol abuse problem may voluntarily self-refer/disclose to the DER, who will then refer the individual to a substance abuse counselor for evaluation and treatment. Self-referral or disclosure may not be made in an attempt to avoid completing a required and noticed test(s). Such referral is permitted when an employee has not otherwise refused a drug or alcohol test that they have been directed to complete.

Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. The DER will post and maintain a list of substance abuse contacts and resources for consideration by employees.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

NO ADA protections apply to employees who use illegal drugs or misuse prescriptions and alcohol resulting in impairment in the workplace.

Fitness for Duty & Prescription Drug Use

Fitness for duty is the responsibility of the employee. The appropriate use of legally prescribed medications and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be carefully evaluated. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. In addition, those employees whose duties require them to hold a current medical card and CDL must comply with those applicable regulations and the prescribing physician's instructions for the appropriate use of medications. Changes in an employee's health conditions may also require updated evaluation by a qualified medical examiner and/or documentation as deemed necessary for the Town of Jackson to ensure the safety of operations and in the workplace. See Part 382.213.

ALL medications brought into the workplace should be adequately secured for use only by the employee. In addition, it is recommended that they be brought in their original bottles with the employee's name, description, and use information should they become misplaced and/or for safety in the event of an accident and/or subsequent investigation.

Contact Person

For questions about the Town of Jackson's anti-drug and alcohol misuse program, contact the DER at START, the Alternate DER at Public Works, or the Director of Internal Services. Please refer to the annual addendum for specific staff names holding these positions and other applicable contact and testing information. Copies of applicable regulations and the Drug-Free Workplace policy may also be obtained on the Town's Intranet for employees.

Other Provisions & Construction

Additional procedures may be adopted in association with this policy and with the intent toward safety and the consistent and fair administration reflecting as practices. Examples include but are not limited to reasonable suspicion and post-accident evaluation and documentation checklists, post-accident procedures including evaluation of employee stand-down status, guidelines for evaluation of consequences on violations, random testing notifications and dilute testing, etc. Such procedures shall not be inconsistent with this policy as adopted and may be prepared or updated as needed from time to time.

Should any section of this policy refer to vocabulary or process not clearly defined herein (for example – substance abuse provider or SAP), it is the intent of this policy that employees and the Town of Jackson DER would seek those definitions and clarifications from 49 CFR Part 382 and Part 40 as amended as well as from any published written interpretations made available by the FMCSA or the Department of Transportation. Examples include “disabling damage.”

In the event any part of this policy shall become unenforceable by law or other legal proceedings, it is the intent that all remaining provisions shall remain in full force and effect.

Confidentiality

Confidentiality is essential in the administration of the Town of Jackson’s drug and alcohol testing program. Sensitivity to the privacy of employees is important and discretion will be exercised, however, it shall also be understood that testing is required, and notifications will be made and often known in instances of random and post-accident testing. While personnel records are confidential, regulations may require the disclosure by the Town of Jackson of an employee’s drug and alcohol history and/or results and associated records to subsequent employers and regulators.

Exhibit A: Annual Policy Addendum

For the calendar year of 2025:

Designated Employer Representative (DER): Ann McClure, START Coordinator, Phone: (307) 733-8651 ext. 1652 or Email: amcclure@jacksonwy.gov

Alternate DER: Amy Renova, Public Works Department Senior Administrative Assistant
Phone: 307-733-3079 ext. 1403 or Email: arenova@jacksonwy.gov

Director of Internal Services: Roxanne Robinson, Director of Internal Services
Phone: 307-734-3481 or Email: rrobinson@jacksonwy.gov

Medical Review Officer (MRO): Dr. F. Proano, MD. *See the chain of custody testing forms for current contact and address information.*

(Substance Abuse and Mental Health Services Administration) SAMHSA Testing Lab:
Clinical Reference Laboratory (CRL)

Third Party Administrator: R&A Safety, LLC – 901 Coburn Ave, Worland, Wyoming 82401
Phone: Tammy DeCroo (307) 347-2882 or Email: tammy@randasafety.com

Employee Education Information Available:

- What Employees Need To Know About Department of Transportation (DOT) Drug & Alcohol Testing brochure
- Employee Education Supplement on the effects of drugs and alcohol

Annual Random Testing Rates: 50% drug/10% alcohol (Federal Motor Carrier Safety Administration (FMCSA) & Federal Transit Administration (FTA) combined testing pool)

DOT urine specimens are analyzed for the following drugs or drug metabolites:

- ♦ Marijuana metabolites / THC
- ♦ Cocaine metabolites
- ♦ Phencyclidine [PCP]
- ♦ Amphetamines and Methamphetamine
- ♦ Opiate metabolites [including Ecstasy, Codeine, Morphine, and Heroin]
- ♦ Semi-synthetic opioids [including Hydrocodone, Oxycodone, Hydromorphone; Oxymorphone]

Note: Any changes to the Federal Regulations regarding the required test panel will be effective immediately and may include an expansion of the above-listed drugs and their metabolites as specified.

Nat. Institute For Drug Abuse:
<http://www.teens.drugabuse.gov/>

Alcoholics Anonymous Website:
<http://www.aa.org/bigbookonline/>

DEA's Drug Fact Sheets:
<http://www.dea.gov/concern/concern.htm>

Treatment Center Locator:
<http://findtreatment.samhsa.gov/>

American Council On Alcoholism Helpline:
1-800-527-5344

Alcohol Help Center:
<http://www.alcoholhelpcenter.net>

2025 Annual Listing of Covered Positions:

*ALL revenue service vehicle drivers – regular and intermittent/variable hour/seasonal

*Transit Operations manager

*Trainer/Examiner

*Shift supervisors/dispatchers

*Designated Town of Jackson mechanics whose duties require them to perform at least 50% of their duties associated with driving, repairing, and maintaining revenue service vehicles

At present, there are no armed officers or staff employed by the Town of Jackson for the purposes of providing FTA security duties.



Town of Jackson

Department of Transportation (DOT) Federal Transit Administration (FTA) Drug and Alcohol Policy

Effective Date and Adoption by Jackson Town Council: Month Day, 2025

Table of Contents

Purpose of Policy..... 3

Covered Employees..... 3

Prohibited Behavior – Drug & Alcohol Use 4

Consequences for Violations 4

Circumstances for Testing..... 5

Testing Procedures..... 8

Test Refusals 8

Voluntary Self-Referral..... 8

Fitness for Duty & Prescription Drug Use 9

Contact Person..... 9

Other Provisions & Construction 9

Confidentiality..... 10

Purpose of Policy

The Federal Transit Administration (FTA) has specific regulations entitled: Prevention of Prohibited Alcohol Misuse and Prohibited Drug Use in Transit Operations (49 Code of Federal Regulations (CFR) Part 655 and referenced as Part 655 hereinafter), as amended and 49 CFR Part 40 (referenced as Part 40 hereinafter), as amended. It is the purpose of this policy to comply with these regulations. Copies of referenced regulations are available in the drug and alcohol program managers' office at the Southern Teton Area Rapid Transit (START) or Public Works and/or from the Town of Jackson's Director of Internal Services and can be found online at the FTA Drug and Alcohol Program website. This requirement is to assure fitness for duty and to protect our workplace including the employees, passengers and the public from the risk posed by the misuse of alcohol and use of prohibited and illegal drugs.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Town of Jackson's policy. These additional provisions are identified by **bold text**.

In addition, the Department of Transportation (DOT) has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

It is important to understand that ALL Town of Jackson employees are ALSO subject to the provisions of the Drug-Free Workplace Act of 1988 and the Town of Jackson Drug Free Workplace policy.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Designated Employer Representative (DER) **AND the Town of Jackson Director of Internal Services in writing** NO LATER than five (5) calendar days after such conviction.

Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. SEE the attached listing of Town of Jackson/START positions which are covered.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service;

- Operating a non-revenue vehicle requiring a commercial driver's license;
- Controlling movement or dispatch of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service; or
- Carrying a firearm for security purposes.

Prohibited Behavior – Drug & Alcohol Use

Use of ILLEGAL drugs is prohibited at ALL times. ALL covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs shall include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

Any modifications to Part 40 regulations which require additional drugs or modifications to this list for testing shall be permitted and effective immediately without further policy amendment to ensure compliance.

ALL covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater in their system.

ALL covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or WHILE ON CALL to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty.

ALL covered employees are prohibited from misusing other legal drugs, including prescription medications. In addition, covered employees may not consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions and are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

The Town of Jackson shall not permit a covered employee who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform safety-sensitive functions until: (1) The employee's alcohol concentration measures less than 0.02; or (2) The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test. Except as provided in the first sentence of this paragraph, the Town of Jackson shall not take any action against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit the Town of Jackson from taking any action otherwise consistent with law. Where a positive drug test is reported by the MRO, an employee has refused to test and/or the BAC level is at or above 0.04, the employee shall be referred to a Substance Abuse Professional (aka SAP as defined under the Part 40 regulations).

In addition, it is a violation of this policy for an employee to fail to report to testing as directed by their supervisor or DER and/or to fail to timely report an accident to their supervisor. These types of violations may result in consequences that may include termination at the sole discretion of the Town of Jackson.

Treatment/Discipline

Discipline will be at the sole discretion of the Town of Jackson but may include immediate termination. Expenses associated with evaluation, treatment and other conditions shall be in accordance with FMLA and other applicable policies, terms of insurance or at the discretion of the Town of Jackson.

Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. Employment in covered positions is conditional until the satisfaction of this requirement and the review and written acknowledgement of this drug and alcohol policy. If a pre-employment test is deemed cancelled by the medical review officer (MRO), or reported as dilute, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions. When employees have had an employment separation or have been in-active and/or unavailable to perform safety-sensitive duties for ninety (90) days they may also be required to complete a new pre-employment drug test at the direction of the DER.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide satisfactory proof of having successfully completed a referral, evaluation, and/or a treatment plan meeting the SAP and DOT requirements. **Additionally, no applicant shall be eligible for employment within ninety (90) days of receiving a positive pre-employment test.**

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the Town of Jackson's random selection pool during that time, the employee is required to take a pre-employment drug test with a verified negative result.

Reasonable Suspicion Testing

ALL covered employees shall be subject to a drug and/or alcohol test when the Town of Jackson has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing must be made by a trained supervisor or other trained Town of Jackson official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-

sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Time is of the essence toward the evaluation and completion of reasonable suspicion tests. Upon notification to the employee that reasonable suspicion testing is required, transportation to the collection site shall be arranged quickly. Failure to comply or to participate as directed by the collection site personnel will be considered a refusal to test.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Jackson using the best information available at the time of the decision, will be tested. Such tests may be required in addition to those tests required of any investigating law enforcement officers to ensure compliance with Part 40 regulations and procedures.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, DOT drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident; or
- (3) The vehicle is a bus, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident.

The timely determination for necessary testing shall be made by the Dispatcher, Supervisor, the Transit Operations Manager, the Transit Director, the Director of Internal Services, Town Manager, or any other supervisory position that may exist in the Transit Department. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Town of Jackson using the best information available at the time of the decision, will be tested. Timely documentation of this decision shall occur.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. NOTE: nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are to be spread reasonably throughout the calendar year. Random testing shall be conducted at all times of the day when safety-sensitive functions are performed.

Annual testing rates shall meet or exceed the minimum annual percentage rate set each year by the FTA administrator. Selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator and may be performed at the direction of the Town by a third party administrator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site. Coordination for notification and testing shall be made with the assistance of the DER to ensure strict compliance and uninformed announcement.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug and/or alcohol test result. ALL tests will be conducted in accordance with 49 CFR Part 40, Subpart O. Such tests would be in addition to all other required tests including random, post-accident, etc.

Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. ALL testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

Testing Procedures

ALL FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Town of Jackson's DER.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has NOT refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has NOT refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Town of Jackson for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Town of Jackson's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to an SAP.

Voluntary Self-Referral

ANY employee who has a suspected or known drug and/or alcohol abuse problem may voluntarily self-refer/disclose to the DER, who will then refer the individual to a substance abuse counselor for evaluation and treatment. Self-referral or disclosure may not be made in an attempt to avoid completing a required and

noticed test(s). Such referral is permitted when an employee has not otherwise refused a drug or alcohol test which they have been directed to complete.

Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. The DER will post and maintain a list of substance abuse contacts and resources for consideration by employees.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

NO ADA protections apply to employees who use illegal drugs or misuse prescriptions and alcohol resulting in impairment in the workplace.

Fitness for Duty & Prescription Drug Use

Fitness for duty is the responsibility of the employee. The appropriate use of legally prescribed medications and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be carefully evaluated. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties. In addition, those employees whose duties require them to hold a current medical card and CDL must comply with those applicable regulations and the prescribing physician's instructions for appropriate use of medications. Changes in an employee's health conditions may also require updated evaluation by a qualified medical examiner and/or documentation as deemed necessary for the Town of Jackson to ensure safety of operations and in the workplace.

ALL medications brought into the workplace should be adequately secured for use only by the employee. In addition, it is recommended that they be brought in their original bottles with the employee's name, description and use information should they become misplaced and/or for safety in the event of an accident and/or subsequent investigation.

Contact Person

For questions about Town of Jackson's anti-drug and alcohol misuse program, contact the DER at START, the Alternate DER at Public Works, or the Director of Internal Services. Please refer to the annual addendum for specific staff names holding these positions and other applicable contact and testing information. Copies of applicable regulations and the Drug Free Workplace policy may also be obtained on the Town's Intranet for employees.

Other Provisions & Construction

Additional procedures may be adopted in association with this policy and with the intent toward safety and the consistent and fair administration reflecting as practices. Examples include but are not limited to reasonable suspicion and post-accident evaluation and documentation checklists, post-accident procedures including evaluation of employee stand-down status, guidelines for evaluation of consequences on violations,

random testing notifications and dilute testing, etc. Such procedures shall not be inconsistent with this policy as adopted and may be prepared or updated as needed from time to time.

Should any section of this policy make reference to vocabulary or process not clearly defined herein (example – substance abuse provider or SAP), it is the intent of this policy that employees and the Town of Jackson DER would seek those definitions and clarifications from 49 CFR Part 655 and Part 40 as amended as well as from any published written interpretations made available by the FTA or the Department of Transportation. Examples include “disabling damage.”

In the event any part of this policy shall become unenforceable by law or other legal proceedings, it is the intent that all remaining provisions shall remain in full force and effect.

Confidentiality

Confidentiality is essential in the administration of the Town of Jackson’s drug and alcohol testing program. Sensitivity to the privacy of employees is important and discretion will be exercised, however, it shall also be understood that testing is required and notifications will be made and often known in instances of random and post-accident testing. While personnel records are confidential, regulations may require the disclosure by the Town of Jackson of an employee’s drug and alcohol history and/or results and associated records to subsequent employers and regulators.

Exhibit A: Annual Policy Addendum

For the calendar year of 2025:

Designated Employer Representative (DER): Ann McClure, START Coordinator, Phone: (307) 733-8651 ext. 1652 or Email: amcclure@jacksonwy.gov

Alternate DER: Amy Renova, Public Works Department Senior Administrative Assistant
Phone: 307-733-3079 ext. 1403 or Email: arenova@jacksonwy.gov

Director of Internal Services: Roxanne Robinson, Director of Internal Services
Phone: 307-734-3481 or Email: rrobinson@jacksonwy.gov

Medical Review Officer (MRO): Dr. F. Proano, MD. *See the chain of custody testing forms for current contact and address information.*

(Substance Abuse and Mental Health Services Administration) SAMHSA Testing Lab:
Clinical Reference Laboratory (CRL)

Third Party Administrator: R&A Safety, LLC – 901 Coburn Ave, Worland, Wyoming 82401
Phone: Tammy DeCroo (307) 347-2882 or Email: tammy@randasafety.com

Employee Education Information Available:

- What Employees Need To Know About Department of Transportation (DOT) Drug & Alcohol Testing brochure
- Employee Education Supplement on the effects of drugs and alcohol

Annual Random Testing Rates: 50% drug/10% alcohol (Federal Motor Carrier Safety Administration (FMCSA) & Federal Transit Administration (FTA) combined testing pool)

DOT urine specimens are analyzed for the following drugs or drug metabolites:

- ♦ Marijuana metabolites / THC
- ♦ Cocaine metabolites
- ♦ Phencyclidine [PCP]
- ♦ Amphetamines and Methamphetamine
- ♦ Opiate metabolites [including Ecstasy, Codeine, Morphine, and Heroin]
- ♦ Semi-synthetic opioids [including Hydrocodone, Oxycodone, Hydromorphone; Oxymorphone]

Note: Any changes to the Federal Regulations regarding the required test panel will be effective immediately and may include an expansion of the above-listed drugs and their metabolites as specified.

Nat. Institute For Drug Abuse:
<http://www.teens.drugabuse.gov/>

Alcoholics Anonymous Website:
<http://www.aa.org/bigbookonline/>

DEA's Drug Fact Sheets:
<http://www.dea.gov/concern/concern.htm>

Treatment Center Locator:
<http://findtreatment.samhsa.gov/>

American Council On Alcoholism Helpline:
1-800-527-5344

Alcohol Help Center:
<http://www.alcoholhelpcenter.net>

2025 Annual Listing of Covered Positions:

*ALL revenue service vehicle drivers – regular and intermittent/variable hour/seasonal

*Transit Operations manager

*Trainer/Examiner

*Shift supervisors/dispatchers

*Designated Town of Jackson mechanics whose duties require them to perform at least 50% of their duties associated with driving, repairing, and maintaining revenue service vehicles

At present, there are no armed officers or staff employed by the Town of Jackson for the purposes of providing FTA security duties.

STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Town Council Regular Mtg - Consent
Submitting Department:	Administration	Presenter:	Tanya Anderson
Agenda Item:	Contract for PFAS testing	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to review and consider a contract between the Town and Alder Environmental for PFAS testing in surface water.

Requested Action.

Staff requests that Council review and consider the contract ("Contract") between the Town and Alder Environmental attached to this staff report

Recommendations.

Staff recommends Council approve the Contract attached to this report.

Background.

Per- and polyfluoroalkyl substances (PFAS), also known as "forever chemicals", have strong elemental bonds that make them repel oil and water and also makes it difficult to break them apart and remove from the environment. The chemical bond is so great that they do not degrade in nature. They have been used since the 1940s and can be found in paint, cleaning products, waterproof and stain resistant fabrics, food packaging, firefighting foam, cosmetics, ski wax, and nonstick pans.

Humans are exposed to PFAS through contaminated food and water. PFAS can bioaccumulate in the food chain, and are now found in the blood of newborns, in the placenta, and in breast milk. PFAS is linked to an increased risk of testicular and kidney cancers, thyroid disorder, a higher risk of pre-eclampsia in pregnant women, decreased vaccine response in children, cardiovascular disease, obesity, diabetes, and more. There is also evidence that PFAS can pose a threat to immune function, hormone balance, and fertility in wildlife.

High concentrations of PFAS have been found in freshwater fish, including the North Fork of the Shoshone River near Cody. To staff's knowledge, freshwater fish near Jackson have not been tested for PFAS. While there has been some limited testing for PFAS in groundwater, staff is not aware of surface water PFAS testing in the region. PFAS testing in surface and groundwater are one of the recommended indicators for the Ecosystem Health Indicator Report. New Environmental Protection Agency regulations will require testing of PFAS in drinking water soon.

Analysis.

Surface water PFAS testing will provide baseline data regarding the presence of PFAS in surface waters. The contract with Alder Environmental will enable testing at multiple locations, in multiple seasons, which may help staff to identify potential sources of contamination if detected. Determining the presence and prevalence of PFAS in surface waters can help us determine ways to protect our drinking water from contamination. It also helps staff to determine ways to reduce potential sources of contamination, protecting wildlife that depend on our surface waters and protecting humans that consume freshwater fish in which contaminants may bioaccumulate.

The Teton Conservation District will provide 50% match funding for up to \$7,500 for surface water PFAS testing. Staff recommends moving forward with a contract with Alder Environmental to initiate PFAS testing.

Possible Alternatives.

- Council could direct staff to draft a contract with different criteria
- Council could direct staff to pause or stop the project

Comprehensive Plan & Priority Alignment.

Principle 1.2 – Preserve and enhance surface water and groundwater quality.

Strategy 1.G.S.1: Identify appropriate indicators that measure the status of, and progress towards, the Chapter 1 goal. For example, measuring stewardship of natural resources may include establishing indicators of percent change of site development within the Town and County, or tracking contaminant loading from wastewater discharge at the Town of Jackson treatment facility.

Strategy 1.G.S.2: Establish and Ecosystem Stewardship target for an Adaptive Management Program that will be used to track the Town and County's progress toward goals related to this chapter, including evaluation of threats to the ecosystem's health, and opportunities for helping preserve and protect it.

Fiscal Impact.

The Contract with Alder Environmental is for a maximum of \$17,500 and is estimated to cost \$16,000. The Town of Jackson has been awarded up to \$7,500 from the Teton Conservation District for PFAS testing. An additional \$10,000 was budgeted for this project in the Fiscal Year 2025 budget.

Staff Impact.

Staff has spent two hours on the Contract and writing this staff report. The Town Attorney also spent approximately 1 hour reviewing and editing the contract. Hiring Alder Environmental will save staff countless hours that it would take to do the testing ourselves and analyze the results.

Attachments or Links.

Contract between the Town of Jackson and Alder Environmental

Suggested Motion.

I move to approve the contract between the Town of Jackson and Alder Environmental and authorize the Mayor to execute it, subject to minor changes by staff.

PROJECT INITIATION & CLIENT AGREEMENT

March 10, 2025

CLIENT INFORMATION

Town of Jackson
c/o Tanya Anderson
P.O. Box 1687
Jackson, WY 83001
tanderson@jacksonwy.gov

PROJECT INFORMATION

TOJ PFAS Water Quality Monitoring
Town of Jackson
Teton County, WY

SCOPE OF SERVICES & ESTIMATED FEE

Alder Environmental, LLC agrees to perform the following services for the above-named Client. Services will be billed as time and materials at rates indicated in Exhibit B; estimate below reflects probable range.

Phase I: Project Planning & Startup (March-April 2025)

1. Project coordination
2. Prepare project work plan (site selection and mapping)
3. Coordinate with laboratory and order sample bottles
4. Prepare gear and equipment list

Estimated fee \$4,600

Phase II: Water Quality Sampling (April-July 2025; 3 sampling events at 3 locations)

1. Project coordination and field work scheduling
2. Field work preparation – organize gear and materials
3. Perform water quality sampling (3 sampling events at 3 locations)
4. Package and ship samples
5. Expense: Laboratory analysis (9 samples) and shipping fees
6. Expense: Water sampling equipment and vehicle mileage

Estimated fee \$8,000

Phase III: Reporting and Summary (by August 30, 2025)

1. Compile analytical results into summary report
2. Communicate findings to client

Estimated fee \$3,400

Total Estimated Fee: \$16,000

Not to Exceed Fee: \$17,500

FEE & PAYMENT

Client agrees to pay Alder Environmental, LLC up to a maximum amount of \$17,500 for above professional services as follows:

- ☒ Time (labor) and Expenses per above estimate and Exhibit B - Schedule of Rates and Fees
- ☒ Billed monthly via emailed invoice (option for electronic ACH payment)

Client will pay each invoice within 45 days of receiving the respective invoice. Client agrees to pay a late in the amount of 2% of any payment that is more than 15 days late. Client agrees to pay all reasonable costs of collection and reasonable attorney's fees should collection become necessary.

ACCEPTANCE

To accept this agreement, please sign below and initial exhibits. The provisions set forth on Exhibit A – Terms & Conditions of this contract are incorporated into and made a part of this agreement. There are no understandings or agreements except as expressly stated in this agreement.

Arne Jorgensen, Mayor

Alder Environmental, LLC signature

Printed Name

Printed Name

Date

Date

ATTEST:

Riley Hovorka

EXHIBIT A - TERMS & CONDITIONS

The Client and Alder Environmental LLC agree that the following provisions shall be a part of their agreement.

1. Services in addition to those described in this proposal either requested by the Client or necessitated by a change in requirements of any governmental agency, so long as such additional work is pre-approved in writing by Client, shall be considered as additional work and shall be paid by the Client. The Client understands and agrees that all work not specifically delineated within the services described herein, so long as such additional work is pre-approved in writing by Client, shall be billed on a time and materials basis in accordance with our current rate schedule. This payment shall be in addition to any estimate, budget, bid, or maximum price agreement for the above-described scope of work.
2. In the event that all or any portion of the work prepared or partially prepared by Alder Environmental, LLC is suspended, abandoned, or terminated by the Client, the Client shall pay Alder Environmental, LLC for work performed to the date of termination, plus any required project documentation.
3. Alder Environmental, LLC shall not be responsible for delays in completing the work described herein which cannot reasonably be foreseen on the date of this proposal, or for delays which are caused by factors beyond their control, or for delays resulting from the action or inaction of any governmental agency.
4. All original documents, including electronic media, reports, data, and drawings prepared by Alder Environmental, LLC under this proposal as instruments of professional services are the property of Alder Environmental, LLC; provided however, Client is granted a perpetual, royalty-free license to all maps, diagrams and other deliverables provided by Alder Environmental LLC to Client pursuant to this Agreement.
5. Each party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither party agrees to insure, defend, or indemnify the other and Client retains all immunity protections under state statute. .
6. The parties agree that this Agreement reflects the entire agreement between the parties and supersedes any prior or separate understandings between the parties as to its subject matter.
7. This Agreement is made solely and specifically among and for the benefit of the Parties, and their respective successors and assigns, and no other person or entity will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

Client Initials:_____

EXHIBIT B – 2025 SCHEDULE OF RATES & FEES

LABOR

<u>Category</u>	<u>Hourly Rate</u>
Principal & Owner (<i>Professional Wetland Scientist</i>)	\$175
Principal Scientist	\$155 - \$160
Senior Scientist	\$145
Scientist	\$130 - \$135
Analyst/Project Support	\$125
Technician/Field Support	\$115
Administrative Support	\$85
Expert Witness/Preparation and Court	150% hourly rate
Rush Rate/Weekend Time	150% hourly rate

EXPENSES

<u>Equipment & Vehicles</u>	<u>Rate</u>
Vehicle Mileage (4-wheel drive)	\$0.75 per mile
GPS/Mapping Unit (resource grade)	\$55 per day
Water Quality Meter	\$55 per day
Sampling Pump & Controller	\$55 per day
Water Velocity Meter	\$55 per day
Equipment Rental	Cost plus 10%
<u>Printing & Mailing</u>	
Large Format Plots	Cost plus 10%
Black and White Prints and Copies (8.5x11)	\$0.30 per page
Black and White Prints and Copies (11x17)	\$0.45 per page
Color Prints and Copies (8.5x11)	\$2.00 per page
Color Prints and Copies (11x17)	\$4.00 per page
Mailing, Shipping and Fax	Cost plus 10%
<u>Other</u>	
Laboratory Analysis Fees	Cost plus 10%
Permit Fees Paid on Client's Behalf	Cost plus 5%
Field Supplies	Cost plus 10%
Sub-Consultants/Subcontractors	Cost plus 5%
<u>Travel</u>	
Commercial Travel	Cost
Lodging	Cost
Meals	Cost

Updated January 1, 2025

This Schedule of Rates is subject to change without notice after 12/31/2025. Work done on Saturdays, Sundays, or holidays to meet the Client's schedule will be charged at 1½ times the above rates for services. Charges for travel to out-of-office meetings, site visits, and court appearances begin on departure from office and end on return to office.

Client Initials: _____

STAFF REPORT



Meeting Date:	17 March 2025	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Floren Poliseo and Mike Halpin
Agenda Item:	Cemetery policy review	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to review current policies and practices for Aspen Hill Cemetery plot purchases and burials and consider potential updates.

Requested Action.

Staff requests that Council provide guidance regarding long-term planning for Cemetery space and direct staff to bring back proposed updates.

Recommendations.

Staff recommend the following:

1. Increasing the hours for Cemetery Sexton and budget for professional services work this Fiscal Year
2. Evaluating capacity expansion options
3. Establishing stricter requirements for eligibility to purchase plots
4. Updating Resolution 19-19 with corrected information related to Cemetery rules
5. Enacting an Ordinance banning burials within the Town of Jackson jurisdictional boundary

Background.

Though cities and counties in Wyoming are not required to have cemeteries, the Town has electively provided cemetery services at Aspen Hill Cemetery for over 100 years. Staff projects that Aspen Hill Cemetery will reach capacity in approximately 3 to 4 years with its current amount of available space. The Public Works capital improvement plan includes preparation of additional areas within the cemetery for use. The Town has one remaining expansion area of 3.9 acres, but only about 2.5 acres within it are usable due to steep slopes and easement limitations. With strategic planning and creative use of space, staff estimates that an additional 18 to 25 years of burial capacity following the current design and aesthetics could be achieved. Alternatively, more aggressive planning of the last phase of expansion, supported by the nationwide shift toward cremation, could achieve an additional 25 to 30 years.

Jackson Municipal Code section 12.12 Municipal Cemetery, and Resolutions, establish the rules and regulations for the Aspen Hill Cemetery.

Analysis & Key Policy Questions.

- **Key policy question #1:** Does Council agree with increasing the hours for Cemetery Sexton and professional services work for the remainder of Fiscal Year 2025 (FY25)?

Staff Recommendation: The Cemetery Sexton, Mike Halpin, has uncovered the need for additional research and data gathering to provide greater accuracy in the Town's records, particularly for existing plot ownership and interments above and beyond the number of hours currently approved in the FY25 budget. Specifically, it is increasingly difficult to identify with certainty what plots are available for purchase and burials. More complete and accurate information about historical activity will enable staff to more precisely determine remaining availability. With more hours and budget available, the Sexton would complete the current effort to consolidate data from multiple sources, convert paper records to digital, and hire and manage professional services to complete a survey and plat for the cemetery. Staff would include the requested additional funding as part of the next Budget amendment.

Alternatives: Council may decide to not supplement resources for Cemetery work this Fiscal Year. To remain within the currently- budgeted resources through June, staff would defer records clean-up making it more difficult to identify available plots for new customers. Staff would also defer the survey and Plat effort until 2026 making it more difficult to transfer paper records to an electronic data reserve.

- **Key policy question #2:** Does Council want to explore possible options on how to increase interment capacity at the Aspen Hill Cemetery?

Staff Recommendation: Staff have identified some possible reconfigurations and use of currently available space, including the number of possible interments per plot, and possible alternate plans for spaces yet to be opened at the cemetery. Currently the common practice is burying one person per plot, although a plot is not restricted to one interment. These efforts would increase the number of possible interments through more efficient use of the current property. Some options may alter the character or aesthetic in certain areas of the cemetery. If Council would like to review options and impacts, staff will bring back more information for consideration at a future meeting.

Alternatives: Council may instead, or also, direct staff to evaluate the potential for additional property (i.e. secure land elsewhere) to continue cemetery service provision to the community farther into the future once Aspen Hill Cemetery is full. If the Council chooses to provide cemetery services beyond Aspen Hill's capacity, staff can bring back proposed options for locating a new cemetery within Teton County. This could help preserve the character of the existing cemetery by not increasing plot density.

- **Key policy question #3:** Does Council want to update the requirements for who is allowed to be buried at Aspen Hill Cemetery?

Staff Recommendation: Adopting stricter requirements (e.g., residency or family/tribal history) would help extend the time until the Cemetery is full, reducing the urgency of preparing the expansion area. This would be a significant change from the current policy of allowing purchases based on need at the time and no restrictions as to who can purchase a plot (i.e. residents versus non-residents). Approximately 10 burials occur per year at Aspen Hill Cemetery. Staff is already aware of 9 burials that will occur this spring/summer. Currently the Town does not allow advance plot purchases, and with few exceptions only sell a plot when remains of a deceased person exist needing a space.

Alternatives: Council may alternatively request no change, and the cemetery will be full in approximately 18-30 years, depending on what option for expansion is implemented (refer to Background section above).

- **Key policy question #4:** Does Council agree that Town Resolution 19-19 should be updated?

Staff Recommendation: The current Resolution includes some incorrect terminology, incomplete sections, Scrivener's errors, and information that is outdated or inconsistent with current operations and practices. At Council's direction, staff will bring back a draft Resolution to supersede the existing one. At a future Council meeting, staff will present a proposed new fee schedule consistent with the policy direction from Council regarding interment options.

Alternatives: Council may request no change at this time, and staff would continue to operate with some inconsistencies from the prior Resolution.

- **Key policy question #5:** Does Council agree that banning burials within Town limits should be discussed?

Staff Recommendation: A local mortuary brought to staff's attention that interments on private property are increasing in Teton County and are not currently prohibited within the County or Town jurisdictions. Staff feel that interments of human remains, while possibly acceptable on larger County properties, are not acceptable within the Town. A proposed ordinance prohibiting burials in the Town would include a section allowing for existing circumstances such as religious institutions with on-site columbaria and approved burials at Aspen Hill Cemetery.

Alternatives: Council may request no change at this time, and it will remain legal to bury human remains within the Town on any property, including those outside designated burial grounds.

Possible Alternatives.

Refer to the alternatives identified for each Key Policy Question in the section above.

Comprehensive Plan & Priority Alignment.

The Aspen Hill Cemetery is not explicitly referenced in the Comprehensive Plan. However, the Town's hundred-years' management of the cemetery complements many goals of all three Common Values. It maintains scenery and provides space for wildlife, offers a historic component to the Heart of the Region, and provides an important community service to families lying loved ones to rest. Also, in alignment with Chapter 8, Aspen Hill Cemetery is an existing municipal facility, and the Town provides high-quality personal cemetery services for the entire County and beyond.

Fiscal Impact.

Staff requests an increase in FY25 wages to cover additional hours for the Cemetery Sexton this fiscal year. This part-time position is funded for 400 hours per year and does not receive full benefits. The requested addition is 450 hours, for a total of 850 hours for the year. The added compensation for these hours totals approximately \$18,000. As part of the FY26 budget planning process, Public Works has submitted to the Town Manager a request for additional Cemetery Sexton hours in FY26 to complete data updates and future space and capital improvements planning and project management.

Staff additionally requests an increase in professional services for the Cemetery in FY25, to obtain a survey and record a plat for the property, totaling \$26,000.

Based on Council direction today, staff will provide more information at a future Council meeting about fiscal impacts associated with the requested options and updates.

Staff Impact.

Staff from the Public Works Department spent approximately 7 hours conversing and producing this staff report. Additionally, the Cemetery Sexton and staff from Public Works Administration, Town Manager's Office, Internal Services (Clerk's office), and Legal Department collectively spent approximately 25 hours compiling information and considering the progression and steps for bringing actionable items to Council.

If Council directs staff as recommended in this staff report, staff anticipates approximately 25 hours from Public Works, Legal, and Internal Affairs Departments will be committed to completing analysis and preparing the next staff report and associated documents.

Attachments or Links.

- Cemetery map
- Resolution 19-19

Suggested Motions.

Motion 1

I move to approve a Fiscal Year 2025 budget amendment to add \$44,000 for increased work hours and professional services associated with Aspen Hill Cemetery.

Motion 2

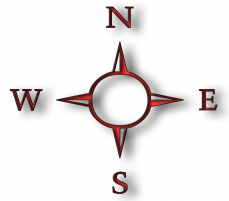
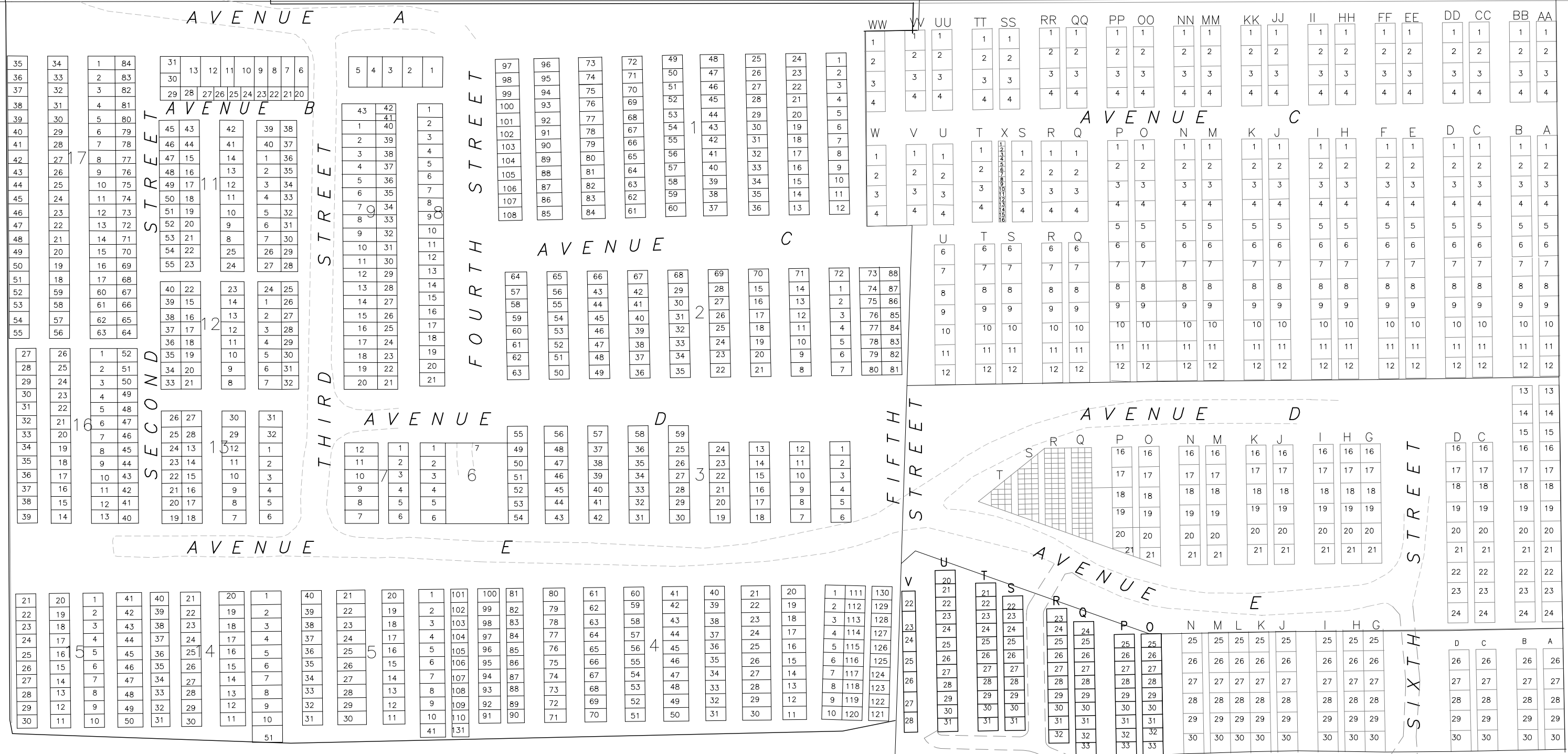
I move to direct staff to present the following at a future Council meeting:

- 1) Information about possible options to increase interment capacity at the Aspen Hill Cemetery.
- 2) Options for more restrictive requirements for plot purchases and burials.
- 3) An updated Resolution to correct errors and match current practices.
- 4) An Ordinance banning burials in the Town boundary.



ASPEN HILL CEMETERY

ENTRANCE



RESOLUTION 19-19

A RESOLUTION UPDATING RULES, REGULATIONS, RATE CHARGE AND CONDITIONS FOR ASPEN HILL CEMETERY.

WHEREAS, it is the desire of the Town of Jackson to make Aspen Hill Cemetery, owned and operated by the Town, a quiet, beautiful resting place for the dead where a sense of repose will be obtained. To secure these effects, the Town has spent, and will continue to expend, considerable sums of money, but to preserve these effects will require the cooperation of every lot owner. Everything which would mar the general beauty and harmony of the cemetery must be avoided. Peace and good order must prevail, and the sacredness of the place must be maintained at all times. It is to this end that these rules and regulations have been formulated after careful study, and are designed so that the rights and privileges of individual plot owners or persons are not unduly restricted. The cooperation of plot owners, individuals and the general public will help in protecting the beauty of the cemetery and keeping maintenance costs at a reasonable level.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, THAT THE FOLLOWING RULE AND REGULATIONS SHALL BECOME EFFECTIVE UPON PASSAGE:

ARTICLE I DEFINITIONS

Section 1.01. Definitions. The following terms, whenever used in these rules shall be construed as follows:

1. Burial: The placement of human remains in a grave.
2. Cemetery: Any place dedicated to and used or intended to be used, for the permanent interment of human remains.
3. Certification of Ownership: The original conveyance given by the Town of Jackson to the original purchaser.
4. Town: The Town of Jackson, Wyoming.
5. Cremation: The reduction of a body of deceased person to cremated remains in a crematory.
6. Grave: A space of ground in a burial park used, or intended to be used, for burial of the remains of one (1) person.
7. Human Remains: The body of a deceased person in any stage of decomposition or after cremation.
8. Interment: The disposition of human remains by cremation or burial.
9. Inurement: The placement of cremated remains in an urn and depositing in a niche.
10. Ledger: A grave cover of granite, or other approved material.
11. Lot: Numbered divisions as shown on the record plat which consists of 2 or more plots
12. Mausoleum: An above ground burial structure for bodies or remains of an individual constructed of non-decaying materials.
13. Memorial: Any monument, marker, tablet, head stone, for the family or individual use.
14. Owner's Declaration of Reservation: The document executed by the owner in the presence of the sexton designating and specifying the person or persons entitled to burial in the plot for which a certificate of ownership is held.
15. Plot: A space of sufficient size to accommodate one (1) adult interment.
16. Plot Owner: Any person in whose name a burial plot stands as owner of the right of entombing therein, or who holds from the Town a conveyance of the right of sepulture of a certificate of ownership of the right of sepulture in a particular lot, plot or space.
17. Special Care: Any care in excess of endowed care in accordance with the specific directions of any donor of funds for such purposes.
18. Sexton: The properly designated agent who has overall responsibility for the operation, maintenance, and improvement of the cemetery.

ARTICLE II GENERAL

Section 2.01. Admission to Cemetery. The Town of Jackson, Aspen Hills Cemetery Reserves the right to refuse admission to the cemetery grounds, and to refuse the use of any of the cemetery facilities at any time, to any person or persons whom the Sexton may deem objectionable to reasonable operation of cemetery.

Section 2.02. Sexton in Charge of Funeral. All funeral processions, upon entering the cemetery ground, shall be bound by these rules and regulations.

Section 2.03. Casket not to be Disturbed. Once the casket containing a body is within the confines of the cemetery, no funeral director or his embalmer, assistant, employee, or agent shall be permitted to open the casket or touch the body without the consent of the legal representatives of the deceased or without a court order. The Sexton may take appropriate steps to correct any obnoxious or improper condition.

Section 2.04. Business Office. A general business office for the cemetery is maintained at the Town Hall and is open between the hours of 8:00am and 5:00pm daily, except Saturday, Sunday and holidays. The Sexton may make special arrangements to transact business at other locations when undue hardship or other conditions warrant change.

ARTICLE III INTERMENT AND DISINTERMENT

Section 3.01. Subject to Laws. In addition to these rules and regulations, all interments, disinterments and removals are made subject to the laws of the State of Wyoming, the rules and regulations of the Wyoming State Board of Health, and laws of the Town of Jackson.

Section 3.02. Application for Service. An authorization for the interment, disinterment or removal of a body must be obtained from the Sexton to permit such interment, disinterment or removal of the deceased. The burden of proof of the right to sign an application for such authorization shall lie with the person signing the application. Failure to produce reasonable evidence of plot ownership or the right to sign for deceased plot owner will be sufficient reason to postpone or deny authorization.

Section 3.03. Holidays. No interments, disinterments, removals, or interment services shall be permitted on Saturdays, Sundays or on any holiday, unless approved by the Sexton.

Section 3.04. Notice. The Sexton shall be notified prior to 4:30pm, two days preceding the interment and at least five (5) working days prior to any disinterment or removal. Any interment, disinterment or removal may be postponed longer if conditions beyond the control of the Sexton, cause undue hardship.

Section 3.05. Authority to Inter. The signing of an application for service will, in some cases, be sufficient authority to inter. However, the Sexton may require legal proof of ownership, the right to sign for the owner, or other good and sufficient proof of authority. No change or alteration will be permitted where the plot owner has previously filed written instructions with the cemetery, except by the due process of law.

Section 3.06. Outer Case or Box. Not every casket containing a human body must be enclosed in an outer box or vault constructed of concrete, corrosion resistant metal or fiberglass.

Section 3.07. Interment of Cremated Remains. Cremated remains must be interred in concrete, copper, bronze, or durable inert strong fiberglass or plastic-type material container. All containers are subject to the approval of the Sexton.

Section 3.08. Location of Interment Space. When instruction from the plot owner regarding the location of an interment space in a plot cannot be obtained, or are indefinite, or when for any reason the interment space cannot be opened when specified, the Sexton may, in his discretion, open it in such location of the plot as he deems best and proper so as not to delay the funeral; and the Town of Jackson shall not be liable for damages for any error made.

Section 3.09. Orders Given by Telephone. The Town, or its employees, shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size, and location in a plot where interment is desired. Telephone orders from a funeral director or any other person representing the plot owner will be the sole responsibility of the person telephoning the order.

Section 3.10. Errors May be Corrected. The Town of Jackson shall have the right to correct any errors that may be made in making interments, disinterments, or removals, or in the description, transfer or conveyance of any interment right or property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the Sexton, or in the sole discretion of the Town of Jackson, by refunding the amount of money paid on account of such purchase. In the event the error shall involve the interment of the remains of any person in a different location, the Sexton shall have the right to remove and re-inter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. Errors in interment, arising from an improper person or persons signing an application for service shall be corrected at the discretion of the Sexton at the expense of the person or persons signing the application, and where a deed, license, certificate or other instrument of conveyance not issued by the Town of Jackson or its duly authorized Town Administrator or his designate, has not been registered on the books of the cemetery, all the responsibility of determining ownership or correcting errors either prior to or after interment will lie with the person or persons claiming ownership or protesting an error. The Sexton shall also have the right to correct any errors made by placing an improper inscription, including an incorrect name or date, either on the memorial or on the container for cremated remains.

Section 3.11. Delays in Interments. The Town of Jackson shall in no way be liable for the delay in the interment of a body where a protest, written or verbal, against the interment has been made, or where the rules and regulations have not been complied with, or where previously filed written instructions of the plot owner conflict. The Sexton may require any protest of interment to be in writing and filed in the office of the Town Clerk at Town Hall.

Section 3.12. Not Responsible for Identity. The Sexton shall not be liable for the interment permit nor for the identity of any body sought to be interred. The signing of an application giving the statistics relative to an interment to be made shall constitute all authority necessary to make the interment and enter in the records of the cemetery all information contained therein, including the spelling of any names of persons or places as they appear. The Sexton shall not be liable in any way for the embalming of the body.

Section 3.13. No Interment Permitted Unless Property Paid For. No interment shall be permitted on, or memorial placed in or on, any property in Aspen Hill Cemetery not fully paid for except as provided for by these rules and regulations.

Section 3.14. Purchase Procedure. The purchase of a plot or lot shall be evidenced by execution of purchase contract, upon forms furnished by the Town, describing the plot or lot and stating the purchase price and amount paid. No plot shall be purchased except at time of need and only one (1) lot shall be purchased.

Section 3.15. Interment of More than One Body. Not more than one (1) body, or the remains of more than one (1) body, shall be interred in one grave or vault, except in the case of a mother and newborn babe, or incinerated remains.

Section 3.16. Cemetery for Interment of Human Race Only. The cemetery is reserved for the interment of the human race only, and no dog cat, or any other animal or pet shall be interred therein.

Section 3.17. Interment in Church or Lodge Plot. Where a plot or lot is owned by a church, lodge, or other society, interments shall be limited to the actual members of the organization, their husbands or wives, and to immediate members of their families, or per their rules whichever is more restrictive.

Section 3.18. Disinterments and Removals. Disinterments and removals may be made with the written consent to the Sexton, surviving spouse, the surviving parents or a child or unmarried person, other persons having the legal right to order disinterment, and the plot owner, provided all the requirements of the laws of the State of Wyoming, ordinances of the Town of Jackson, and the rules and regulations of the cemetery are complied with. Failure to comply with the conditions stated herein, or any other good and sufficient reason, shall be full authority for the Sexton to postpone or deny such disinterment and removal.

Section 3.19. Removal for Profit Prohibited. Removal by the heirs of a body or cremated remains so that the plot, lot, space, or vault may be sold for profit to themselves, or removal contrary to the expressed or implied wish of the original plot, lot space, or vault is strictly and absolutely forbidden as violating the ordinary sense of decency.

Section 3.20. May Obtain Larger Plot. A body or cremated remains may be removed from its original plot or lot to a larger and better plot or lot in the cemetery when there has been an exchange or purchase for that purpose. However, the Sexton shall not be obligated to make such removal and reinterment except at his discretion, and under such conditions as will best tend to protect the decency and decorum of the cemetery. All removals shall be at the expense of the person requesting the removal.

Section 3.21. Change in Address. It shall be the duty of the plot or lot owner to notify the Town Clerk of any change of his post office address. Any notice sent to the plot or lot owner at the last address on file at the Town Clerk's office shall be considered sufficient and proper legal notification for every purpose. The Town Clerk shall notify the Sexton of any change of address.

Section 3.22. Lowering Caskets. All caskets, vaults and other outer boxes shall be lowered into an open grave by use of mechanized means such as a ratcheted lowering device made specifically for this purpose or by hydraulically operated equipment such as a backhoe or boom truck. This section is meant to prevent the use of ropes or other such human controlled contrivances for lowering that may cause property damage or physical injury during the interment process.

Section 3.23. Time of Year. Cremation interments/disinterments shall not generally take place in months of the year when the ground is frozen unless so authorized by the cemetery sexton under unusual circumstances.

Section 3.24. Mausoleums. The remains of human bodies may be interred in a mausoleum whose height shall not exceed 48 inches off the ground and whose size may not exceed the plot size. Each mausoleum may contain only one human body unless the mausoleum is designed to hold two bodies and encompass two adjacent plots, wherein the mausoleum may contain two human bodies.

Article IV PLOT OWNERSHIP RIGHTS

Section 4.01. Plots are Divisible. All plots or lots, the use of which has been conveyed by a Certificate of Ownership, are divisible.

Section 4.02. Presumption of Sole Ownership in Grantee of Plot. All plots conveyed to individuals are presumed to be solely and separately owned by the person named in the Certificate of Ownership, in accordance with these rules and regulations.

Section 4.03. Spouse has Vested Right of Interment. The spouse of an owner of any plot or lot containing more than one (1) interment space shall have a vested right of interment of their remains in the plot, and any person thereafter becoming the spouse of the owner shall have a vested right of interment of their remains in the plot if more than one (1) interment space is unoccupied at the time the person becomes the spouse of the owner. The purchases by a married person of more than one (1) interment space shall create in the spouse a right of interment therein.

Section 4.04. Divestiture of Spouse's Right to Interment. No conveyance or other action of the owner without the written consent or joinder of the spouse of the owner shall divest the spouse his/her vested right of interment. The written consent or joinder shall be executed by the spouse in the office of the Town Clerk.

Section 4.05. Right of Interment Under Owner's Declaration of Reservation. At the time of purchase of a lot or plot, or at any time thereafter, during the purchaser's or transferee's lifetime, and in accordance with these rules and regulations, the owner or owners of any such lot or plot may present his or her or their Certificate of Ownership and execute in the office of the Town Clerk, a Declaration of Reservation, therein specifically designating the persons entitled to be buried in any or all of the plots or lots, or vesting the right of designation for unreserved plots in a named person.

No other person may be buried in any plot designated by the owner or owners in the Declaration of Reservation except by an amended Declaration of Reservation, executed by the owner or owners, in the office of the Town Clerk. The owner or owners of any lot may in the Declaration of Reservation, limit the persons entitled to be buried in said lot to those persons designated in the Declaration of Reservation.

Section 4.06. Descent of Plot. Upon the death of the owner, unless he has disposed of the plot whether by specific direction in his will, or by a written Declaration of Reservation, filed in the office of the Town Clerk if no interment has been made in an interment plot which has been transferred by a Certificate of Ownership to an individual owner or if all remains previously interred are lawfully removed, the plot descends to the heirs at law of the owner, subject to the rights of interment of the descendant and his surviving spouse.

Section 4.07. Determining Occupant of burial Plot Having Co-Owners. When there are two or more owners of a plot or lot or of rights of interment therein, such owners may designate one or more persons to designate the burials to be made in the plot or lot and file written Declaration of Reservation with the Town Clerk. In the absence of such notice or of written objection to its so doing, the town of Jackson

shall not be liable to any owner for interring or permitting an interment therein upon the request or direction of any registered co-owner of the plot.

Section 4.08. Death of Co-Owner. Authorization to Use Plot Under Directions of Surviving Owners. An affidavit by any person having knowledge of the fact, setting forth the fact of the death of one (1) owner and establishing the identity of the surviving owners named in the deed to any plot or lot, when filed with the Town Clerk, is authorization to permit the use of the unoccupied portion of the plot in accordance with the surviving owners or their successors in interest.

Section 4.09. Family Plots: Order of Occupation. Whenever an interment of the remains of a member or of a relative of a member of the family of the record owner, or of the remains of the record owner, is made in a plot or lot transferred by Certificate of Ownership to an individual owner, and the owner dies without making disposition of the plot or lot, either by direction in his will, or by a written declaration filed and recorded in the office of the Town Clerk, the plot shall be held as the family plot of the owner, and occupied in the following order:

Section 4.10. Waiver or Termination of Vested Right of Interment. A vested right of interment may be waived and is terminated upon the interment elsewhere of the remains of the person in whom it is vested.

Section 4.11. Limitations Upon Vested Right of Interment. No vested right of interment gives to any person the right to have his remains interred in any interment space in which the remains of any deceased person having equal or prior vested right of interment have been interred; nor does it give any person the right to have the remains of more than one (1) deceased person interred in a single interment space in violation of these rules and regulations.

Section 4.12. Transfer and Assignments. No transfer and assignment of any plot or lot, or interest therein, shall be valid without the endorsement of the Town Administrator, and such transfer or assignment must be executed in the office of the Town Clerk, and upon forms provided by the Town of Jackson. The original Certificate of Ownership must be presented at the time application for transfer is made.

Section 4.13. Indebtedness. The Town of Jackson will refuse to consent to a transfer or to an assignment if there is any indebtedness due from the record plot or lot owner.

Section 4.14. Consent Withheld. Consent to the transfer or assignment of a plot may be withheld whenever the Sexton, in his discretion, shall have reason to doubt the validity of any previous ownership, or where it appears contrary to the expressed or implied wish of the record plot owner.

Section 4.15. Transfer Charges. A charge of \$25.00 shall be paid to the Town Clerk for each transfer of ownership in plots or lots. No transfer of ownership shall be complete or effective until all charges are paid.

Section 4.16. Responsibility for identification of Plot Owner. The Town of Jackson shall not be responsible for the identity of any person claiming to be the plot owner, spouse or direct heir of a deceased plot owner and any action arising from the false claim or ownership shall lie with the person claiming.

Section 4.17. Subdivide Plots. The subdivision of plots may be allowed and no one shall be interred in a plot not having an interest therein, except by written consent of all parties interested in such plot and of the Sexton; provided however, a relative of any record plot owner may be interred in said plot as provided in these rules or in the laws of the State of Wyoming.

Section 4.18. Interment Right Only conveyed. The purpose of a plot shall convey to the plot owner the right of interment only as provided in the deed to such plot.

Section 4.19. Easement Retained. The Town shall retain an easement over all plots or lots for the performance of its duties, including the moving of trucks, mowers, trailers, tractors, and any other equipment incident to the maintenance of the cemetery over or on plots or lots.

Section 4.20. Town May Buy. In the event a plot owner is not able to use the plot, the owner or a descendant, heir-at-law, estate administrator or representative, or spouse, may apply to transfer and sell the plot(s) back to the Town of Jackson at the current plot price as determined by the Cemetery Fees Resolution in place at the time of the plot buyback.

ARTICLE V CONTROL OF WORK BY TOWN

Section 5.01. Work to be done by the Plot Owner. All expenses of grading, landscape work and improvements of any kind; all care on plots; all planting, trimming, cutting and removal of trees, shrubs and herbage; all openings and closings of plots, and all interments, disinterments and removals shall be made by the Plot Owner.

Section 5.02. Sexton Must Direct and May Remove Improvements. All improvements or alterations of lots and plots in the cemetery shall be under the direction of, and subject to, the consent, satisfaction and approval of the Sexton; and, should same be made without his written consent, he shall have the right to remove, alter or change such improvements or alterations at the expense of the plot owner, or in any event, at any time, in his judgment, they become unsightly.

ARTICLE VI DECORATION OF PLOTS AND LOTS

Section 6.01. Floral Regulations. The Sexton shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind, from the cemetery as soon as, in the judgement of the Sexton, they become unsightly, detrimental or diseased, or when they do not conform to the standard maintained elsewhere in the Cemetery.

The Town of Jackson shall not be liable for floral pieces, baskets or frames in which or to which, such floral pieces are attached, beyond the acceptance of such floral pieces for funeral serviced held in the cemetery. The Town of Jackson shall not be responsible for frozen plants or herbage of any kind or for plantings damaged by the elements, thieves, vandals or by other causes beyond its control.

The Town of Jackson reserves the right to regulate the method of decorating plots so that a uniform beauty may be maintained. The Sexton reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants or herbage of any kind, unless he give his consent.

Trees or shrubbery may be donated to the cemetery for adornment and enhancement and will be placed as near to the plot of the donor as may be practical at the discretion of the Sexton.

Artificial silk flowers will be allowed throughout the year providing they are placed in vases which are attached to monuments.

Section 6.02. Placement of Mementos/Other Temporary Items. The placing of boxes, shells, toys, ornaments, vases, wood or iron cases and other similar articles upon plots, markers or headstones shall be permitted under the following parameter and conditions:

- (a) Items will be placed so as to not affect normal grounds maintenance activities;
- (b) Items shall be firmly affixed via string or tape in a manner which provides their easy removal yet keeps them firmly attached while they are in place;
- (c) The Aspen Hill Cemetery and the Town of Jackson will not be responsible for any loss, theft, damage, or removal of these items by vandals, storms, etc.
- (d) Items which inhibit maintenance operations will be removed by cemetery staff.

Section 6.03. Fences and Enclosures. Fences, curbs and enclosures around graves or lots are permitted upon the consent of the Sexton.

ARTICLE VII CONDUCT OF PERSON WITHIN THE CEMETERY

Section 7.01. Must Use Walks. Persons within the cemetery grounds shall use only the avenues, walks, alleys and roads, and any person injured or inconvenienced while walking in any areas within the cemetery, shall in no way hold the Town of Jackson or its employees liable for any injuries or inconvenience sustained.

Section 7.02. Trespassers on Cemetery Plots. Plots or lots are sacred and private property and must not be invaded. Only the plot or lot owner and his relatives shall be permitted on the cemetery plot or lot. Any other person thereon shall be considered a trespasser, and the Town of Jackson shall owe no duty to said trespasser to keep the property or memorial thereon in a reasonably safe condition.

Section 7.03. Mutilation of Flowers and Trees. All persons are prohibited from destroying, mutilating, defacing, injuring or removing any marker, ornament, structure or other work, or from destroying, cutting, breaking or injuring any tree, shrub, or plant or from gathering flowers, either wild or cultivated, within the cemetery grounds.

Section 7.04. Loitering Prohibited. Persons other than plot or lot owners or relatives of plot or lot owners, when visiting graves shall not be permitted to sit or to lounge on any of the grounds, grave, or monuments in the cemetery or in any of its buildings.

Section 7.05. Rubbish. The dumping or throwing of dirt, garbage, papers, trash or other refuse on any part of the cemetery grounds is prohibited, Receptacles for waste materials are located at convenient places.

Section 7.08. Loud Talking. Boisterous or unseemly conduct shall not be permitted in the cemetery grounds or any of its buildings.

Section 7.09. Automobiles. Automobiles or other vehicles shall not be driven through the grounds at a speed greater than 5 miles per hour. Automobiles or other vehicle shall not park or come to a full stop in front of an open grave unless such automobile or other vehicles are in attendance at a funeral.

Section 7.10. Bicycles, Motorcycles, Skateboards and Roller Skates. No bicycles, motorcycles, or similar vehicles shall be admitted to the cemetery except such as may be in attendance at funeral or on business. Skate boarding and roller skating are not permitted at any time.

Section 7.11. Parking Vehicles. No overnight parking of any vehicles shall be permitted except in case of emergency and then only with the permission of the Sexton.

Section 7.12. Peddling and Soliciting. Peddling of flowers, plants, or shrubs, or soliciting the sale of any commodity other than by the Town of Jackson, is positively prohibited within the confines of the cemetery.

Section 7.13. Firearms. No firearms, bows and arrows, air rifles, sling shots or similar objects shall be permitted in the cemetery except on special permit from the Sexton.

Section 7.14. Notices and Advertisements. No signs, notice or advertisements of any kind shall be allowed within the cemetery except those placed by the Sexton.

Section 7.15. Horseback Riding. Horseback riding in the cemetery is prohibited.

Section 7.16. Improprieties. It is of the utmost importance that there should be strict decorum observed at all times within the cemetery grounds whether embraced in these rules or not, as no improprieties shall be allowed and the Sexton shall have the power to prevent all improper assemblages.

Section 7.17. Sexton to Enforce Rules. The Sexton and such other employees as may be designated by the Town Council are hereby empowered to enforce all rules and regulations, and to exclude from the cemetery any person or persons violating the same. Under authority of the Town Council, the Sexton shall have charge of the grounds and buildings and shall have supervision and control of all persons in the cemetery including the conduct of funerals, traffic, employees, plot owners and visitors.

ARTICLE VIII PROTECTION AGAINST LOSS

Section 8.01. Town of Jackson Not Responsible. The Town shall take reasonable precaution to protect plot or lot owners and the burial rights of plot or lot owners within the cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

ARTICLE IX GENERAL MAINTENANCE

Section 9.01. General Maintenance Work. General maintenance work will be performed for lots or plots no sold. General maintenance work shall not include such services as grave openings, foundations, or any special service and the Sexton shall determine between general maintenance or special services for which a charge may be made. Lots or graves are sold without perpetual care.

Section 9.02. Maintenance Not Provided for Plots. Cemetery maintenance will not be provided for graves, lots, plots or groups of lots or plots.

Section 9.03. Removal of Walls. The removal of walls, curbing, copings, fences or other obstructions may be performed at the request and expense of the plot owner. Such removals will be made at the time and discretion of the Sexton.

Section 9.04. Records. Records of interment, ownership and such other records as the laws may prescribe or the Sexton may deem advisable, shall be kept in the office of the Town Clerk and Town Hall and open to inspection during customary office hours by such persons as may have a right thereto by reason of plot ownership or having an interest in an interment.

Section 9.05. Charges for Unusual Repairs. In the event it becomes necessary to repair or reconstruct any marble, granite, bronze, or concrete work on any section, grave, plot or which has been damaged by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or by order of any military or civil authority, the Town by order of the Town Council, shall cause the cemetery management to give to the plot or lot owner or record, a ten (10) day written notice of the necessity of such repair and such notice shall be given by depositing the same in the United States mail addressed to the plot or lot owner of record at his or her last known address as stated on the books of the cemetery, or by posting written notice on the plot where the address is unknown or by publishing in a newspaper of local circulation or both. In the event the plot owner fails to repair the damage within thirty (30) days after such mailing, posting or publishing, repairs may be made by the Sexton and charge the expense against the plot or lot and to the plot or lot owner of record.

ARTICLE X MISCELLANEOUS

Section 10.01. Statements of Employees or Agents. The Certificate of Ownership, the Declaration of Reservation, these rules and regulations and any amendments thereto, shall be the sole agreement between the Town of Jackson and the plot or lot owner.

Section 10.02. Exceptions or Modifications. Special cases may arise in which the literal enforcement of any rules may impose unnecessary hardship. The Town Council, therefore, reserves the right, without notice, to make exceptions, suspensions or modifications in any of these rules and regulations whenever, in his judgment, the same appear advisable, and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such rules or regulations.

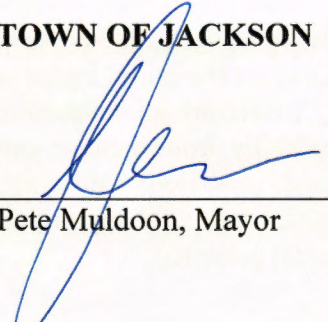
Section 10.03. Amendments. The Town of Jackson reserves the right at any time or times to adopt new rules and regulations or to amend, alter, and/or appeal any rules, regulations, and/or article, section, paragraph, word or sentence in these rules and regulations.

Section 10.04. Records and Maps. A complete set of all maps, books, records, etc., pertaining to Aspen Hill Cemetery will be kept in the office of the Sexton at the Teton County/Jackson Recreation Center or at the Town Hall.

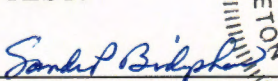
Section 10.05. Effective Date. The provisions of this resolution shall be effective upon passage.

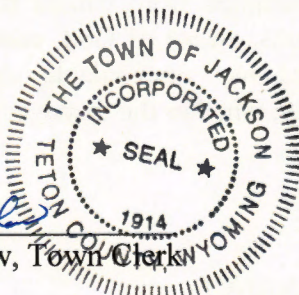
DATED THIS 15TH DAY OF JULY, 2019.

TOWN OF JACKSON


Pete Muldoon, Mayor

ATTEST:


Sandra P. Birdyshaw, Town Clerk



STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Internal Services	Presenter:	Roxanne Robinson
Agenda Item:	Resolution 25-05 A Resolution Adopting the Policy Manual for General Employees	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council approves Policy Manual updates by Resolution. The Policy Manual update was identified at the 2024 Council retreat for update and consideration of Council as a priority item. The Policy Manual establishes broad policies related to employment, and in some cases, more specific operational and procedural elements recommended for inclusion due to best practices or human resources legal advice. Staff will follow up with a staff report on the adoption of amendments to the Municipal Code related to Police Department policies and conflicts of interest for employees.

Requested Action.

Staff requests Council approve Resolution 25-05 adopting the Policy Manual for General Employees as presented.

Recommendations.

Staff recommends Council approve Resolution 25-05 adopting the Policy Manual for General Employees as presented.

Background.

As noted at the February 18, 2025 Town Council workshop, the Policy Manual is a document that combines various policies protecting and affecting employees related to multiple areas including harassment, accommodation, resolution of complaints, paid and unpaid leave, pay, attendance and remote work, discipline, use of facilities, social media, communication and network systems, and similar types of policies. The Policy Manual has not had a significant update since approximately 2006. As a result, there are areas in the current Policy Manual that do not reflect best practices, supplemental policies that should be incorporated into the Policy Manual, and areas where language should be updated.

The Policy Manual is being updated to:

1. Follow best practices to separate policies from operational guidelines,
2. Reflect current policies of the organization that have evolved,
3. Streamline and simplify language based on human resources legal counsel,
4. Incorporate supplemental policies into one policy document,
5. Improve/tighten up leave policies leading to potential for increased capacity and better service to the public
6. Eliminate unnecessary spending,
7. Provide small benefit enhancements with potential to increase retention, job satisfaction, and inclusiveness, and
8. Address areas to potentially reduce liability, security risks, or potential for damage to equipment or facilities.

Staff began work on updating the Policy Manual in February of 2023. In addition to the work involved with researching issues, drafting the updated policy, working through the human resources legal review, and preparing information for employee meetings, staff spent time gathering input on the notable changes from Department Directors on multiple occasions, and conducted full departmental listening sessions with each team in the organization as well as several open listening sessions. Input was also gathered from employees in the organization in one-on-one sessions and through emails submitted. Staff presented the draft Policy Manual to the Council at the February 18, 2025 workshop meeting.

During staff's work with Employer's Council, our contracted human resources legal counsel, and policy requirements necessary to comply with our federally grant funded programs of START and Victim Services, staff learned that slight variations in policy were needed for these two employee groups. As a result, and, on advice from our contracted human

resources legal counsel, staff developed slightly different Policy Manuals for transit-related employees and victim services employees to comply with federally mandated requirements for policy manual content. These slightly different versions are presented in separate resolutions and contain language in blue that is in addition to, or differs from, the language in the Policy Manual for general employees.

Analysis.

Staff presented an overview of the notable updates to the current policy at the February 18, 2025 workshop including paid leave changes, working on holidays, civic duty paid leave, timing for performance reviews, open disciplinary procedures, and use of the wash bay and exercise facility.

During the update process, staff learned that Wyoming Statute 15-1-127(c) requires the Town have an ordinance prescribing requirements governing conflicts of interest by any employee and any member of their immediate family and procedures by which any employee and any member of their immediate family may be exempt from those requirements. Staff has prepared and will be presenting an ordinance in the future for Council consideration regarding conflicts of interest that will address areas including outside employment, service on Town or Town/County appointed boards, service on boards of organizations receiving funding from the Town, and other important areas.

The updated Policy Manual and newly created Operational Guidelines clarify and address many issues currently contained within the Jackson Police Department Policy Manual. As a result, staff has prepared and will be presenting amendments to Section 2.32.080 of the Jackson Municipal Code addressing Rules and Regulations in the Police Department. A draft ordinance accomplishing these changes will be presented in the future.

Next Steps:

- Upon Council adoption, employees will sign for updated policies and ongoing extensive education and training will begin.
- Once policies have been adopted, the Operational Guidelines will be finalized and approved by the Town Manager, employees will sign for these Operational Guidelines and ongoing extensive education and training will begin.
- Staff will then review departmental policies to ensure compliance with the overall policies and guidelines. The Police Department policy manual is extensive and updating this departmental manual will include additional work with the Police Department. Once the Police Department policy manual has been updated, it will be presented to Town Council for consideration and approval.

Key Policy Question #1. Does the Town Council support the updated Policy Manual for General Employees as presented?

Staff welcomes Council questions and input into the Policy Manual. The current Town of Jackson Policy Manual remains in place and effective until changed.

Possible Alternatives.

Council could delay adoption until a future date and/or ask for further information on specific policies or requirements. The current Town of Jackson Policy Manual remains in place and effective until changed.

Comprehensive Plan & Priority Alignment.

The ability of the Town of Jackson to implement and take actions aligned with the Comprehensive Plan depends on the ability to recruit and retain an effective workforce. Establishing policies that create a positive working environment that leads to recruitment and retention of employees is aligned with Common Value #3, Quality of Life, and directly relates to Section 8, Quality Community Service Provision.

Fiscal Impact.

There will be fiscal impacts associated with holiday wages for START Full-Time Operators. In addition, there are some anticipated fiscal impacts as a result of several of the proposed changes in policy dependent on employee choices. Those include:

1. Expanded Use of PTO Cash In On Holidays. A Police Officer or a Transit Operator working through midnight could choose to cash in an additional 8-12 hours of PTO resulting in the Town paying out additional PTO hours in addition to the wages earned by the employee for hours worked.
2. Expanded PTO Use During Weeks with Required Overtime. An employee that worked additional hours on a given day during a week with intended PTO use could choose to cash in their intended PTO use at the regular rate resulting in the Town paying out additional PTO hours at the employee's regular rate.
3. Holiday Hours Paid to All Full Time Operators. Full Time Operators will be paid 8 hours for each holiday whether they worked that holiday or not resulting in the Town paying out additional holiday wages to these employees.

Staff Impact.

The staff impact of this project has been approximately 500 hours with the bulk of that time spent by the Director of Internal Services with additional time spent by Department Directors, the Town Attorney, and employees. Staff impact after adoption is estimated at an additional 115 hours including conducting training with employees and distribution.

Attachments or Links.

Resolution 25-05 A Resolution Adopting the Policy Manual for General Employees

Suggested Motion.

Staff recommends Council approve Resolution 25-05 adopting the Policy Manual for General Employees as presented.

RESOLUTION 25-05

A RESOLUTION ADOPTING THE POLICY MANUAL FOR GENERAL EMPLOYEES

EFFECTIVE MARCH 17, 2025

WHEREAS, pursuant to Wyo. Stat. §15-3-204(b), the governing body by resolution may specify conditions for specific employee offices or positions within the Town organization; and

WHEREAS, these specific employee offices and positions conform to the same conditions as other employees in the Town organization; and

WHEREAS, adoption of policy manuals for Town employees by resolution establishes a clear way to track employee policies that protect and affect Town employees; and

WHEREAS, the Town Council, by adoption of this resolution, adopts the Policy Manual for General Employees, attached hereto as Appendix A, and rescinds all previous Policy Manuals for General Employees.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, having fully considered the matter at hand,

The Jackson Town Council adopts this Resolution 25-05, adopting the Policy Manual for General Employees attached hereto as Appendix A.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2025.

TOWN OF JACKSON

Arne Jorgensen, Mayor

ATTEST: _____
Riley Hovorka, Town Clerk

Resolution 25-05 Appendix A



TOWN OF JACKSON
POLICY MANUAL

GENERAL EMPLOYEES

Adopted by Town Council on March 17, 2025 as Appendix A of Resolution 25-05

TABLE OF CONTENTS

IMPORTANT NOTICE	5
SECTION 1 – INTRODUCTION	6
SECTION 2 - EMPLOYMENT	6
201. Appointment and Removal	6
202. Equal Employment Opportunity and Unlawful Harassment	7
203. EEO Harassment	7
204. Sexual Harassment	7
205. ADA, Pregnancy and Religious Accommodation	8
206. Complaint Procedure	8
207. Job Descriptions	9
SECTION 3 - EMPLOYEE CATEGORIES	9
SECTION 4 – EMPLOYEE BENEFITS AND LEAVE	10
401. Benefits Overview	10
402. Paid Leave Table	13
403. Paid Time Off (PTO)	14
404. Holidays Observed	15
405. Sustainment Leave	16
406. Dependent Leave	16
407. Funeral Leave	16
408. Jury Duty Leave and Court Appearances	17
409. Work Related Injury Leave	17
410. Emergency Service Leave	17
411. Active Military Leave	18
412. Reserve and Guard Duty Leave	18
413. Voting	18
414. Gifted PTO	18
415. Unpaid Leave (Leave of Absence)	18
416. Administrative Leave/Suspension	19
417. Family and Medical Leave Act (FMLA)	20
418. Employee Housing	23
419. Childcare Placement Preference	23
420. Temporary Light Duty	23
421. Additional Benefits	24
SECTION 5 – PAY	24
501. Wages	24

502. Overtime	24
503. Call-Out Pay	24
504. Standby Pay	25
505. Call-In Pay	25
506. Compensable Travel Time	25
507. Paydays	25
508. Pay for Exempt Employees	25
509. Time Reporting	26
510. Meal Periods	26
511. Stipends	26
512. Shift Differentials	27
513. Bonuses	27
 SECTION 6 – WORK ENVIRONMENT	 27
601. Performance Reviews, Values, and Recognition	27
602. Work Schedule	28
603. Remote Work	28
604. Exempt Employee – Absences and Timekeeping	29
605. Accommodation for Nursing Employees	29
606. Alcohol and Drugs	29
607. Anti-Violence	30
608. Appearance and Attire	30
609. Attendance and Punctuality	31
610. Political Participation	31
611. Confidential Information and Records	32
612. Employee Ethics and Conflicts of Interest	32
613. Discipline/Discharge	33
614. Inspections	33
615. Job Related Concerns	33
616. References	34
617. Safety/Reporting of Injury	34
618. Smoking	34
619. Use of Town Property	34
620. Vehicles, Electric Bicycles, and Accidents	35
621. Wash Bay	37
622. Exercise Facility and Exercise Locker Rooms	37
623. Travel	38
624. Sustainability	38
625. Pets and Animals	38
626. Town Credit Cards	39
627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges	39

SECTION 7 – COMMUNICATION AND NETWORK SYSTEMS 39

701. Data, Network and Communication Systems	39
702. Data Disposal	40
703. Personal Use of the Internet	40
704. Social Media and External Communications	41
705. Software and Copyright	43
706. Unauthorized Use	43
707. Email	43
708. Voicemail	44
709. Telephones/Cell Phones/Mobile Devices	44
710. Generative Artificial Intelligence (AI)	45
711. Use of Personal Images	46
 SECTION 8 – SEPARATION OF EMPLOYMENT	 46
801. Separation	46
802. Resignation or Retirement	46
803. Training Reimbursement	46
 ACKNOWLEDGEMENT OF RECEIPT	 48

- IMPORTANT NOTICE -

THIS POLICY MANUAL IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF JACKSON AND SOME INFORMATION ABOUT WORKING HERE. THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

AT THE TOWN OF JACKSON, NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF THE TOWN OF JACKSON, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE.

THE CONTENTS OF THIS POLICY MANUAL ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS POLICY MANUAL SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN OF JACKSON RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN OF JACKSON. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

SECTION 1 – INTRODUCTION

This Policy Manual was developed by the Town of Jackson (hereinafter referred to as ‘Town’) to describe some of the guidelines, programs, and benefits for employees. Employees should familiarize themselves with the contents of this Policy Manual, because it may answer many questions about employment with the Town. Employees receive this Policy Manual upon hiring. This Policy Manual is available for inspection by any employee or applicant for employment upon request and is also made available to the general public.

The information provided in this Policy Manual is subject and subordinate to federal law, state law, local law, and promulgated rules of Court. In the event of a conflict between the terms of these policies and any applicable rule of law, or rule of order of court, the rule of law or order of court shall prevail. Employees shall follow federal, state, and local laws.

This Policy Manual and any amendments to it are approved by the Town Council. The Town Manager:

- Is authorized to interpret policies in this Policy Manual when necessary or appropriate,
- Shall approve operational guidelines for application of policies in this Policy Manual or any other operational guidelines and any amendments to those operational guidelines as necessary, and
- Shall approve any emergency or temporary Town policies not covered by this Policy Manual until such emergency or temporary policy is presented to Town Council for action.

Departmental policies are subordinate to this Policy Manual and shall comply with this Policy Manual.

SECTION 2 - EMPLOYMENT

201. Appointment and Removal

The Town Council approves, through budget adoption or amendment, the number of full-time and part-time employees in the organization, funding for variable hour positions, and the overall staffing budget and any amendments. The Town Manager is authorized to reorganize, reassign, transfer, retitle, classify, reclassify, or change approved positions, and wages paid for those positions to best serve the operational needs of the Town within budget parameters or amendments.

Employees, except for the Town Manager, Town Attorney, and Municipal Judge, are appointed, promoted, advanced, demoted, or transferred by the Town Manager or the Director of Internal Services and are removed by the Town Manager. Authorization to fill a vacancy must be presented to the Director of Internal Services and requires approval from the Town Manager.

The Director of Internal Services is responsible for recruitment, examination, selection processes, and appointment recommendations. Applicants are treated in a uniform manner without regard

to any protected status. Immediate family are not employed in a supervisory relationship or where there is a probability of close personal interaction between immediate family in the course of their duties. All vacancy announcements include information regarding required drug and alcohol testing applicable to the position.

202. Equal Employment Opportunity (EEO) and Unlawful Harassment

The Town is committed to the principles, concept, and practice of equal employment opportunity and to treating all applicants and employees with dignity and respect. The Town prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, ancestry, creed, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers, elected and appointed board, committee and task force members, customers, clients, vendors, consultants, etc.

203. EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- 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, coworkers, and non-employees, such as elected or appointed boards, volunteers, customers, clients, vendors, consultants, etc.

204. Sexual Harassment

The Town 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 a basis for decisions affecting an individual's employment.
- 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 violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- 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.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

205. ADA, Pregnancy and Religious Accommodation

The Town is committed to providing reasonable accommodations to qualified applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship to the Town or if it will cause a direct threat to health or safety. Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. The Town makes reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Town. Employees needing such accommodation are to contact the Director of Internal Services immediately.

206. Complaint Procedure

All applicants and employees have the right to file complaints alleging unlawful discrimination. If a violation of the EEO policy or harassment based on protected classes listed in this Policy Manual, including sexual harassment, is believed to have occurred, employees may file a complaint and are asked to use the following complaint procedure. The Town's policies are designed to prevent unlawful harassment, deter future harassers, and protect employees from unlawful harassment. The Town takes prompt action to investigate and/or address alleged unlawful discriminatory or unlawful employment practices. The Town also takes prompt remedial actions, when warranted, in response to complaints of unlawful discriminatory or unlawful employment practices. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy. The Town expects all officials, supervisors, and managers to cooperate with any investigation of a complaint.

Report the incident to the Director of Internal Services, who will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If an employee prefers not to go to this individual with their complaint, they should report the incident to the Town Manager.

The Town prohibits retaliation against an employee for engaging in protected activity or filing a complaint under this policy or assisting in a complaint investigation, proceeding, or lawsuit, any retaliation will not be tolerated. If there is a perception that retaliation for making a complaint or participating in the investigation has occurred, employees are asked to follow the complaint procedure outlined above.

If the Town determines that an employee's behavior violates this policy, disciplinary action will be taken, which may include termination of employment.

207. Job Descriptions

Job descriptions are approved by the Director of Internal Services with input from the Town Manager and Department Directors and are periodically reviewed and evaluated to ensure that they are job related, in compliance with this policy, and that they comply with equal employment opportunity.

SECTION 3 - EMPLOYEE CATEGORIES

Employees of the Town are classified as either exempt or non-exempt under federal and state wage and hour laws. Positions are assigned a pay band/grade on either the exempt, non-exempt, or public safety title and grade structure charts which, when combined, constitutes the Town's classification plan. Changes to the Town's classification plan require review by the Director of Internal Services and approval by the Town Manager, and any requests for changes must be submitted to the Director of Internal Services.

The following categories are used throughout this Policy Manual.

Exempt Employees. Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Non-Exempt Employees. Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their base rate of pay for any work in excess of 40 hours per workweek, and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period.

Full-Time Employees. Full-time employees are those authorized as full time by Council approval of the budget or special approval at a Council meeting. Full-time employees are normally

scheduled to work a schedule of at least 40 hours in one week, and for sworn law enforcement employees on a 7k exemption plan, a schedule of 80 hours in a two week pay period. Full-time employees are eligible for Town benefits.

Part-Time Employees. Part-time employees are those authorized as part time by Council approval of the budget or special approval at a Council meeting. Part-time employees are those who are normally scheduled to work fewer than 40 hours but 32 or more hours per week. Part-time employees are eligible for Town benefits with PTO benefits proportional to the number of budget authorized hours.

Variable Hour Employees. Variable hour employees may have hours authorized in the budget for specific departments or areas or may be temporarily authorized by the Town Manager. Variable hour employees are those who are employed for short-term or on-going seasonal assignments, or who are regularly scheduled for less than 32 hours per week. Variable hour employees are generally hired to temporarily supplement the workforce, assist in the completion of a specific project, or work a reduced schedule on a regular basis. Variable hour employees may be classified as exempt or non-exempt based on job duties and compensation. Variable hour employees may be eligible for specific Town benefits pursuant to the Affordable Care Act.

SECTION 4 - EMPLOYEE BENEFITS AND LEAVE

401. Benefits Overview

The Town's comprehensive benefits package includes several different benefit plans, automatic deductions, retirement, paid leaves, use opportunities, and other benefits for employees. Benefits described in this Policy Manual, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefit plans offered by the Town. The benefit programs are designed and periodically reviewed to ensure equal treatment is provided to all employees, that programs are non-discriminatory, and are administered without regard to any protected status.

Employees have an opportunity to make changes to their benefit plan selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child are also allowed to make a change in their benefit plan selection when that event occurs, in accordance with the terms of the plan document.

In the event a leave of absence is taken, employees are asked to consult the Director of Internal Services to determine the impact the leave may have upon benefit plans, including eligibility and/or making any required premium payments.

The Town complies with all federal, state, and local laws governing the provision of benefits. Some benefit plans offered by the Town are defined in legal documents, such as insurance

contracts and summary plan descriptions. In the event information in this Policy Manual or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Finance Department.

Full and Part-Time Employees. The Town currently offers these benefit, matching funds, automatic deductions and retirement plans to full and part-time employees:

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
- *Dental Insurance Plan* - provides employees and their eligible dependents with dental coverage at group rates.
- *Vision Insurance Plan* – provides employees and their eligible dependents with vision coverage at group rates.
- *Life Insurance Plan* - provides certain insurance coverage at group rates.
- *Short-Term Disability (STD) Plan* - helps replace the employee's salary if they suffer a covered disability for a limited period of time.
- *Long-Term Disability (LTD) Plan* - helps replace employee's salary if they suffer a covered disability for an indefinite period of time.
- *Wyoming Retirement System (WRS) Pension Plan* – program provides retirement income for eligible employees after employment ends.
- *Wyoming Deferred Comp Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.

Variable Hour Employees. Pursuant to the Affordable Care Act, the Town currently offers these benefit plans to variable hour employees that have averaged 30 hours/week either in the 12 months since their hire date or as measured during the previous measurement period. Eligible family members are also offered coverage.

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates. In addition to the plan document, the following additional points apply to this coverage for variable hour employees:
 - The administrative period is June of each year.
 - The measurement period is 12 months and runs from June 1 to May 31 of each year.
 - The stability coverage period is 12 months and runs from July 1 through June 30.
 - Once coverage is obtained, the employee is covered for 12 months regardless of the number of hours averaged.

- Once coverage is obtained, coverage is terminated at the end of the stability period if the 30 hour/week average has not been maintained as calculated during the administrative period for the measurement period.
- Coverage is terminated as a result of voluntary separation of employment.
- Coverage is terminated the last day of the month in a calendar month if the employee has not worked a minimum of 1 hour.
- Rehired employees must begin a new measurement period.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
 - Employees eligible for Medicare will instead be provided a dollar-for-dollar match into deferred comp.

402. Paid Leave Table

Paid Leave Table	
Paid Time Off (PTO) for Positions with Holiday, Vacation, & Sick Combined	Hours
First Year	240
1 Year Completed	240
2 Years Completed	240
3 Years Completed	240
4 Years Completed	240
5 Years Completed	296
6 Years Completed	306
7 Years Completed	306
8 Years Completed	306
9 Years Completed	306
10 Years Completed	316
11 Years Completed	316
12 Years Completed	316
13 Years Completed	316
14 Years Completed	316
15+ Years Completed	336
Paid Time Off (PTO) for Positions with Vacation & Sick Combined + Separate Holiday Wages	Hours
First Year	152
1 Year Completed	152
2 Years Completed	152
3 Years Completed	152
4 Years Completed	152
5 Years Completed	208
6 Years Completed	218
7 Years Completed	218
8 Years Completed	218
9 Years Completed	218
10 Years Completed	228
11 Years Completed	228
12 Years Completed	228
13 Years Completed	228
14 Years Completed	228
15+ Years Completed	248
Other	Hours
PTO Use Required for Dependent Leave or Sustainment Leave Eligibility	24
PTO Buyout Maximum	40
PTO Paid for Cancellation of Pre Approved PTO	40
Dependent Leave	80
Funeral Leave Regular/Extensive Travel/Death of a Child 21 or Under	24/40/80
Injury Leave Prior to Worker's Comp	24
Emergency Service Leave	250
Reserve and Guard Duty Leave	250

403. Paid Time Off (PTO)

The Town of Jackson combines holidays, vacation, and sick leave into Paid Time Off (PTO) for full-time and part-time employees, except for full-time transit operators. Full-time transit operators receive combined vacation and sick leave into PTO as noted in the paid leave table and 8 hours of paid holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday. All paid leave, whether PTO or other, is provided at the employee's base rate of pay.

PTO provision, expiration, and scheduling. PTO is provided on the employee's hire date and each year thereafter on their hire date anniversary. References to 'year' in the employee benefits section, unless specified, refers to the year between hire date anniversaries. PTO expires the day prior to the employee's hire date anniversary. Part-time employees are currently eligible for PTO benefits proportional to the number of budget authorized hours.

PTO is granted in a manner that minimizes interruptions to the operations of the Town. PTO days are to be planned and scheduled in advance whenever possible. Employees showing up for work are required to be physically and mentally able to work and are required to notify their supervisor if they are not physically or mentally able to perform their full duties. Employees that come to work obviously ill or injured or their obvious illness or injury may lead to others getting ill or injured, may be sent home at the discretion of their Department Director and required to utilize PTO. In the event the employee is absent for 4 or more workdays due to an illness or injury, medical certification may be required. The Town reserves the right to send an employee to a doctor of the Town's choosing at the Town's expense. The Town does not retaliate against an employee for utilizing unplanned PTO for an injury or illness.

PTO approval and use. Employees are encouraged to meet with their supervisor on their hire date anniversary to discuss and receive approval for planned PTO throughout the coming year. Use of PTO for full or partial days requires Department Director pre-approval except in the instance of utilizing PTO for unplanned instances. Employees must notify their supervisor each day at the beginning of their shift when they cannot come to work because of unplanned PTO use including illness, injury, birth of their child, medical care or other similar unplanned situation. Employees utilizing unplanned PTO shall inform their supervisor when they expect to return to work. PTO use during an employee's last 80 hours of work requires approval from the Director of Internal Services and the Town Manager.

The Town Manager may send staff home on a temporary basis for operational reasons and require staff to utilize PTO.

Net Pay. Full-time non-exempt employees that do not work 40 hours in a week (or 80 hours in a 2-week period for 7k exemption employees) are required to utilize PTO hours necessary to bring their hours to 40 (or 80 for 7k exemption employees). Part time non-exempt employees that do not work their regular schedule of hours in a week are required to utilize PTO hours necessary to bring their hours to their regular schedule of hours. Employees are only paid PTO hours necessary

to bring their paid hours to their full schedule unless the employee indicates 'No Net Pay' on their time sheet during a 40/80 hour pay period where they intended to take PTO and ended up working extra hours on other days in that period. In that instance, a non-exempt employee will be paid for a full scheduled day of PTO time in addition to their hours worked during that period.

PTO buyback. The Town pays employees their unused PTO existing the day prior to their hire date anniversary up to the maximum noted in the paid leave table, unless they have used a portion of hours of other paid leave during the year, except for emergency service leave or reserve and guard duty. The Town pays employees up to the maximum hours of PTO noted in the paid leave table, if their pre-approved PTO was cancelled by the Town Manager due to operational needs. There is no PTO payout upon separation of employment.

Additional provisions. Upon the death of a Town employee, the Town pays a maximum of 40 hours of any remaining PTO.

Employees on a period of approved, planned PTO are not authorized to work during that period without specific director pre-approval, and for directors, without Town Manager pre-approval. The exception to this rule is if there is an emergency situation.

404. Holidays Observed

Town Offices are closed on the following observed holidays:

- | | |
|--|--------------------------|
| • New Year's Day | January 1 |
| • Martin Luther King, Jr./Wyoming Equality Day | 3rd Monday in January |
| • President's Day | 3rd Monday in February |
| • Memorial Day | Last Monday in May |
| • Juneteenth | June 19 |
| • Independence Day | July 4 |
| • Labor Day | 1st Monday in September |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | 4th Thursday of November |
| • Friday after Thanksgiving | Day after Thanksgiving |
| • Christmas Day | December 25 |

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

Working on holidays. With their supervisor's approval, positions identified by the Town Manager not regularly scheduled to work on holidays have the option to take an alternate day of PTO on 6 of the 11 holidays in exchange for working those 6 holidays. Any hours worked on more than 6 holidays will result in an equivalent deduction of hours from their PTO balance. All other positions may swap each holiday and may also cash in an equivalent number of PTO hours for hours worked

on those holidays on either the holiday or the day the holiday is observed, but not both, except for a shift that begins or ends on the holiday. Employees whose scheduled shift begins or ends on a holiday, may cash in an equivalent number of PTO hours for hours worked on the holiday as well as hours worked from a connected shift prior to 12AM of the holiday, and a connected shift that continues after 12AM the day after the holiday.

Employees that do not work on a holiday are required to utilize PTO hours necessary to bring their hours to their full work schedule.

All full time Transit Operators are paid 8 hours of holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday.

405. Sustainment Leave

Eligible employees are provided paid sustainment leave after the use of PTO hours as noted in the paid leave table, due to an illness or injury. Employees may only receive sustainment leave up through eligibility for short term disability insurance or the 15th day of the absence, whichever occurs first. Employees may decline sustainment leave retroactively up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of sustainment leave.

406. Dependent Leave

Eligible employees can use paid dependent leave each year after the required use of PTO noted in the paid leave table, due to the need to care for an ill or injured immediate family member or to care for their newborn child or placement of a newborn child for foster care, or adoption of a newborn child. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. Dependent leave may be used intermittently after the required initial use of PTO if it is for the same illness or injury. Employees electing dependent leave may change that leave to PTO up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of dependent leave.

407. Funeral Leave

In the event of a death in their immediate family, full- and part-time employees are granted paid funeral leave noted in the paid leave table to attend a funeral or memorial service. If extensive travel is required or in the event of the death of a child 21 or younger, additional hours are granted as noted in the paid leave table. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, grandchildren, mother and father in-law, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. In the event of the death of a near relative, full and part-time employees are granted up to one paid day to attend a funeral. Near relatives include the employee's aunts, uncles, nieces, nephews, and their spouse's or partner's grandparents, brothers, sisters, and

other close relatives. For funerals of friends, employees may take PTO or unpaid leave with approval of their Department Director.

408. Jury Duty Leave and Court Appearances

The Town encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, intimidated or coerced because they request or take leave in accordance with this policy. Employees shall immediately inform their Department Director if they receive a subpoena to appear as a defendant or witness in any action related to any circumstance arising from the performance of their duties. Employees must provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Full and part-time employees receive paid jury duty leave for the duration of their juror service if they were scheduled to work and they provide confirmation of juror service. If the employee is excused from jury duty during their regular work hours, they are required to report to work promptly. Employees returning from jury duty leave are reinstated to their prior position without loss of seniority.

Leave for an employee required to appear in court for reasons other than a personal case or an expert witness or the like, shall be addressed on a case-by-case basis by the Town Manager or their designee.

409. Work Related Injury Leave

For work related injuries where a doctor's note is provided and the employee has completed requisite worker's comp documentation, full and part-time employees are provided paid injury leave. Employees may decline injury leave retroactively 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of injury leave. Employees utilizing injury leave must present a medical provider's statement indicating ability to return to work.

410. Emergency Service Leave

The community relies on volunteers to respond to fire and emergency medical situations as well as search and rescue situations through the Fire/EMS Department and Teton County Search and Rescue, and the Town supports employees serving as volunteers in these critical roles. Employees are eligible to utilize paid emergency service leave each year for time spent serving or training as an active volunteer with Teton County Wyoming Fire/EMS and Teton County Search and Rescue as noted in the paid leave table when the service or training cuts across their regular work schedule. Emergency service leave beyond this time is unpaid leave from the Town. Use of emergency service leave does not impact the PTO buyback.

411. Active Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. Active military leave is unpaid, and employees have the option of utilizing PTO prior to unpaid leave.

412. Reserve and Guard Duty Leave

The nation relies on reservists and national guard personnel to serve our country, and the Town supports employees serving in these critical roles. The Town complies with all laws governing reserve and guard duty including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees may utilize paid reserve and guard duty leave each year for time spent serving or training as a reservist or a member of the national guard as noted in the paid leave table when the service or training cuts across their regular work schedule. Reserve and guard duty beyond this time is unpaid leave from the Town. Employees have the option to utilize PTO prior to unpaid leave. Use of reserve and guard duty leave does not impact PTO buyback.

413. Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

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 shall arrange with their Department Director no later than the day prior to election day. The Town follows all federal and state laws related to paid leave time to vote.

414. Gifted PTO

The Town Manager may grant permission for an employee to receive gifted PTO from other employees to supplement unpaid and unplanned Family and Medical Leave Act (FMLA) leave in instances involving catastrophic illness or injury on a case-by-case basis and when the employee has exhausted their own PTO.

415. Unpaid Leave (Leave of Absence)

Normally, unpaid leave is not granted. If, on rare occasions, management deems the circumstances warrant approval and after exhaustion of PTO and/or FMLA, or ineligibility for FMLA, the Town Manager may grant an employee an unpaid leave of absence upon recommendation by the employee's Department Director and the Director of Internal Services or if leave is needed as a reasonable accommodation for a disability. Prior to commencement of unpaid leave expected to last longer than 3 days, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks

for the duration of their unpaid leave.

If the leave is for a medical reason, the Town may require a written opinion from a medical provider, or a medical provider of the Town's choosing, outlining the reason for the leave and the estimated time needed.

An employee ready to return to work from unpaid leave for a medical reason must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of the unpaid leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the ADA, and any accommodation provided must be reasonable and not result in any undue hardship for the Town. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the Town.

The Town may reinstate an employee ready to return from unpaid leave for medical reasons, when, in the opinion of the Town, it is practical to do so or as reasonable accommodation under the ADA. The Town does not guarantee reinstatement of an employee to their former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town continues medical and life insurance benefits for an employee on unpaid leave as long as the employee is eligible under the plan document and the employee continues to pay any employee portion of the premium required of other full- or part-time employees. Paid leave, other than jury duty leave or reserve and guard duty leave, is not granted during the unpaid leave. Variable hour employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave Act (FMLA) leave.

Employees failing to return at the expiration of their unpaid leave may be terminated.

Unless otherwise protected under federal or state law, unpaid leave does not exceed 90 calendar days.

416. Administrative Leave/Suspension

Paid Administrative Leave/Paid Suspension. Employees may be placed on immediate paid administrative leave/paid suspension by their supervisor or Department Director. Supervisors must immediately notify their Department Director if they place an employee on paid administrative leave/paid suspension. Any occurrence must be followed up with timely documentation to the Director of Internal Services. The duration of the paid administrative leave/paid suspension requires approval by the Director of Internal Services. Prior to

commencement of paid administrative leave/paid suspension, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks for the duration of their paid administrative leave/paid suspension.

Unpaid Administrative Leave/Unpaid Suspension. Unpaid administrative leave or unpaid suspension is a separate type of leave and is considered a disciplinary action.

417. Family and Medical Leave Act (FMLA) Leave

The Town provides up to 12 weeks (e.g. 480 hours if intermittent for 40 hour/week employee) of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, partner, child, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Intermittent FMLA to care for the employee's child after birth, or placement for adoption or foster care must be taken in 8-hour or more increments.

Military Family Leave Entitlements

Eligible employees with a spouse, partner, child, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the Town maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee reimburses the Town for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for the Town for at least 12 months and for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Town or 26 weeks, as explained above. The Town uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or when approved by the Town. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town's agreement may

be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is without pay and runs concurrently with any paid leave or insurance benefits. Employees are paid PTO while on FMLA until their PTO is exhausted with the exception of 8 hours per month remaining in the year (up to a max of 40 hours), plus 8 hours for each holiday remaining in the year. Should the FMLA period cross over into the next year, employees are paid PTO while on FMLA until their new PTO balance is exhausted except for 8 hours per month remaining (up to a max of 40 hours) in the year plus 8 hours for each holiday remaining in the year. Employees are required to supplement worker's compensation benefits and short/long term disability insurance benefits with PTO during FMLA. Within 15 days of return to work from FMLA, employees shall meet with their supervisor to specifically plan their PTO use for the remainder of the year.

Employee Responsibilities

Employees must provide 30 days advance notice to their Department Director and/or the Director of Internal Services of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may be required to provide a certification and periodic recertification supporting the need for leave. FMLA for the birth of a child or placement of a child in foster care does not require certification or recertification. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Town's attendance guideline. Employees on leave must contact the Director of Internal Services at least two days before their first day of return.

The Town's Responsibilities

The Town informs employees requesting leave whether they are eligible under FMLA. If they are, the notice specifies any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town provides a reason for the ineligibility.

The Town informs employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town notifies the employee.

Unlawful Acts

FMLA makes it unlawful for the Town to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or unlawfully 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 the Town.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights.

418. Employee Housing

Town owned or controlled rental housing is offered to eligible employees under certain circumstances with eligibility, preference, and selection determined by the Town Manager. Town held rights of first purchase are offered to full-time employees with preference provided to employees that have completed 2 consecutive years of employment immediately preceding a weighted drawing. The number of entries into the weighted drawing are based on years of employment completed with the Town.

419. Childcare Placement Preference

Town held childcare rights of first placement are offered to full-time Town employees, Town elected officials, and other groups through a fair and transparent process approved by the Town Manager with preference given according to the number of full-time years of employment completed.

420. Temporary Light Duty

Temporary light duty is voluntary, not guaranteed, may change at any time, and may end at any time. Recommendations for temporary light duty are made by a Department Director to the Director of Internal Services when the employee is medically unable to perform the full duties of their position for a temporary period but able to perform alternative assignments. Recommendations for light duty must be accompanied by a description of the recommended departmental duties and a doctor's authorization indicating the temporary work restrictions. Temporary light duty offers are only made if there is funding available and if there are light duty tasks or assignments available providing benefit to the Town. Preference for light duty assignments is given to employees injured or otherwise disabled in the line of duty. Any

temporary light duty offer requires approval from the Director of Internal Services and the Town Manager.

This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards, Americans with Disabilities Act, or other federal or state laws.

421. Additional Benefits

With Town Manager and budget approval as appropriate, additional benefits may be offered including, but not limited to, reimbursement for college courses and materials from an accredited college or university, health savings account contribution match, Wyoming deferred compensation contribution match, use of ski vouchers, ski pass discounts, discounted bus passes, and discounted Rec Center memberships.

SECTION 5 - PAY

501. Wages

Wage offers and wage changes require the approval of the Director of Internal Services, and, in some cases, the Town Manager. Employees are paid for hours worked pursuant to the Fair Labor Standards Act (FLSA) and other applicable federal and state law unless additional pay is authorized pursuant to this Policy Manual.

502. Overtime

Non-exempt employees must record all time worked on departmental timesheets. From time to time, non-exempt employees may be required to work overtime. In these instances, as much advance notice as practical is given. All overtime must be approved in advance by the employee's supervisor. Overtime at the rate of time and one-half the employee's base rate is paid to non-exempt employees when work is performed in excess of 40 hours in one week and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The 40/80 hours threshold is based on actual hours worked during the designated period. Therefore, paid time off, or other paid or unpaid leave time used does not count towards hours worked for the purposes of overtime.

The Town does not offer compensatory time off in lieu of cash payment.

503. Call-Out Pay

Non-exempt employees may be called-out to perform unanticipated work outside of their work schedule. Two hours of call-out, at the rate of two times the employee's base rate, is paid regardless of whether the work exceeds 40/80 hours. Any work performed in excess of 2 hours

is paid at the overtime rate regardless of whether the work is in excess of 40/80 hours or whether the work is related or unrelated to the call-out. Employees dismissed from duty after being called-out, may again be called-out and if so, receive call-out pay and overtime pay as outlined.

504. Standby Pay

Non-exempt employees may be engaged to wait in certain circumstances. While engaged to wait, employees are paid standby pay. Standby pay, at the minimum wage rate set by the federal government, is paid for time worked while being engaged to wait.

505. Call-In Pay

Employees are compensated for their call-in time. Failure to respond to a call or message during the employee's designated on-call time may result in discipline. Non-exempt called-in employees are paid at their regular rate of pay for any time worked while on-call, as specified in this policy. Employees are paid any applicable overtime rate if the time spent carrying out assigned duties during the call-in time qualifies as overtime hours.

506. Compensable Travel Time

Employees, including passengers are compensated for travel pursuant to the time frame requirements of the FLSA. Employees receive pay for time spent if that travel cuts across the employee's workday on nonworking days if the employee is a passenger on an airplane, train, boat, bus, or vehicle.

507. Paydays

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. We encourage all employees to receive their pay through direct deposit.

On each payday, employees receive an electronic statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Finance Department.

508. Pay for Exempt Employees

Exempt employees are paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The Town is committed to complying with salary basis requirements, which allow properly authorized deductions.

If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Director of Internal Services. Reports of improper

deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

509. Time Reporting

Non-exempt employees are required to complete a time sheet daily or at the conclusion of each pay period as directed by their Department Director and on time sheets in a format directed by their Department Director. At the conclusion of each pay period, employees must sign their time sheet and submit it to their immediate supervisor for signature and approval. It is necessary for non-employees to indicate whether the recorded hours are for time worked or leave.

Exempt employees are required to complete a time sheet in a format directed by their Department Director at the conclusion of each pay period recording any leave taken during the pay period in full day increments.

These records are the only ones used by the Town to calculate employee pay and PTO balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all time worked. Employees who also choose to keep their own personal time records must provide them to the Town if they find a discrepancy between the Town's records and their records. Employees should contact their supervisor or the Finance Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisor or the Finance Manager of any mistakes in their time records or pay. Employees also must notify the Director of Internal Services if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports are investigated, and appropriate corrective action is taken. The Town does not tolerate retaliation against employees for making a report or participating in an investigation.

510. Meal Periods

Non-exempt employees who work 8 or more consecutive hours are provided with at least one unpaid 30-minute meal break. During the break, employees are relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee is allowed to consume an on-duty meal without any loss of time or compensation.

Notification to the employee's supervisor is required if the employee's lunch break deviates from their regularly approved schedule. Non-exempt employees must take a full 30-minute uninterrupted meal period and must notify their supervisor immediately, if their lunch break is shorter than 30 minutes or if their lunch is interrupted by work.

511. Stipends

To address special circumstances or provide incentives, the Town provides specific stipends to eligible employees in positions and amounts approved by the Town Manager.

Spanish interpretation stipend amounts are based on testing results and employees receiving this stipend are expected to interpret and/or translate in situations directly related to their job duties or field of work. Employees receiving this stipend may receive requests to interpret or translate in situations not directly related to their job duties or field of work and those requests are at the discretion of their Department Director and shall not unduly disrupt regular work.

512. Shift Differentials

To address specific purposes or provide incentives, the Town provides the following types of hourly shift differentials to eligible employees in amounts approved by the Town Manager.

Police Officers – Driving Under the Influence (DUI), Enforcing Underage Drinking Laws (EUDL), and Highly Visible Enforcement (HVE)

Law enforcement work related to alcohol compliance and violations is of particular importance to the Wyoming Department of Transportation and the Wyoming Association of Sheriffs and Chiefs of Police and they are therefore incentivizing local governments to perform extra work in these areas by providing grant funds. Police Officers are provided a shift differential for work performed under this grant when marked on their time sheet as such.

Police Officers – Airport Duty

Airport duty is specialized work for Police Officers that requires a sworn officer be present but that is at a very different pace than regular law enforcement work in the Town of Jackson. Police Officers are provided a shift differential for work performed at the Jackson Hole Airport.

Transit Operators – Commuter Route Driving

Operation of a START Bus through the Snake River Canyon and over Teton Pass, in heavy traffic and frequently in poor driving conditions can be hazardous and treacherous. Transit Operators are provided a shift differential for routes driven through the Snake River Canyon and over Teton Pass.

513. Bonuses

To recruit and retain employees in certain positions that have historically been challenging to fill and retain, the Town provides bonuses to eligible employees in positions and amounts approved by the Town Manager.

SECTION 6 - WORK ENVIRONMENT

601. Performance Reviews, Values, and Recognition

Employee performance is integral to the efficient and effective management of the Town organization and is reviewed by management on an ongoing basis which may include a written review when deemed appropriate and/or a written review on a schedule determined by the

Town Manager.

Organizational values exist to assist in defining expectations for employee behavior and establishing a positive cultural baseline for working together. Town values are updated on a periodic basis as determined by the Town Manager. Employees are evaluated on working in alignment with the Town values as well as other areas of performance as determined by the Town Manager.

Employees are formally recognized for notable or exceptional behaviors in alignment with the Town values or for other reasons on a schedule and in a manner determined by the Town Manager.

Management encourages employees to participate in and pursue professional development, career growth opportunities, and promotional opportunities.

602. Work Schedule

The workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The standard work schedule is 8am-5pm Monday-Friday which includes 1 hour for lunch. Any work schedule that deviates from the standard work schedule for a department, division, or position requires the Town Manager's approval.

The standard hours that Town offices are open to the public are 8am – 5pm Monday-Friday except for holidays as noted in Section 404. Any office hours that deviate from the standard hours for a department, division, or position requires the Town Manager's approval. The Town Manager may temporarily close Town offices, cease operations, and/or send staff home for occasional employee meetings; for health, safety, and welfare reasons; or other reasons.

Employees are generally expected to be at work during the standard hours offices are open to the public or an approved deviation from standard hours.

Shift scheduling is conducted pursuant to established procedures approved by the Town Manager and applicable law.

603. Remote Work

Certain job descriptions, work tasks, or essential functions in the Town may be able to be conducted remotely on a regular basis, a temporary basis, a project-by-project basis, or to attend meetings. Remote work authorization is not granted due to lack of childcare, lack of elder care, or other similar types of situations where the employee is not able to fully focus on work tasks. Remote work authorization is not granted for positions with tasks that are unable to be performed remotely. Authorization for remote work, other than one or two days very occasionally that may be approved by the Department Director, requires the Town Manager's approval.

Due to operational needs or for health reasons, the Town may mandate remote work on a temporary basis. Remote work authorizations are temporary and may be rescinded by the Town Manager.

604. Exempt Employee – Absences and Timekeeping

As a public entity, the Town has a duty to taxpayers for public accountability in its actions. All employees are expected to be at work during their scheduled work hours whether exempt or non-exempt. Pre-planned absences for exempt employees require pre-approval from the employee's supervisor. Exempt employees working a partial day are not required to take PTO for that day. An exempt employee that does not work on one of their regularly scheduled workdays must take a full day of PTO. If an exempt employee is absent and their PTO is exhausted, pay will be docked from the employee's salary as authorized by law.

605. Accommodation for Nursing Employees

Private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, the Director of Internal Services and the employee agree upon a schedule that might include the employee using PTO, arriving at work earlier, or leaving later. In the event leave is used, the employee is relieved of all work-related duties during any unpaid break.

Employees are provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated Town refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers and containers left for more than three days may be disposed of without warning. Alternatively, employees may bring in their own cooler for the temporary storage of breast milk.

Nursing employees are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, or milk is stored.

The Town does not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy.

606. Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

Drug and alcohol abuse policies, required training, and procedures for testing including pre-employment, reasonable suspicion, post-accident, and random testing are set forth in separate policies provided to applicable employees, available on the Town's intranet, and from the Director of Internal Services.

A list of resources, programs, professionals and organizations designed to assist employees with personal or behavioral problems is available from the Director of Internal Services or on the Town's intranet.

607. Anti-Violence and Weapons

Any action or behaviors that, in management's opinion, are inappropriate to the workplace are not tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, vandalism, sabotage, arson, use of weapons outside of law enforcement purposes, and bullying.

Employees should immediately report any such actions or behavioral occurrences to their supervisor or to the Internal Services Department. The Town investigates complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

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

If an employee is a victim of domestic violence, they are asked to contact a sworn law enforcement officer for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If an employee feels they are subjected to workplace bullying, they are asked to contact the Internal Services Department.

Weapons in the workplace are controlled by Wyoming Statute.

608. Appearance and Attire

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. This includes being clean, neat, and sized appropriately, with appropriate attire that meets reasonable grooming standards including appropriate length and

coverage. Uniforms required of employees must be clean, neat, and serviceable when worn. For employees that frequently meet with members of the public and for presentations at public meetings, business casual attire is expected. To respect coworkers or members of the public that may have smell sensitivities, excessive use of perfume/cologne/after shave are not permitted.

Employees required to wear uniforms shall adhere to the uniform standards set by their Department Director and approved by the Town Manager.

Employees shall not wear a Town uniform when representing personal opinions at meetings, gatherings, or similar types of events.

609. Attendance and Punctuality

All employees are expected to be on time and prepared to begin work at the start of their shift at their assigned post. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Town.

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

610. Political Participation

The Town encourages employees to participate in matters of responsible citizenship. The Town does not interfere with the conduct of Town employees engaged in political activity, if the activities are confined to hours when the employee is not on duty, they are not campaigning in their official Town uniform, and if the activities do not impair the employee's job efficiency or that of others. Employees are prohibited from electioneering while on duty or at Town events. Employees subjected to electioneering while on duty or at Town events by fellow employees or Town elected officials are asked to contact the Director of Internal Services.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment:

- They may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.
- They may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, Town, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Town can directly or indirectly coerce or command any

other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, Town, or candidate.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must request and receive approval for PTO. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees are not required to work for or participate in the support of any Town political candidate during their on-duty or off-duty hours.

611. Confidential Information and Records

Confidential Information and Securities. Employees of the Town have access to confidential information of the Town, the public we serve, and Town employees. Confidential information includes, but is not limited to, information concerning mailing addresses and phone numbers, attorney/client privileged information, social security numbers, dates of birth, drug and alcohol testing records, protected public records, financial information and similar subjects. If uncertain if information is confidential, contact the Town Attorney.

Employees are prohibited from purchasing or selling securities based on information not generally available to the public.

Employee Records. Employee records are maintained by the Director of Internal Services except for employee records related to payroll and benefits which are maintained by the Finance Director or their designee until employment is separated. All records are retained pursuant to the Wyoming records retention schedules established by the Wyoming State Archives. The Town follows federal law, the Wyoming Public Records Act, and local fee schedules governing the release and availability of employee records and fees charged for such records except that current employees are not charged for their own reasonable employee records requests.

Non-Disclosure Prohibition. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, distributing, publishing, posting or releasing of confidential information, employee records, or other Town records in any manner must be authorized by the Town Attorney. Confidential information, employee records and Town records remain the property of the Town and in the custody and control of the Town.

612. Employee Ethics and Conflicts of Interest

Employees are held to a high ethical standard and expected to act accordingly. Employees shall comply with the Jackson Municipal Code as it relates to conflicts of interest. Employees can

obtain a copy of excerpts from the Municipal Code regarding conflicts of interest on the Town's intranet, the internet, or from the Internal Services Department.

Employees are expected to protect Town information and avoid outside activities or relationships that do or could improperly influence their decisions or actions on the job.

If employees have any questions about whether a situation is an ethical concern or a conflict of interest, they should refer the matter to the Director of Internal Services and/or the Town Attorney for final determination.

613. Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action that, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. Notification by Department Directors for thorough investigations into performance that falls short of standards and/or expectations, that includes a description of the performance or behavior, shall be submitted to the Director of Internal Services in a timely manner. Disciplinary actions beyond a formal discussion require submission and review by the Director of Internal Services and approval of the Town Manager.

614. Inspections

The Town may question employees and other persons entering and leaving our premises in the event of unusual loss or reasonable suspicion of misuse of company property. Entry onto the Town's premises constitutes consent to searches or inspections.

This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes, or other possessions or articles carried to and from Town property. In addition, the Town reserves the right to search Town property used by employees, such as an employee's locker, office, desk, files, computer, email, voice mail, and Internet files. Inspections may be conducted at any time at the discretion of the Town.

A Town-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Refusal to cooperate with or submit to a search will not be tolerated.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, file drawers, or similar locations, all of which are keyed by the Town and copies of those keys are kept by the Town.

615. Job-Related Concerns

Employees who disagree or are dissatisfied with a Town practice should promptly discuss the

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

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to their Department Director. If the problem still cannot be resolved, employees may submit a written concern to the Director of Internal Services for review and final decision about the situation. The Director of Internal Services consults the Town Manager as appropriate. Also see the EEO/Harassment Complaint Procedure in Section 203.

616. References

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

If employees receive a call inquiring about a former or current employee, employees are asked to refer the caller to Internal Services. Only the Director of Internal Services or their designee has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

617. Safety/Reporting of Injury

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing to their Department Director as well as to the Finance Director or their designee.

618. Smoking

It is our objective to provide a smoke-free environment within our Town. Smoking nicotine products, electronic cigarettes, vapor material or flavored tobacco products is prohibited within all areas of Town buildings, facilities, vehicles, and within 25 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

619. Use of Town Property

Town property shall be used and cared for responsibly. Use of Town property is limited to Town purposes except for the following instances expressly permitted in this Policy Manual and limited to Town employees unless expressly authorized:

- Town mechanics utilizing the fleet maintenance work bays and limited tools and equipment of the Town to work on personal vehicles while not working.
- Use of printers/copiers for personal printing/copying/faxing so long as fees are paid for copies or printing with the exception of the first 5 pages.
- Vehicles as outlined in Section 620.
- Wash bay use as outlined in Section 621.
- Basement exercise facility use as outlined in Section 622.
- Use of Town phones, computers and equipment as outlined in Section 7 Communications.
- Use of common supplies for personal reasons including Kleenex, toilet paper, and other similar items.

620. Vehicles, Electric Bicycles, and Accidents/Collisions

Town vehicles shall only be used for Town purposes except for:

- incidental stops while traveling to and from official Town business,
- incidental travel (approximately 20 miles or less in total) for personal reasons that deviates from travel for Town purposes while traveling outside the community for Town business,
- authorized commuting,
- travel to and from the gym to work out (sworn law enforcement personnel residing in Teton County only).

Town vehicles include cars, trucks, equipment, and motorcycles. No person other than a Town employee, elected official, or appointed board member may operate a Town vehicle or electric bicycle. Federal, state, and local laws shall be followed at all times for vehicle and bicycle use and safe, prudent, and courteous behaviors are expected. Unnecessary idling shall be avoided. Failure to provide immediate notification to the employee's Department Director and the Director of Internal Services when there is a change in driver's license validity, class or endorsements is prohibited.

Non-Town Employee Passengers

Non-Town employee passengers are prohibited on electric bicycles. Non-Town employee passengers are prohibited in Town vehicles and equipment with the following exceptions:

- Customers of transit services.
- Apprehended persons for Police purposes.
- Police ride-along passengers that have executed a waiver of liability.
- Victims of crime for Teton County Victim Services purposes.
- Elected or appointed Town board members with pre-approval.
- Passengers traveling with an employee, elected official, or appointed board member to, from, or during a conference or meeting.

Rented Vehicles

Additional insurance shall be obtained when vehicles are rented for Town purposes.

Pool Vehicles

The Town Manager approves employees/positions authorized regular or temporary use of pool vehicles. Employees may occasionally be asked to take a Town vehicle home for the purpose of plowing or sweeping parking lots.

Commuting

The Town Manager approves employees/positions authorized for commuter use of a Town vehicle on a regular or temporary basis. Employees may not use a Town vehicle to commute to or through destinations outside of the State of Wyoming or Teton County except for vehicles for sworn law enforcement personnel. Employees authorized for commuter use shall not use the Town vehicle for personal use other than incidental stops while commuting. The Town follows all Internal Revenue Service (IRS) laws regarding taxable benefits as they relate to commuter authorization.

The Town recognizes the value of marked and unmarked police vehicles and sworn law enforcement personnel able to respond to calls for service in Teton County and immediately upon reaching the border of Teton County Wyoming and therefore allows sworn law enforcement personnel to commute on a regular basis with a personally assigned vehicle (PAV). PAVs shall only be stored at the employee's primary place of residence unless special permission is granted by the Chief of Police or their designee. Sworn law enforcement personnel operating a PAV shall wear or carry their badge, identification, sidearm, handcuffs, soft body armor and marked attire and shall adhere to guidelines approved by the Town Manager.

Personal Vehicle Use for Town Purposes

Occasionally the Town may require an employee to utilize their personal vehicle for Town purposes and any use requires Department Director approval. Mileage reimbursement for pre-approved use of a personal vehicle for occasional use is at the rate established by the USGSA for the most current year utilizing the USGSA POV mileage reimbursement rate.

Electric Bicycles

Using a Town electric bicycle for Town purposes supports the Town's sustainability efforts. The following information does not apply to use of Town ebikes specifically designed for and used by law enforcement personnel. Employees, elected officials, or appointed board members may operate a Town electric bicycle only after they have executed an Electric Bicycle Waiver and Release of Claims. Employees shall not use Town electric bicycles for personal use other than incidental stops while traveling to or from locations for Town purposes. Town electric bicycles shall not be used for commuting purposes. Additional use parameters:

- A bicycle helmet must be worn at all times.
- Phone or earphone use is prohibited.
- Use during storms, heavy rain, lightening, high winds, snow, or icy conditions is prohibited.

Accidents and Collisions

Any vehicle or electric bicycle accident or collision involving damage to a Town vehicle or electric bicycle, other vehicle or bicycle, persons, or property shall be reported immediately to the employee's supervisor who shall make an assessment and determine appropriate timing and necessity to further report the accident/collision to their Department Director, the Finance Director or their designee, and/or to law enforcement.

Employees are subject to post-accident drug and alcohol testing as set forth in separate drug and alcohol policies.

621. Wash Bay

Employees are authorized to wash personal vehicles in the Town wash bay pursuant to established procedures when not working, when it is not in use for Town purposes, and after they have completed requisite training and signed a waiver of liability. No one other than those listed below may drive a vehicle into or out of the wash bay, operate the wash bay equipment, or be present in the wash bay at any time other than inside a vehicle being washed without express permission of the Town Manager or their designee and only after they have completed requisite training and signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office.
- Members of Fire/EMS or Teton County Search and Rescue.
- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices.

Access to the wash bay will be revoked for users leaving the wash bay dirty or damaging equipment.

622. Exercise Facility and Exercise Locker Rooms

Employees are authorized to utilize the Town exercise facility and locker rooms located in the basement of the Town Hall when not working and after they have signed a waiver of liability. No one other than those listed below may be in the exercise facility, utilize exercise equipment, or utilize the locker rooms without the express authorization of the Town Manager or their designee and only after they have signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office
- Members of Fire/EMS or Teton County Search and Rescue.

- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices

Access to the exercise facility and exercise locker rooms will be revoked for users leaving the facility dirty or damaging equipment.

623. Travel

Town related travel and estimated expenses require pre-approval. Cost effective travel arrangements are to be utilized for employees travelling for Town purposes. Carpooling is expected when multiple employees are traveling to the same destination. Employees driving out of Town for Town purposes shall utilize a Town vehicle unless approval has been given by their Department Director or the Town Manager to utilize a privately owned vehicle (POV). If a POV has been authorized, mileage reimbursement shall be provided at the USGSA POV mileage reimbursement rate. Personal side trips while travelling on Town business require mileage reimbursement if over 20 miles total. Mileage reimbursement for approved use of a personal vehicle while traveling will be at the rate established by the USGSA for the most current year.

Within 15 days of return from travel, employees, elected officials, and appointed board members shall complete a travel reconciliation form and attach receipts for all non-meal items if reimbursement is required for travel expenses incurred. No receipts are required for meals and incidentals as the Town will only provide the per diem rates or a fixed reimbursement amount if travel is longer than 2 weeks and the type of lodging includes facilities for cooking. Meals and Incidentals (M&IE) rates from the USGSA are utilized to pay employees for meals and incidentals after travel has concluded. Any meals provided as part of the conference or travel are deducted from the payment utilizing the separate amounts for breakfast, lunch, dinner, and incidentals.

624. Sustainability

The Town is committed to energy efficiency, recycling, reducing waste, reducing greenhouse gas emissions, reducing water consumption, reducing water waste, and reducing fossil fuel use. Employees shall comply with all federal, state, and local laws in this regard. Employees will be held accountable for actions that do not support these commitments and shall follow operational guidelines in this regard.

625. Pets and Animals

Except for reasonable accommodations for service or emotional support animals required to comply with the Americans with Disabilities Act, in order to respect employees and members of the public that may have animal allergies, pets and personal animals are prohibited in Town facilities, vehicles, and equipment with the exception of housing units where pets are allowed, Police service animals, horses for mounted patrol (in Town owned trailer), case-by-case permission granted by a Department Director and approved by the Town Manager or their designee, or very occasionally on a single day occurrence when an employee may have a vet

appointment for their pet. Permission for case-by-case situations and occasional single-day occurrences may be rescinded by the Town Manager to protect the health, safety, and welfare of employees and members of the public, for consistency in policy application, and to maintain professionalism in offices frequented by members of the public.

626. Town Credit Cards

Town credit cards shall be used only after approval by the employee's Department Director.

627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges

A critical, emergency, or provocative incident is defined as:

- a potential community or organizational controversy,
- an issue that may damage trust or respect the organization or a department has built, or
- an issue that might upset, surprise or embarrass the Town Council, a department, or the organization.

Employees are required to report incidents of a critical, emergency, or provocative nature to their Department Director at the earliest possible opportunity. Directors are required to report incidents to the Town Manager and the Director of External Affairs at the earliest opportunity.

Employees must immediately report to their Department Director the personal service of a subpoena, involvement in a civil suit, or personal criminal charges when such may affect their attendance, ability to perform their job, employment, or the reputation of the Town organization.

SECTION 7 - COMMUNICATION AND NETWORK SYSTEMS

701. Data, Network, and Communications Systems

The Town's data, computer network, access to the Internet, email and voicemail systems are business tools intended for employees to use in performing their job duties.

1. All data, network systems, documents, files, hardware and software are the property of the Town and may not be deleted, erased, or destroyed without express authorization of the Town.
2. All electronic work-related data files must be stored on Town network file servers and not on desktops on individual computers.
3. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Town information and may not be disclosed to non-Town personnel except as authorized by law.
4. Employees shall not install or download files, software, or programs onto any Town

computer or device without express authorization from the Information Technology Director or their designee.

5. Employees shall create, utilize, and update passwords on a schedule and upon direction provided by the Information Technology Director or their designee and shall follow all required protocols for secure login to Town hardware or network systems.
6. All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Town systems, whether password protected or not. Employees should not assume that any such information is confidential, including email either sent or received.
7. Computer equipment is not to be removed from the Town premises without written approval from a Department Director or the Information Technology Director.
8. Employees authorized for remote work shall take every precaution to prevent loss, theft or damage to Town computer or communications equipment.
9. Upon separation of employment, all communication tools are to be returned to the Town with usernames and passwords provided.
10. Employees that suspect their workstation has been infected by a virus or malware shall immediately unplug the computer from the power source and notify the Information Technology Director or their designee.

702. Data Disposal

During the course of employment, the Town collects certain information that is classified as "personal identifiable information," or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials,
- Username(s) and password(s),
- Social Security number,
- Driver license or other identification card number,
- Medical documentation,
- Biometric data,
- and more.

The Town may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town either (a) destroys the records or (b) arranges for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifiable information in such a manner as to render it unreadable or indecipherable through any means.

703. Personal Use of the Internet

Some employees need to access information through the Internet to do their jobs. Use of the Internet during work time is limited to business purposes. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. The Town blocks internet sites as it deems appropriate.

704. Social Media and External Communications

Social media includes social media sites, posts, and comments where content is created by using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not limited to, Facebook, X (formerly known as Twitter), Instagram, YouTube, LinkedIn, Google+, and Flickr. Posts on social media sites include content published through social media that may consist of dialogue, pictures, videos, URLs, articles, or other content. Comments on social media sites include responses, replies, observations, or opinions made via social media to a post or another comment, usually made by outside third parties.

Social media posts shall comply with the Wyoming Public Records Act.

Personal Use of Social Media

Personal use of social media is never permitted during working hours by means of the Town's computers, Town-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not Town communications. Personal postings by an employee concerning the Town are not prohibited, provided they comply with this Policy Manual and any operational guidelines.

1. Employees must comply with all applicable laws, including copyright and fair use laws.
2. Employees may not disclose any sensitive, proprietary, confidential, protected or financial information about the Town. Confidential information includes any information deemed a protected public record by law. Further detail is provided in Section 611 "Confidential Information and Employee Records" of this Policy Manual.
3. Employees may not post pictures of themselves wearing a Town uniform or representing the Town.
4. Employees posting on social media, that identify themselves as Town employees, where the post relates to Town business, must state that the posting is solely the opinion of the individual and does not reflect the opinion, view, or philosophy of the Town or its elected officials, employees, or agents.

Complaints to the Town regarding social media should be made consistent with the complaint procedure in Section 206 of this Policy Manual.

Nothing in this policy is meant to interfere with an employee's right under state law to engage in protected and concerted activity, including an employee's ability to discuss terms and conditions of their employment.

Social Media for Town Purposes

The Town uses social media to:

- Convey or announce Town related content to the public,
- Promote our mission and services and department information,
- Provide information related to public health and safety information, as well as lesser-known aspects of the Town,
- Create and build trust with our community via the transparent sharing of information,
- Build awareness and excitement for Town programs, specific initiatives, environmental/sustainability initiatives, and services,
- Educate and provide accurate information about projects, general Town business, and historical information,
- Share accurate, up to date information about events and emergencies, and other partner agencies,
- Celebrate the beautiful place we live,
- Recruit prospective Town employees and spotlight specific employees,
- Further the reach of communications to different segments of the community,
- Gauge public sentiment and call for feedback/participation in surveys, and
- Maintain effective communication with employees, customers, business and nonprofit partners, and citizens.

Employees are prohibited from posting on Town social media platforms unless they have successfully completed training conducted by the Director of External Affairs or their designee. Volunteers may not post on Town social media.

The creation of social media accounts, social media content, postings, pages, platform accounts or design elements for Town purposes or for volunteer organizations associated and/or sanctioned by the Town shall be pre-approved by the Director of External Affairs or their designee and sent by employees authorized by the Director of External Affairs. The Director of External Affairs or their designee shall review, monitor, and oversee all Town social media accounts and posts except for the Animal Shelter, the Jackson Police Department, and mounted patrol whose personnel will be trained by the Director of External Affairs and check-in periodically about posts.

Town employees are prohibited from publishing, posting, or releasing content that promotes, fosters, or perpetuates unlawful discrimination based on race, creed, color, age, religion, gender, disability, political affiliations, citizenship, marital status, military/veteran status, or national origin. Employees are further prohibited from publishing defamatory or personal attacks or participating in conduct in violation of any federal, state or local law, or to encourage illegal activity.

In a content neutral fashion, and after approval from the Town Attorney has been provided, Town employees are authorized to delete public posts if they contain disrespectful information including hate speech, nudity, profanity, obscenity, vulgarity, name calling and/or personal attacks, defamation to a person or group of people, comments that are not factual, comments that infringe on copyrights, spam comments or comments whose main purpose is to sell a product. Employees are authorized to block authors who repeatedly post disrespectful information as noted after approval by the Town Attorney.

Employees may not respond to comments posted on social media without approval of the Director of External Affairs or their designee which may be granted on a case-by-case basis or during emergencies.

For Town purposes, employees may engage with (“like” and/or “follow”) Town departments, joint Town/County departments, County departments, and other partner agencies as identified in operational guidelines for trending material and may share their information to the Town’s social media feeds when appropriate.

External Communications

Any mass mailings, press releases, letters to the editor or similar external communications require approval by the Director of External Affairs prior to execution, except for public notices, accounts receivable, or similar items required pursuant to the Town’s Land Development Regulations, Municipal Code, or Wyoming State Statute.

705. Software and Copyright

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

706. Unauthorized Use

Employees may not attempt to gain access to another employee’s personal file of email messages or send a message under someone else’s name without the latter’s express permission. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If a question exists as to whether behavior would constitute unauthorized use, employees are asked to contact their Department Director before engaging in such conduct.

707. Email

Email is to be used for business purposes. Employees shall not knowingly open suspicious emails or attachments to emails and shall not knowingly create, execute, forward or introduce any virus or malware to the Town system. While personal email is permitted, it is to be kept to a minimum. Personal email should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. Employees may not solicit, promote, or advertise any outside Town product, or service through the use of email or anywhere else on Town premises at any time. Management may monitor email from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages except for disclosing passwords to IT staff upon request.

708. Voicemail

The Town's voicemail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voicemail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

709. Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls. Town landlines shall not be used for personal long-distance calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. An employee's use of a cell phone or mobile device to access Town systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Town action. Employees authorized to access Town systems and information using a personal device must immediately inform the Town if the device is lost or stolen.

Employees must follow all federal, state, and local laws related to cell phone use while driving Town vehicles or driving personal vehicles for Town purposes with exceptions for sworn law enforcement personnel. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

710. Generative Artificial Intelligence (AI)

Employees must observe the following requirements when acquiring and using software that meets the definition of Generative AI.

Generative AI is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and can generate new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems. These requirements apply only to Generative AI systems.

1. Outputs of Generative AI systems must be reviewed by humans prior to each use in an official Town capacity ("Human in the Loop" or HITL). HITL review processes shall be documented by owning departments and shall demonstrate how the HITL review was conducted.
2. Documentation of HITL reviews shall be retained according to the appropriate records retention schedule.
3. Whenever possible, employees who use Generative AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs.
4. All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations to the Town should be embedded in the image or video (e.g., via digital watermark).
5. If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
6. All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group who reviewed/edited the content).
Example: Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the [_____] Department before publication.
7. Employees shall not knowingly or intentionally conceal use of Generative AI during interaction with colleagues or the public, such as tools that may be listening and transcribing the conversation or tools that provide simultaneous translation.
8. Generative AI applications are built using training datasets from various sources on the internet and often include gender, racial, political, and other biases. As a result, Generative AI outputs can propagate biases. Additionally, even the most advanced current Generative AI tools may provide inconsistent answers to fact-based questions. All material generated by an AI system shall be checked for accuracy, as well as for biases they may display.
9. Employees shall not submit data that cannot be fully released to the public, or that is confidential, or that is privileged to Generative AI systems. Any questions about whether data is confidential or privileged shall be directed to the Town Attorney or their designee.
10. To the extent possible, no Town data or records, including inputs or prompts, are to be used for training or parameter tuning for Generative AI models outside the Town's

control. AI technologies that cannot prevent Town data or records from contributing to their language models may not be used by Town employees.

11. All records generated, used, or stored by Generative AI vendors or solutions may be considered public records and must be disclosed or protected in accordance with the law.
12. Whenever possible, all Generative AI solutions and/or vendors approved for Town use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

711. Use of Personal Images

Images of Town employees may not be used or released unless a voluntary waiver authorizing such use has been executed, except for required employee identification cards and internal recognition and introduction.

SECTION 8 - SEPARATION OF EMPLOYMENT

801. Separation

Employees desiring to end their employment relationship with the Town, are asked to notify their supervisor as soon as possible and a minimum of two weeks prior to their intended departure date. Notice generally allows sufficient time to transfer work, cover shifts, return Town property, review eligibility for continuation of insurance, complete an exit interview, and make arrangements for final pay.

Employees separating employment shall disclose their network, software, and hardware usernames and passwords to the Information Technology Director prior to separation.

802. Resignation or Retirement

Resignations are completely voluntary and once submitted in writing can only be withdrawn with the approval of the Town Manager.

Employees who plan to retire are asked to provide sufficient advance notice to the Town so the Town can timely process any pension forms or other retirement benefits to which an employee may be entitled.

803. Training Reimbursement

Because of the expense incurred by the Town associated with recruitment, hiring, and training employees in certain positions, employees who separate employment prior to satisfying any agreed upon training reimbursement requirement are required to reimburse the Town either prior to departure or pursuant to repayment terms issued by the Town. Specific details of the reimbursement requirement are approved by the Town Manager or their designee and are

provided to employees in their offer of employment and in a separate training reimbursement agreement provided at the time employment commences.

Police Officers

Police Officers hired without Police Officer Standards and Training (POST) certification or successful completion of a recognized field training program are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they leave employment prior to 2 years of sworn law enforcement service in the Jackson Police Department after completion of POST certification and the Wyoming Police Academy.

Public Works Operators

Public Works Operators hired without a Commercial Driver's License (CDL), that have the costs associated with obtaining that CDL paid by the Town of Jackson, are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they fail to obtain their CDL in the time frame set forth in their offer of employment or if they leave employment prior to 2 years of service to the Town of Jackson as licensed Operator.

Specialized Training

Because of expenses that may be incurred related to specialized training after employment has commenced, employees may be provided a specialized training reimbursement agreement at the time of that specialized training. Employees who separate employment prior to satisfying any agreed upon specialized training reimbursement requirement are required to reimburse the Town pursuant to their agreement either prior to departure or pursuant to repayment terms issued by the Town.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE POLICY MANUAL FOR GENERAL EMPLOYEES DATED MARCH 17, 2025. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE TOWN IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS OF 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.

THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED POLICY MANUALS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE POLICY MANUAL, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE TOWN, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Signature

Employee Name

Date

STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Internal Services	Presenter:	Roxanne Robinson
Agenda Item:	Resolution 25-06 A Resolution Adopting the Policy Manual for Transit Related Employees	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council approves Policy Manual updates by Resolution. The Policy Manual update was identified at the 2024 Council retreat for update and consideration of Council as a priority item. The Policy Manual establishes broad policies related to employment, and in some cases, more specific operational and procedural elements recommended for inclusion due to best practices or human resources legal advice.

Requested Action.

Staff requests Council approve Resolution 25-06 adopting the Policy Manual for Transit Related Employees as presented.

Recommendations.

Staff recommends Council approve Resolution 25-06 adopting the Policy Manual for Transit Related Employees as presented.

Background.

As noted at the February 18, 2025 Town Council workshop, the Policy Manual is a document that combines various policies protecting and affecting employees related to multiple areas including harassment, accommodation, resolution of complaints, paid and unpaid leave, pay, attendance and remote work, discipline, use of facilities, social media, communication and network systems, and similar types of policies. The Policy Manual has not had a significant update since approximately 2006. As a result, there are areas in the current Policy Manual that do not reflect best practices, supplemental policies that should be incorporated into the Policy Manual, and areas where language should be updated.

The Policy Manual is being updated to:

1. Follow best practices to separate policies from operational guidelines,
2. Reflect current policies of the organization that have evolved,
3. Streamline and simplify language based on human resources legal counsel,
4. Incorporate supplemental policies into one policy document,
5. Improve/tighten up leave policies leading to potential for increased capacity and better service to the public
6. Eliminate unnecessary spending,
7. Provide small benefit enhancements with potential to increase retention, job satisfaction, and inclusiveness, and
8. Address areas to potentially reduce liability, security risks, or potential for damage to equipment or facilities.

Staff began work on updating the Policy Manual in February of 2023. In addition to the work involved with researching issues, drafting the updated policy, working through the human resources legal review, and preparing information for employee meetings, staff spent time gathering input on the notable changes from Department Directors on multiple occasions, and conducted full departmental listening sessions with each team in the organization as well as several open listening sessions. Input was also gathered from employees in the organization in one-on-one sessions and through emails submitted. Staff presented the draft Policy Manual to the Council at the February 18, 2025 workshop meeting.

During staff's work with Employer's Council, our contracted human resources legal counsel, and policy requirements necessary to comply with our federally grant funded programs of START and Victim Services, staff learned that slight variations in policy were needed for these two employee groups. As a result, and, on advice from our contracted human

resources legal counsel, staff developed slightly different Policy Manuals for transit-related employees and victim services employees to comply with federally mandated requirements for policy manual content. These slightly different versions contain language in blue that is in addition to, or differs from, the language in the Policy Manual for general employees.

Analysis.

START receives federal grant funding to support operations and capital associated with the transit system. Because the Town organization employs between 50 and 99 transit-related employees and we receive capital or operating assistance from the federal government in excess of \$1M, we are required to prepare and maintain an abbreviated Equal Employment Opportunity (EEO) program wherein specific elements must be included in our transit-related employee policies and practices. Transit Related employees include more than just employees in START, they also include administration, finance, legal, information technology and mechanic staff involved with START. The notable differences in the Policy Manual for Transit Related Employees as compared to the Policy Manual for General Employees are listed below.

1. Additional information about training and professional development for applicants.
2. Expanded definitions for protected classes.
3. Information related to the naming and duties of an Equal Employment Opportunity Officer and management meetings regarding EEO compliance.
4. Dissemination, reporting, training, and policy statement for the EEO program.

Next Steps:

- Upon Council adoption, transit related employees will sign for updated policies and ongoing extensive education and training will begin.
- Once policies have been adopted, the Operational Guidelines will be finalized and approved by the Town Manager, employees will sign for these Operational Guidelines and ongoing extensive education and training will begin.
- Staff will then review transit departmental policies to ensure compliance with the overall policies and guidelines.

Key Policy Question #1. Does the Town Council support the updated Policy Manual for Transit Related Employees as presented?

Staff welcomes Council questions and input into the Policy Manual. The current Town of Jackson Policy Manual remains in place and effective until changed.

Possible Alternatives.

Council could delay adoption until a future date and/or ask for further information on specific policies or requirements. The current Town of Jackson Policy Manual remains in place and effective until changed.

Comprehensive Plan & Priority Alignment.

The ability of the Town of Jackson to implement and take actions aligned with the Comprehensive Plan depends on the ability to recruit and retain an effective workforce. Establishing policies that create a positive working environment that leads to recruitment and retention of employees is aligned with Common Value #3, Quality of Life, and directly relates to Section 8, Quality Community Service Provision.

Fiscal Impact.

There will be fiscal impacts associated with holiday wages for Full-Time Operators and there may be some fiscal impacts to several changes in policy and those impacts would be dependent on employee choices. Those include:

1. Expanded Use of PTO Cash In On Holidays. A Transit Operator working through midnight could choose to cash in an additional 8-12 hours of PTO resulting in the Town paying out additional PTO hours in addition to the wages earned by the employee for hours worked.
2. Expanded PTO Use During Weeks with Required Overtime. An employee that worked additional hours on a given day during a week with intended PTO use could choose to cash in their intended PTO use at the regular rate resulting in the Town paying out additional PTO hours at the employee's regular rate.
3. Holiday Hours Paid to All Full Time Operators as well as Commuter and ADA Operators moving forward. Full Time Operators will be paid 8 hours for each holiday whether they worked that holiday or not resulting in the Town paying out additional holiday wages to these employees. Commuter and ADA Operators hired after adoption of the Transit Related Policy Manual will also be paid for holidays in this manner.

Staff Impact.

The staff impact of this project has been approximately 500 hours with the bulk of that time spent by the Director of Internal Services with additional time spent by Department Directors, the Town Attorney, and employees. Staff impact after adoption is estimated at an additional 115 hours including conducting training with employees and distribution.

Attachments or Links.

Resolution 25-06 A Resolution Adopting the Policy Manual for Transit Related Employees

Suggested Motion.

Staff recommends Council approve Resolution 25-06 adopting the Policy Manual for Transit Related Employees as presented.

RESOLUTION 25-06

A RESOLUTION ADOPTING THE POLICY MANUAL FOR TRANSIT RELATED EMPLOYEES

EFFECTIVE MARCH 17, 2025

WHEREAS, pursuant to Wyo. Stat. §15-3-204(b), the governing body by resolution may specify conditions for specific employee offices or positions within the Town organization; and

WHEREAS, these specific employee offices and positions conform to the same conditions as other employees in the Town organization; and

WHEREAS, adoption of policy manuals for Town employees by resolution establishes a clear way to track employee policies that protect and affect Town employees; and

WHEREAS, the Town Council, by adoption of this resolution, adopts the Policy Manual for Transit Related Employees, attached hereto as Appendix A, and rescinds all previous Policy Manuals for Transit Related Employees.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, having fully considered the matter at hand,

The Jackson Town Council adopts this Resolution 25-06, adopting the Policy Manual for Transit Related Employees attached hereto as Appendix A.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2025.

TOWN OF JACKSON

Arne Jorgensen, Mayor

ATTEST: _____
Riley Hovorka, Town Clerk

Resolution 25-06 Appendix A



TOWN OF JACKSON
POLICY MANUAL

TRANSIT RELATED EMPLOYEES

Adopted by Town Council on March 17, 2025

TABLE OF CONTENTS

IMPORTANT NOTICE	5
SECTION 1 – INTRODUCTION	6
SECTION 2 - EMPLOYMENT	6
201. Appointment and Removal	6
202. Equal Employment Opportunity and Unlawful Harassment	7
203. EEO Harassment	9
204. Sexual Harassment	9
205. ADA, Pregnancy and Religious Accommodation	10
206. Complaint Procedure	10
207. Job Descriptions	11
SECTION 3 - EMPLOYEE CATEGORIES	11
SECTION 4 – EMPLOYEE BENEFITS AND LEAVE	12
401. Benefits Overview	12
402. Paid Leave Table	15
403. Paid Time Off (PTO)	16
404. Holidays Observed	17
405. Sustainment Leave	18
406. Dependent Leave	18
407. Funeral Leave	18
408. Jury Duty Leave and Court Appearances	19
409. Work Related Injury Leave	19
410. Emergency Service Leave	19
411. Active Military Leave	20
412. Reserve and Guard Duty Leave	20
413. Voting	20
414. Gifted PTO	20
415. Unpaid Leave (Leave of Absence)	20
416. Administrative Leave/Suspension	21
417. Family and Medical Leave Act (FMLA)	22
418. Employee Housing	25
419. Childcare Placement Preference	25
420. Temporary Light Duty	25
421. Additional Benefits	26
SECTION 5 – PAY	26
501. Wages	26

502. Overtime	26
503. Call-Out Pay	26
504. Standby Pay	27
505. Call-In Pay	27
506. Compensable Travel Time	27
507. Paydays	27
508. Pay for Exempt Employees	27
509. Time Reporting	28
510. Meal Periods	28
511. Stipends	28
512. Shift Differentials	29
513. Bonuses	29

SECTION 6 – WORK ENVIRONMENT 29

601. Performance Reviews, Values, and Recognition	29
602. Work Schedule	30
603. Remote Work	31
604. Exempt Employee – Absences and Timekeeping	31
605. Accommodation for Nursing Employees	31
606. Alcohol and Drugs	32
607. Anti-Violence	32
608. Appearance and Attire	33
609. Attendance and Punctuality	33
610. Political Participation	33
611. Confidential Information and Records	34
612. Employee Ethics and Conflicts of Interest	35
613. Discipline/Discharge	35
614. Inspections	35
615. Job Related Concerns	36
616. References	36
617. Safety/Reporting of Injury	36
618. Smoking	36
619. Use of Town Property	37
620. Vehicles, Electric Bicycles, and Accidents	37
621. Wash Bay	39
622. Exercise Facility and Exercise Locker Rooms	39
623. Travel	40
624. Sustainability	40
625. Pets and Animals	41
626. Town Credit Cards	41
627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges	41

SECTION 7 – COMMUNICATION AND NETWORK SYSTEMS 41

701. Data, Network and Communication Systems	41
702. Data Disposal	42
703. Personal Use of the Internet	43
704. Social Media and External Communications	43
705. Software and Copyright	45
706. Unauthorized Use	46
707. Email	46
708. Voicemail	46
709. Telephones/Cell Phones/Mobile Devices	46
710. Generative Artificial Intelligence (AI)	47
711. Use of Personal Images	48
 SECTION 8 – SEPARATION OF EMPLOYMENT	 48
801. Separation	48
802. Resignation or Retirement	48
803. Training Reimbursement and Training	49
 ACKNOWLEDGEMENT OF RECEIPT	 51

- IMPORTANT NOTICE -

THIS POLICY MANUAL IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF JACKSON AND SOME INFORMATION ABOUT WORKING HERE. THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

AT THE TOWN OF JACKSON, NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF THE TOWN OF JACKSON, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE.

THE CONTENTS OF THIS POLICY MANUAL ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS POLICY MANUAL SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN OF JACKSON RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN OF JACKSON. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

SECTION 1 – INTRODUCTION

This Policy Manual was developed by the Town of Jackson (hereinafter referred to as ‘Town’) to describe some of the guidelines, programs, and benefits for employees. Employees should familiarize themselves with the contents of this Policy Manual, because it may answer many questions about employment with the Town. Employees receive this Policy Manual upon hiring. This Policy Manual is available for inspection by any employee or applicant for employment upon request and is also made available to the general public.

The information provided in this Policy Manual is subject and subordinate to federal law, state law, local law, and promulgated rules of Court. In the event of a conflict between the terms of these policies and any applicable rule of law, or rule of order of court, the rule of law or order of court shall prevail. Employees shall follow federal, state, and local laws.

This Policy Manual and any amendments to it are approved by the Town Council. The Town Manager:

- Is authorized to interpret policies in this Policy Manual when necessary or appropriate,
- Shall approve operational guidelines for application of policies in this Policy Manual or any other operational guidelines and any amendments to those operational guidelines as necessary, and
- Shall approve any emergency or temporary Town policies not covered by this Policy Manual until such emergency or temporary policy is presented to Town Council for action.

Departmental policies are subordinate to this Policy Manual and shall comply with this Policy Manual.

SECTION 2 - EMPLOYMENT

201. Appointment and Removal

The Town Council approves, through budget adoption or amendment, the number of full-time and part-time employees in the organization, funding for variable hour positions, and the overall staffing budget and any amendments. The Town Manager is authorized to reorganize, reassign, transfer, retitle, classify, reclassify, or change approved positions, and wages paid for those positions to best serve the operational needs of the Town within budget parameters or amendments.

Employees, except for the Town Manager, Town Attorney, and Municipal Judge, are appointed, promoted, advanced, demoted, or transferred by the Town Manager or the Director of Internal Services and are removed by the Town Manager. [For transit related positions, appointment, promotion, and advancement requires the concurrence of the Town’s EEO officer.](#) Authorization to fill a vacancy must be presented to the Director of Internal Services and requires approval from the Town Manager.

The Director of Internal Services is responsible for recruitment, examination, selection processes, appointment recommendations, and promotion recommendations. Applicants are treated in a uniform manner without regard to any protected status. Immediate family are not employed in a supervisory relationship or where there is a probability of close personal interaction between immediate family in the course of their duties. All vacancy announcements include information regarding required drug and alcohol testing applicable to the position. Applicants for transit related positions are notified of available training programs, professional development opportunities, and the entrance requirements in an acknowledgement email upon receipt of an application as well as through a notice posted on the Town of Jackson jobs page. Eligible employees are encouraged to apply for promotional opportunities. Employee recruitment and selection procedures are identified in operational guidelines approved by the Town Manager.

202. Equal Employment Opportunity (EEO) and Unlawful Harassment

Policy Information

The Town has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, ancestry, creed, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, military status, or other protected classes or any other status protected by applicable federal, state, or local law.

The Town is committed to the principles, concept, and practice of equal employment opportunity and to treating all applicants and employees with dignity and respect. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers, elected and appointed board, committee and task force members, customers, clients, vendors, consultants, etc.

The Town's EEO policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

The Town Manager maintains overall responsibility and accountability for the Town's compliance with its EEO policy and program. The Director of Internal Services, reporting directly to the Town Manager for EEO purposes, serves as the Town's EEO Officer to ensure day-to-day management, including: abbreviated program preparation; policy statement updates; periodically reviewing the Town's unlawful discrimination plan with all managers and supervisors; concurring in the hiring and promotion process; monitoring of the EEO program; complaint investigation; periodically reviewing employment practices (hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, and procedures for processing job related concerns; providing access for employees and the public to directly email the Director

of Internal Services for any EEO related matter by creation, maintenance, and publicizing an email address for the Town's EEO Officer; reporting at least semiannually to the Town Manager on progress or issues related to EEO including documentation of topics covered and follow-up actions; serving as liaison between the Town and other governmental, regulatory, minority, women's organizations, disability organizations and other community groups for EEO purposes; maintaining awareness of current EEO laws and regulations; ensuring the laws and regulations affecting unlawful discrimination are disseminated appropriately by conducting semiannual checks of departmental areas to ensure proper EEO policy statement posting and labor law posters; ensuring appropriate EEO training is provided; advising employees and working with the Town Manager's authority for EEO purposes with all levels of management and employees. The Town utilizes contracted outside legal counsel specializing in human resources to provide legal expertise to the Town's EEO Officer.

The Town's EEO officer is part of human resources. If an employee or an applicant believes there may be a conflict of interest regarding investigation of an EEO complaint, they may contact the Town Manager, and in that instance, the Town Manager may designate an outside consultant to investigate that specific EEO complaint so that the independence and integrity of the EEO process is achieved and maintained.

The Town of Jackson is committed to maintaining its program regarding unlawful discrimination that sets forth the policies, practices and procedures, to which the Town is committed, and the Town of Jackson will make the EEO Policy and Program available for inspection by any employee or applicant for employment upon request.

Dissemination of EEO Policy and Program

The Town's EEO policy is disseminated by various methods including: policy inclusion in the Town's Policy Manual which all employees sign for; inclusion as an appendix for all transit related employees signed by the Town Manager each year and provided to all transit related employees; posting it on the Town's Intranet site for Town employee access; posting it on the Town's Internet site for availability to the public, applicants, and potential applicants; posting federal and state labor law poster(s) in each departmental area including the Internal Services Department; posting the EEO policy statement in each departmental area including the Internal Services Department; conducting periodic EEO training for all transit related employees and managers; conducting EEO training for all new transit related supervisors or managers within 90 days of their appointment; conducting training on the Policy Manual periodically where input is sought on the Policy Manual including EEO program implementation and making training available on the Town's Intranet site; providing educational materials and information related to all aspects of the Policy Manual including EEO policies on the Town's Intranet site; meeting with top management officials semiannually to discuss the EEO program and its implementation with documentation of topics covered and follow-up; and identifying that the Town is an EEO employer in all ads for transit related positions as well as providing those ads to local minority and women organizations.

EEO Database and Reporting

The Internal Services Department maintains and updates the database for generating reports required for EEO compliance and generates required reports.

Policy Statement Excerpt and Organizational Chart Showing Reporting Relationships

Excerpts from sections in this Policy Manual related to the Town's EEO policies are combined into a Policy Statement signed by the Town Manager each year and attached to this Policy Manual as Appendix A. An organizational chart showing reporting relationships of all transit related executives, department directors, and managers including names and titles is updated each year and attached to this Policy Manual as Appendix B.

203. EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- 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, coworkers, and non-employees, such as elected or appointed boards, volunteers, customers, clients, vendors, consultants, etc.

204. Sexual Harassment

The Town 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 a basis for decisions affecting an individual's employment.
- 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 violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- 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.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

205. ADA, Pregnancy and Religious Accommodation

The Town is committed to providing reasonable accommodations to qualified applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship to the Town or if it will cause a direct threat to health or safety. Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. The Town makes reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Town. Employees needing such accommodation are to contact the Director of Internal Services immediately.

206. Complaint Procedure

All applicants and employees have the right to file complaints alleging unlawful discrimination. If a violation of the EEO policy or harassment based on protected classes listed in this Policy Manual, including sexual harassment or unlawful discrimination, is believed to have occurred, employees may file a complaint and are asked to use the following complaint procedure. The Town's policies are designed to prevent unlawful harassment, deter future harassers, and protect employees from unlawful harassment. The Town takes prompt action to investigate and/or address alleged unlawful discriminatory or unlawful employment practices. The Town also takes prompt remedial actions, when warranted, in response to complaints of unlawful discriminatory or unlawful employment practices. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy. The Town expects all officials, supervisors, and managers to cooperate with any investigation of a complaint.

Report the incident to the Director of Internal Services, who will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If an employee prefers not to go to this individual with their complaint, they should report the incident to the Town Manager.

The Director of Internal Services tracks complaints in an excel spreadsheet and meets monthly with the Town Manager and reports any complaints received, the status of those complaints, the timeline for the investigation, and resolution of the complaint.

The Town prohibits retaliation against an employee for engaging in protected activity or filing a complaint under this policy or assisting in a complaint investigation, proceeding, or lawsuit, any retaliation will not be tolerated. If there is a perception that retaliation for making a complaint or participating in the investigation has occurred, employees are asked to follow the complaint procedure outlined above.

If the Town determines that an employee's behavior violates this policy, disciplinary action will be taken, which may include termination of employment.

207. Job Descriptions

Job descriptions are approved by the Director of Internal Services with input from the Town Manager and Department Directors and are periodically reviewed and evaluated to ensure that they are job related, in compliance with this policy, and that they comply with equal employment opportunity [and that they do not screen out minorities and women.](#)

SECTION 3 - EMPLOYEE CATEGORIES

Employees of the Town are classified as either exempt or non-exempt under federal and state wage and hour laws. Positions are assigned a pay band/grade on either the exempt, non-exempt, or public safety title and grade structure charts which, when combined, constitutes the Town's classification plan. Changes to the Town's classification plan require review by the Director of Internal Services and approval by the Town Manager, and any requests for changes must be submitted to the Director of Internal Services. [The Town, through adoption of the Pay Philosophy Resolution 23-03, is committed to complete annual cost of labor check-ins to guide annual market and merit adjustments and to a comprehensive compensation study every 5-7 years. The comprehensive compensation study is conducted by an outside consultant to ensure unlawful discrimination is not occurring with respect to compensation.](#)

The following categories are used throughout this Policy Manual.

Exempt Employees. Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Non-Exempt Employees. Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their base rate of pay for any work in excess of 40 hours per workweek, and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period.

Full-Time Employees. Full-time employees are those authorized as full time by Council approval of the budget or special approval at a Council meeting. Full-time employees are normally

scheduled to work a schedule of at least 40 hours in one week, and for sworn law enforcement employees on a 7k exemption plan, a schedule of 80 hours in a two week pay period. Full-time employees are eligible for Town benefits.

Part-Time Employees. Part-time employees are those authorized as part time by Council approval of the budget or special approval at a Council meeting. Part-time employees are those who are normally scheduled to work fewer than 40 hours but 32 or more hours per week. Part-time employees are eligible for Town benefits with PTO benefits proportional to the number of budget authorized hours.

Variable Hour Employees. Variable hour employees may have hours authorized in the budget for specific departments or areas or may be temporarily authorized by the Town Manager. Variable hour employees are those who are employed for short-term or on-going seasonal assignments, or who are regularly scheduled for less than 32 hours per week. Variable hour employees are generally hired to temporarily supplement the workforce, assist in the completion of a specific project, or work a reduced schedule on a regular basis. Variable hour employees may be classified as exempt or non-exempt based on job duties and compensation. Variable hour employees may be eligible for specific Town benefits pursuant to the Affordable Care Act.

SECTION 4 - EMPLOYEE BENEFITS AND LEAVE

401. Benefits Overview

The Town's comprehensive benefits package includes several different benefit plans, automatic deductions, retirement, paid leaves, use opportunities, and other benefits for employees. Benefits described in this Policy Manual, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefit plans offered by the Town. The benefit programs are designed and periodically reviewed to ensure equal treatment is provided to all employees, that programs are non-discriminatory, and are administered without regard to any protected status.

Employees have an opportunity to make changes to their benefit plan selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child are also allowed to make a change in their benefit plan selection when that event occurs, in accordance with the terms of the plan document.

In the event a leave of absence is taken, employees are asked to consult the Director of Internal Services to determine the impact the leave may have upon benefit plans, including eligibility and/or making any required premium payments.

The Town complies with all federal, state, and local laws governing the provision of benefits. Some benefit plans offered by the Town are defined in legal documents, such as insurance

contracts and summary plan descriptions. In the event information in this Policy Manual or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Finance Department.

Full and Part-Time Employees. The Town currently offers these benefit, matching funds, automatic deductions and retirement plans to full and part-time employees:

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
- *Dental Insurance Plan* - provides employees and their eligible dependents with dental coverage at group rates.
- *Vision Insurance Plan* – provides employees and their eligible dependents with vision coverage at group rates.
- *Life Insurance Plan* - provides certain insurance coverage at group rates.
- *Short-Term Disability (STD) Plan* - helps replace the employee's salary if they suffer a covered disability for a limited period of time.
- *Long-Term Disability (LTD) Plan* - helps replace employee's salary if they suffer a covered disability for an indefinite period of time.
- *Wyoming Retirement System (WRS) Pension Plan* – program provides retirement income for eligible employees after employment ends.
- *Wyoming Deferred Comp Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.

Variable Hour Employees. Pursuant to the Affordable Care Act, the Town currently offers these benefit plans to variable hour employees that have averaged 30 hours/week either in the 12 months since their hire date or as measured during the previous measurement period. Eligible family members are also offered coverage.

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates. In addition to the plan document, the following additional points apply to this coverage for variable hour employees:
 - The administrative period is June of each year.
 - The measurement period is 12 months and runs from June 1 to May 31 of each year.
 - The stability coverage period is 12 months and runs from July 1 through June 30.
 - Once coverage is obtained, the employee is covered for 12 months regardless of the number of hours averaged.

- Once coverage is obtained, coverage is terminated at the end of the stability period if the 30 hour/week average has not been maintained as calculated during the administrative period for the measurement period.
- Coverage is terminated as a result of voluntary separation of employment.
- Coverage is terminated the last day of the month in a calendar month if the employee has not worked a minimum of 1 hour.
- Rehired employees must begin a new measurement period.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
 - Employees eligible for Medicare will instead be provided a dollar-for-dollar match into deferred comp.

402. Paid Leave Table

Paid Leave Table	
Paid Time Off (PTO) for Positions with Holiday, Vacation, & Sick Combined	Hours
First Year	240
1 Year Completed	240
2 Years Completed	240
3 Years Completed	240
4 Years Completed	240
5 Years Completed	296
6 Years Completed	306
7 Years Completed	306
8 Years Completed	306
9 Years Completed	306
10 Years Completed	316
11 Years Completed	316
12 Years Completed	316
13 Years Completed	316
14 Years Completed	316
15+ Years Completed	336
Paid Time Off (PTO) for Positions with Vacation & Sick Combined + Separate Holiday Wages	Hours
First Year	152
1 Year Completed	152
2 Years Completed	152
3 Years Completed	152
4 Years Completed	152
5 Years Completed	208
6 Years Completed	218
7 Years Completed	218
8 Years Completed	218
9 Years Completed	218
10 Years Completed	228
11 Years Completed	228
12 Years Completed	228
13 Years Completed	228
14 Years Completed	228
15+ Years Completed	248
Other	Hours
PTO Use Required for Dependent Leave or Sustainment Leave Eligibility	24
PTO Buyout Maximum	40
PTO Paid for Cancellation of Pre Approved PTO	40
Dependent Leave	80
Funeral Leave Regular/Extensive Travel/Death of a Child 21 or Under	24/40/80
Injury Leave Prior to Worker's Comp	24
Emergency Service Leave	250
Reserve and Guard Duty Leave	250

403. Paid Time Off (PTO)

The Town of Jackson combines holidays, vacation, and sick leave into Paid Time Off (PTO) for full-time and part-time employees, except for full-time transit operators. Full-time transit operators receive combined vacation and sick leave into PTO as noted in the paid leave table and 8 hours of paid holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday. All paid leave, whether PTO or other, is provided at the employee's base rate of pay.

PTO provision, expiration, and scheduling. PTO is provided on the employee's hire date and each year thereafter on their hire date anniversary. References to 'year' in the employee benefits section, unless specified, refers to the year between hire date anniversaries. PTO expires the day prior to the employee's hire date anniversary. Part-time employees are currently eligible for PTO benefits proportional to the number of budget authorized hours.

PTO is granted in a manner that minimizes interruptions to the operations of the Town. PTO days are to be planned and scheduled in advance whenever possible. Employees showing up for work are required to be physically and mentally able to work and are required to notify their supervisor if they are not physically or mentally able to perform their full duties. Employees that come to work obviously ill or injured or their obvious illness or injury may lead to others getting ill or injured, may be sent home at the discretion of their Department Director and required to utilize PTO. In the event the employee is absent for 4 or more workdays due to an illness or injury, medical certification may be required. The Town reserves the right to send an employee to a doctor of the Town's choosing at the Town's expense. The Town does not retaliate against an employee for utilizing unplanned PTO for an injury or illness.

PTO approval and use. Employees are encouraged to meet with their supervisor on their hire date anniversary to discuss and receive approval for planned PTO throughout the coming year. Use of PTO for full or partial days requires Department Director pre-approval except in the instance of utilizing PTO for unplanned instances. Employees must notify their supervisor each day at the beginning of their shift when they cannot come to work because of unplanned PTO use including illness, injury, birth of their child, medical care or other similar unplanned situation. Employees utilizing unplanned PTO shall inform their supervisor when they expect to return to work. PTO use during an employee's last 80 hours of work requires approval from the Director of Internal Services and the Town Manager.

The Town Manager may send staff home on a temporary basis for operational reasons and require staff to utilize PTO.

Net Pay. Full-time non-exempt employees that do not work 40 hours in a week (or 80 hours in a 2-week period for 7k exemption employees) are required to utilize PTO hours necessary to bring their hours to 40 (or 80 for 7k exemption employees). Part time non-exempt employees that do not work their regular schedule of hours in a week are required to utilize PTO hours necessary to bring their hours to their regular schedule of hours. Employees are only paid PTO hours necessary

to bring their paid hours to their full schedule unless the employee indicates ‘No Net Pay’ on their time sheet during a 40/80 hour pay period where they intended to take PTO and ended up working extra hours on other days in that period. In that instance, a non-exempt employee will be paid for a full scheduled day of PTO time in addition to their hours worked during that period.

PTO buyback. The Town pays employees their unused PTO existing the day prior to their hire date anniversary up to the maximum noted in the paid leave table, unless they have used a portion of hours of other paid leave during the year, except for emergency service leave or reserve and guard duty. The Town pays employees up to the maximum hours of PTO noted in the paid leave table, if their pre-approved PTO was cancelled by the Town Manager due to operational needs. There is no PTO payout upon separation of employment.

Additional provisions. Upon the death of a Town employee, the Town pays a maximum of 40 hours of any remaining PTO.

Employees on a period of approved, planned PTO are not authorized to work during that period without specific director pre-approval, and for directors, without Town Manager pre-approval. The exception to this rule is if there is an emergency situation.

404. Holidays Observed

Town Offices are closed on the following observed holidays:

- | | |
|--|--------------------------|
| • New Year’s Day | January 1 |
| • Martin Luther King, Jr./Wyoming Equality Day | 3rd Monday in January |
| • President’s Day | 3rd Monday in February |
| • Memorial Day | Last Monday in May |
| • Juneteenth | June 19 |
| • Independence Day | July 4 |
| • Labor Day | 1st Monday in September |
| • Veteran’s Day | November 11 |
| • Thanksgiving Day | 4th Thursday of November |
| • Friday after Thanksgiving | Day after Thanksgiving |
| • Christmas Day | December 25 |

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

Working on holidays. With their supervisor’s approval, positions identified by the Town Manager not regularly scheduled to work on holidays have the option to take an alternate day of PTO on 6 of the 11 holidays in exchange for working those 6 holidays. Any hours worked on more than 6 holidays will result in an equivalent deduction of hours from their PTO balance. All other positions may swap each holiday and may also cash in an equivalent number of PTO hours for hours worked

on those holidays on either the holiday or the day the holiday is observed, but not both, except for a shift that begins or ends on the holiday. Employees whose scheduled shift begins or ends on a holiday, may cash in an equivalent number of PTO hours for hours worked on the holiday as well as hours worked from a connected shift prior to 12AM of the holiday, and a connected shift that continues after 12AM the day after the holiday.

Employees that do not work on a holiday are required to utilize PTO hours necessary to bring their hours to their full work schedule.

All full time Transit Operators are paid 8 hours of holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday.

405. Sustainment Leave

Eligible employees are provided paid sustainment leave after the use of PTO hours as noted in the paid leave table, due to an illness or injury. Employees may only receive sustainment leave up through eligibility for short term disability insurance or the 15th day of the absence, whichever occurs first. Employees may decline sustainment leave retroactively up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of sustainment leave.

406. Dependent Leave

Eligible employees can use paid dependent leave each year after the required use of PTO noted in the paid leave table, due to the need to care for an ill or injured immediate family member or to care for their newborn child or placement of a newborn child for foster care, or adoption of a newborn child. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. Dependent leave may be used intermittently after the required initial use of PTO if it is for the same illness or injury. Employees electing dependent leave may change that leave to PTO up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of dependent leave.

407. Funeral Leave

In the event of a death in their immediate family, full- and part-time employees are granted paid funeral leave noted in the paid leave table to attend a funeral or memorial service. If extensive travel is required or in the event of the death of a child 21 or younger, additional hours are granted as noted in the paid leave table. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, grandchildren, mother and father in-law, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. In the event of the death of a near relative, full and part-time employees are granted up to one paid day to attend a funeral. Near relatives include the employee's aunts, uncles, nieces, nephews, and their spouse's or partner's grandparents, brothers, sisters, and

other close relatives. For funerals of friends, employees may take PTO or unpaid leave with approval of their Department Director.

408. Jury Duty Leave and Court Appearances

The Town encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, intimidated or coerced because they request or take leave in accordance with this policy. Employees shall immediately inform their Department Director if they receive a subpoena to appear as a defendant or witness in any action related to any circumstance arising from the performance of their duties. Employees must provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Full and part-time employees receive paid jury duty leave for the duration of their juror service if they were scheduled to work and they provide confirmation of juror service. If the employee is excused from jury duty during their regular work hours, they are required to report to work promptly. Employees returning from jury duty leave are reinstated to their prior position without loss of seniority.

Leave for an employee required to appear in court for reasons other than a personal case or an expert witness or the like, shall be addressed on a case-by-case basis by the Town Manager or their designee.

409. Work Related Injury Leave

For work related injuries where a doctor's note is provided and the employee has completed requisite worker's comp documentation, full and part-time employees are provided paid injury leave. Employees may decline injury leave retroactively 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of injury leave. Employees utilizing injury leave must present a medical provider's statement indicating ability to return to work.

410. Emergency Service Leave

The community relies on volunteers to respond to fire and emergency medical situations as well as search and rescue situations through the Fire/EMS Department and Teton County Search and Rescue, and the Town supports employees serving as volunteers in these critical roles. Employees are eligible to utilize paid emergency service leave each year for time spent serving or training as an active volunteer with Teton County Wyoming Fire/EMS and Teton County Search and Rescue as noted in the paid leave table when the service or training cuts across their regular work schedule. Emergency service leave beyond this time is unpaid leave from the Town. Use of emergency service leave does not impact the PTO buyback.

411. Active Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. Active military leave is unpaid, and employees have the option of utilizing PTO prior to unpaid leave.

412. Reserve and Guard Duty Leave

The nation relies on reservists and national guard personnel to serve our country, and the Town supports employees serving in these critical roles. The Town complies with all laws governing reserve and guard duty including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees may utilize paid reserve and guard duty leave each year for time spent serving or training as a reservist or a member of the national guard as noted in the paid leave table when the service or training cuts across their regular work schedule. Reserve and guard duty beyond this time is unpaid leave from the Town. Employees have the option to utilize PTO prior to unpaid leave. Use of reserve and guard duty leave does not impact PTO buyback.

413. Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

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 shall arrange with their Department Director no later than the day prior to election day. The Town follows all federal and state laws related to paid leave time to vote.

414. Gifted PTO

The Town Manager may grant permission for an employee to receive gifted PTO from other employees to supplement unpaid and unplanned Family and Medical Leave Act (FMLA) leave in instances involving catastrophic illness or injury on a case-by-case basis and when the employee has exhausted their own PTO.

415. Unpaid Leave (Leave of Absence)

Normally, unpaid leave is not granted. If, on rare occasions, management deems the circumstances warrant approval and after exhaustion of PTO and/or FMLA, or ineligibility for FMLA, the Town Manager may grant an employee an unpaid leave of absence upon recommendation by the employee's Department Director and the Director of Internal Services or if leave is needed as a reasonable accommodation for a disability. Prior to commencement of unpaid leave expected to last longer than 3 days, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks

for the duration of their unpaid leave.

If the leave is for a medical reason, the Town may require a written opinion from a medical provider, or a medical provider of the Town's choosing, outlining the reason for the leave and the estimated time needed.

An employee ready to return to work from unpaid leave for a medical reason must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of the unpaid leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the ADA, and any accommodation provided must be reasonable and not result in any undue hardship for the Town. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the Town.

The Town may reinstate an employee ready to return from unpaid leave for medical reasons, when, in the opinion of the Town, it is practical to do so or as reasonable accommodation under the ADA. The Town does not guarantee reinstatement of an employee to their former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town continues medical and life insurance benefits for an employee on unpaid leave as long as the employee is eligible under the plan document and the employee continues to pay any employee portion of the premium required of other full- or part-time employees. Paid leave, other than jury duty leave or reserve and guard duty leave, is not granted during the unpaid leave. Variable hour employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave Act (FMLA) leave.

Employees failing to return at the expiration of their unpaid leave may be terminated.

Unless otherwise protected under federal or state law, unpaid leave does not exceed 90 calendar days.

416. Administrative Leave/Suspension

Paid Administrative Leave/Paid Suspension. Employees may be placed on immediate paid administrative leave/paid suspension by their supervisor or Department Director. Supervisors must immediately notify their Department Director if they place an employee on paid administrative leave/paid suspension. Any occurrence must be followed up with timely documentation to the Director of Internal Services. The duration of the paid administrative leave/paid suspension requires approval by the Director of Internal Services. Prior to

commencement of paid administrative leave/paid suspension, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks for the duration of their paid administrative leave/paid suspension.

Unpaid Administrative Leave/Unpaid Suspension. Unpaid administrative leave or unpaid suspension is a separate type of leave and is considered a disciplinary action.

417. Family and Medical Leave Act (FMLA) Leave

The Town provides up to 12 weeks (e.g. 480 hours if intermittent for 40 hour/week employee) of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, partner, child, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Intermittent FMLA to care for the employee's child after birth, or placement for adoption or foster care must be taken in 8-hour or more increments.

Military Family Leave Entitlements

Eligible employees with a spouse, partner, child, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the Town maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee reimburses the Town for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for the Town for at least 12 months and for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Town or 26 weeks, as explained above. The Town uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or when approved by the Town. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town's agreement may

be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is without pay and runs concurrently with any paid leave or insurance benefits. Employees are paid PTO while on FMLA until their PTO is exhausted with the exception of 8 hours per month remaining in the year (up to a max of 40 hours), plus 8 hours for each holiday remaining in the year. Should the FMLA period cross over into the next year, employees are paid PTO while on FMLA until their new PTO balance is exhausted except for 8 hours per month remaining (up to a max of 40 hours) in the year plus 8 hours for each holiday remaining in the year. Employees are required to supplement worker's compensation benefits and short/long term disability insurance benefits with PTO during FMLA. Within 15 days of return to work from FMLA, employees shall meet with their supervisor to specifically plan their PTO use for the remainder of the year.

Employee Responsibilities

Employees must provide 30 days advance notice to their Department Director and/or the Director of Internal Services of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may be required to provide a certification and periodic recertification supporting the need for leave. FMLA for the birth of a child or placement of a child in foster care does not require certification or recertification. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Town's attendance guideline. Employees on leave must contact the Director of Internal Services at least two days before their first day of return.

The Town's Responsibilities

The Town informs employees requesting leave whether they are eligible under FMLA. If they are, the notice specifies any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town provides a reason for the ineligibility.

The Town informs employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town notifies the employee.

Unlawful Acts

FMLA makes it unlawful for the Town to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or unlawfully 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 the Town.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights.

418. Employee Housing

Town owned or controlled rental housing is offered to eligible employees under certain circumstances with eligibility, preference, and selection determined by the Town Manager. Town held rights of first purchase are offered to full-time employees with preference provided to employees that have completed 2 consecutive years of employment immediately preceding a weighted drawing. The number of entries into the weighted drawing are based on years of employment completed with the Town.

419. Childcare Placement Preference

Town held childcare rights of first placement are offered to full-time Town employees, Town elected officials, and other groups through a fair and transparent process approved by the Town Manager with preference given according to the number of full-time years of employment completed.

420. Temporary Light Duty

Temporary light duty is voluntary, not guaranteed, may change at any time, and may end at any time. Recommendations for temporary light duty are made by a Department Director to the Director of Internal Services when the employee is medically unable to perform the full duties of their position for a temporary period but able to perform alternative assignments. Recommendations for light duty must be accompanied by a description of the recommended departmental duties and a doctor's authorization indicating the temporary work restrictions. Temporary light duty offers are only made if there is funding available and if there are light duty tasks or assignments available providing benefit to the Town. Preference for light duty assignments is given to employees injured or otherwise disabled in the line of duty. Any

temporary light duty offer requires approval from the Director of Internal Services and the Town Manager.

This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards, Americans with Disabilities Act, or other federal or state laws.

421. Additional Benefits

With Town Manager and budget approval as appropriate, additional benefits may be offered including, but not limited to, reimbursement for college courses and materials from an accredited college or university, health savings account contribution match, Wyoming deferred compensation contribution match, use of ski vouchers, ski pass discounts, discounted bus passes, and discounted Rec Center memberships.

SECTION 5 - PAY

501. Wages

Wage offers and wage changes require the approval of the Director of Internal Services, and, in some cases, the Town Manager. Employees are paid for hours worked pursuant to the Fair Labor Standards Act (FLSA) and other applicable federal and state law unless additional pay is authorized pursuant to this Policy Manual.

502. Overtime

Non-exempt employees must record all time worked on departmental timesheets. From time to time, non-exempt employees may be required to work overtime. In these instances, as much advance notice as practical is given. All overtime must be approved in advance by the employee's supervisor. Overtime at the rate of time and one-half the employee's base rate is paid to non-exempt employees when work is performed in excess of 40 hours in one week and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The 40/80 hours threshold is based on actual hours worked during the designated period. Therefore, paid time off, or other paid or unpaid leave time used does not count towards hours worked for the purposes of overtime.

The Town does not offer compensatory time off in lieu of cash payment.

503. Call-Out Pay

Non-exempt employees may be called-out to perform unanticipated work outside of their work schedule. Two hours of call-out, at the rate of two times the employee's base rate, is paid regardless of whether the work exceeds 40/80 hours. Any work performed in excess of 2 hours

is paid at the overtime rate regardless of whether the work is in excess of 40/80 hours or whether the work is related or unrelated to the call-out. Employees dismissed from duty after being called-out, may again be called-out and if so, receive call-out pay and overtime pay as outlined.

504. Standby Pay

Non-exempt employees may be engaged to wait in certain circumstances. While engaged to wait, employees are paid standby pay. Standby pay, at the minimum wage rate set by the federal government, is paid for time worked while being engaged to wait.

505. Call-In Pay

Employees are compensated for their call-in time. Failure to respond to a call or message during the employee's designated on-call time may result in discipline. Non-exempt called-in employees are paid at their regular rate of pay for any time worked while on-call, as specified in this policy. Employees are paid any applicable overtime rate if the time spent carrying out assigned duties during the call-in time qualifies as overtime hours.

506. Compensable Travel Time

Employees, including passengers are compensated for travel pursuant to the time frame requirements of the FLSA. Employees receive pay for time spent if that travel cuts across the employee's workday on nonworking days if the employee is a passenger on an airplane, train, boat, bus, or vehicle.

507. Paydays

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. We encourage all employees to receive their pay through direct deposit.

On each payday, employees receive an electronic statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Finance Department.

508. Pay for Exempt Employees

Exempt employees are paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The Town is committed to complying with salary basis requirements, which allow properly authorized deductions.

If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Director of Internal Services. Reports of improper

deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

509. Time Reporting

Non-exempt employees are required to complete a time sheet daily or at the conclusion of each pay period as directed by their Department Director and on time sheets in a format directed by their Department Director. At the conclusion of each pay period, employees must sign their time sheet and submit it to their immediate supervisor for signature and approval. It is necessary for non-employees to indicate whether the recorded hours are for time worked or leave.

Exempt employees are required to complete a time sheet in a format directed by their Department Director at the conclusion of each pay period recording any leave taken during the pay period in full day increments.

These records are the only ones used by the Town to calculate employee pay and PTO balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all time worked. Employees who also choose to keep their own personal time records must provide them to the Town if they find a discrepancy between the Town's records and their records. Employees should contact their supervisor or the Finance Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisor or the Finance Manager of any mistakes in their time records or pay. Employees also must notify the Director of Internal Services if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports are investigated, and appropriate corrective action is taken. The Town does not tolerate retaliation against employees for making a report or participating in an investigation.

510. Meal Periods

Non-exempt employees who work 8 or more consecutive hours are provided with at least one unpaid 30-minute meal break. During the break, employees are relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee is allowed to consume an on-duty meal without any loss of time or compensation.

Notification to the employee's supervisor is required if the employee's lunch break deviates from their regularly approved schedule. Non-exempt employees must take a full 30-minute uninterrupted meal period and must notify their supervisor immediately, if their lunch break is shorter than 30 minutes or if their lunch is interrupted by work.

511. Stipends

To address special circumstances or provide incentives, the Town provides specific stipends to eligible employees in positions and amounts approved by the Town Manager.

Spanish interpretation stipend amounts are based on testing results and employees receiving this stipend are expected to interpret and/or translate in situations directly related to their job duties or field of work. Employees receiving this stipend may receive requests to interpret or translate in situations not directly related to their job duties or field of work and those requests are at the discretion of their Department Director and shall not unduly disrupt regular work.

512. Shift Differentials

To address specific purposes or provide incentives, the Town provides the following types of hourly shift differentials to eligible employees in amounts approved by the Town Manager.

Police Officers – Driving Under the Influence (DUI), Enforcing Underage Drinking Laws (EUDL), and Highly Visible Enforcement (HVE)

Law enforcement work related to alcohol compliance and violations is of particular importance to the Wyoming Department of Transportation and the Wyoming Association of Sheriffs and Chiefs of Police and they are therefore incentivizing local governments to perform extra work in these areas by providing grant funds. Police Officers are provided a shift differential for work performed under this grant when marked on their time sheet as such.

Police Officers – Airport Duty

Airport duty is specialized work for Police Officers that requires a sworn officer be present but that is at a very different pace than regular law enforcement work in the Town of Jackson. Police Officers are provided a shift differential for work performed at the Jackson Hole Airport.

Transit Operators – Commuter Route Driving

Operation of a START Bus through the Snake River Canyon and over Teton Pass, in heavy traffic and frequently in poor driving conditions can be hazardous and treacherous. Transit Operators are provided a shift differential for routes driven through the Snake River Canyon and over Teton Pass.

513. Bonuses

To recruit and retain employees in certain positions that have historically been challenging to fill and retain, the Town provides bonuses to eligible employees in positions and amounts approved by the Town Manager.

SECTION 6 - WORK ENVIRONMENT

601. Performance Reviews, Values, and Recognition

Employee performance is integral to the efficient and effective management of the Town organization and is reviewed by management on an ongoing basis which may include a written review when deemed appropriate and/or a written review on a schedule determined by the

Town Manager.

Organizational values exist to assist in defining expectations for employee behavior and establishing a positive cultural baseline for working together. Town values are updated on a periodic basis as determined by the Town Manager. Employees are evaluated on working in alignment with the Town values as well as other areas of performance as determined by the Town Manager.

All Town executives, management, and supervisory personnel, share in the responsibility for implementing and monitoring the Town of Jackson's EEO Policy and Program within their respective areas and may be assigned specific tasks to ensure compliance is achieved. Town officials, supervisors, and managers are expected to actively participate in discussions with other managers, supervisors, or employees related to identifying and removing barriers to achievement of goals and objectives and to ensure policies and procedures are being followed. The Town evaluates the performance of its managers and supervisors in multiple areas including their successful implementation of the Town's EEO policies and procedures in the same way the Town assesses their performance regarding other goals for the organization.

Employees are formally recognized for notable or exceptional behaviors in alignment with the Town values or for other reasons on a schedule and in a manner determined by the Town Manager.

Management encourages employees to participate in professional development, career growth opportunities, and promotional opportunities.

602. Work Schedule

The workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The standard work schedule is 8am-5pm Monday-Friday which includes 1 hour for lunch. Any work schedule that deviates from the standard work schedule for a department, division, or position requires the Town Manager's approval.

The standard hours that Town offices are open to the public are 8am – 5pm Monday-Friday except for holidays as noted in Section 404. Any office hours that deviate from the standard hours for a department, division, or position requires the Town Manager's approval. The Town Manager may temporarily close Town offices, cease operations, and/or send staff home for occasional employee meetings; for health, safety, and welfare reasons; or other reasons.

Employees are generally expected to be at work during the standard hours offices are open to the public or an approved deviation from standard hours.

Shift scheduling is conducted pursuant to established procedures approved by the Town Manager and applicable law.

603. Remote Work

Certain job descriptions, work tasks, or essential functions in the Town may be able to be conducted remotely on a regular basis, a temporary basis, a project-by-project basis, or to attend meetings. Remote work authorization is not granted due to lack of childcare, lack of elder care, or other similar types of situations where the employee is not able to fully focus on work tasks. Remote work authorization is not granted for positions with tasks that are unable to be performed remotely. Authorization for remote work, other than one or two days very occasionally that may be approved by the Department Director, requires the Town Manager's approval.

Due to operational needs or for health reasons, the Town may mandate remote work on a temporary basis. Remote work authorizations are temporary and may be rescinded by the Town Manager.

604. Exempt Employee – Absences and Timekeeping

As a public entity, the Town has a duty to taxpayers for public accountability in its actions. All employees are expected to be at work during their scheduled work hours whether exempt or non-exempt. Pre-planned absences for exempt employees require pre-approval from the employee's supervisor. Exempt employees working a partial day are not required to take PTO for that day. An exempt employee that does not work on one of their regularly scheduled workdays must take a full day of PTO. If an exempt employee is absent and their PTO is exhausted, pay will be docked from the employee's salary as authorized by law.

605. Accommodation for Nursing Employees

Private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, the Director of Internal Services and the employee agree upon a schedule that might include the employee using PTO, arriving at work earlier, or leaving later. In the event leave is used, the employee is relieved of all work-related duties during any unpaid break.

Employees are provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated Town refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers and containers left for more than three days may be disposed of without warning. Alternatively, employees may bring in their own cooler for the temporary storage of breast milk.

Nursing employees are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, or milk is stored.

The Town does not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy.

606. Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

Drug and alcohol abuse policies, required training, and procedures for testing including pre-employment, reasonable suspicion, post-accident, and random testing are set forth in separate policies provided to applicable employees, available on the Town's intranet, and from the Director of Internal Services.

A list of resources, programs, professionals and organizations designed to assist employees with personal or behavioral problems is available from the Director of Internal Services or on the Town's intranet.

607. Anti-Violence and Weapons

Any action or behaviors that, in management's opinion, are inappropriate to the workplace are not tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, vandalism, sabotage, arson, use of weapons outside of law enforcement purposes, and bullying.

Employees should immediately report any such actions or behavioral occurrences to their supervisor or to the Internal Services Department. The Town investigates complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

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

If an employee is a victim of domestic violence, they are asked to contact a sworn law enforcement officer for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If an employee feels they are subjected to workplace bullying, they are asked to contact the Internal Services Department.

Weapons in the workplace are controlled by Wyoming Statute.

608. Appearance and Attire

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. This includes being clean, neat, and sized appropriately, with appropriate attire that meets reasonable grooming standards including appropriate length and coverage. Uniforms required of employees must be clean, neat, and serviceable when worn. For employees that frequently meet with members of the public and for presentations at public meetings, business casual attire is expected. To respect coworkers or members of the public that may have smell sensitivities, excessive use of perfume/cologne/after shave are not permitted.

Employees required to wear uniforms shall adhere to the uniform standards set by their Department Director and approved by the Town Manager.

Employees shall not wear a Town uniform when representing personal opinions at meetings, gatherings, or similar types of events.

609. Attendance and Punctuality

All employees are expected to be on time and prepared to begin work at the start of their shift at their assigned post. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Town.

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

610. Political Participation

The Town encourages employees to participate in matters of responsible citizenship. The Town does not interfere with the conduct of Town employees engaged in political activity, if the activities are confined to hours when the employee is not on duty, they are not campaigning in their official Town uniform, and if the activities do not impair the employee's job efficiency or that of others. Employees are prohibited from electioneering while on duty or at Town events. Employees subjected to electioneering while on duty or at Town events by fellow employees or Town elected officials are asked to contact the Director of Internal Services.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment:

- They may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.
- They may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, Town, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Town can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, Town, or candidate.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must request and receive approval for PTO. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees are not required to work for or participate in the support of any Town political candidate during their on-duty or off-duty hours.

611. Confidential Information and Records

Confidential Information and Securities. Employees of the Town have access to confidential information of the Town, the public we serve, and Town employees. Confidential information includes, but is not limited to, information concerning mailing addresses and phone numbers, attorney/client privileged information, social security numbers, dates of birth, drug and alcohol testing records, protected public records, financial information and similar subjects. If uncertain if information is confidential, contact the Town Attorney.

Employees are prohibited from purchasing or selling securities based on information not generally available to the public.

Employee Records. Employee records are maintained by the Director of Internal Services except for employee records related to payroll and benefits which are maintained by the Finance Director or their designee until employment is separated. All records are retained pursuant to the Wyoming records retention schedules established by the Wyoming State Archives. The Town follows federal law, the Wyoming Public Records Act, and local fee schedules governing the release and availability of employee records and fees charged for such records except that current employees are not charged for their own reasonable employee records requests.

Non-Disclosure Prohibition. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, distributing, publishing, posting or releasing of confidential information, employee records, or other Town records in any manner must be authorized by the Town Attorney. Confidential information, employee records and Town records remain the property of the Town and in the custody and control of the Town.

612. Employee Ethics and Conflicts of Interest

Employees are held to a high ethical standard and expected to act accordingly. Employees shall comply with the Jackson Municipal Code as it relates to conflicts of interest. Employees can obtain a copy of excerpts from the Municipal Code regarding conflicts of interest on the Town's intranet, the internet, or from the Internal Services Department.

Employees are expected to protect Town information and avoid outside activities or relationships that do or could improperly influence their decisions or actions on the job.

If employees have any questions about whether a situation is an ethical concern or a conflict of interest, they should refer the matter to the Director of Internal Services and/or the Town Attorney for final determination.

613. Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action that, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. Notification by Department Directors for thorough investigations into performance that falls short of standards and/or expectations, that includes a description of the performance or behavior, shall be submitted to the Director of Internal Services in a timely manner. Disciplinary actions beyond a formal discussion require submission and review by the Director of Internal Services and approval of the Town Manager.

614. Inspections

The Town may question employees and other persons entering and leaving our premises in the event of unusual loss or reasonable suspicion of misuse of company property. Entry onto the Town's premises constitutes consent to searches or inspections.

This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes, or other possessions or articles carried to and from Town property. In addition, the Town reserves the right to search Town property used by employees, such as an employee's locker, office, desk, files, computer, email, voice mail, and Internet files. Inspections may be conducted at any time at the discretion of the Town.

A Town-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Refusal to cooperate with or submit to a search will not be tolerated.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, file drawers, or similar locations, all of which are keyed by the Town and copies of those keys are kept by the Town.

615. Job-Related Concerns

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

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to their Department Director. If the problem still cannot be resolved, employees may submit a written concern to the Director of Internal Services for review and final decision about the situation. The Director of Internal Services consults the Town Manager as appropriate. Also see the EEO/Harassment Complaint Procedure in Section 203.

616. References

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

If employees receive a call inquiring about a former or current employee, employees are asked to refer the caller to Internal Services. Only the Director of Internal Services or their designee has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

617. Safety/Reporting of Injury

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing to their Department Director as well as to the Finance Director or their designee.

618. Smoking

It is our objective to provide a smoke-free environment within our Town. Smoking nicotine products, electronic cigarettes, vapor material or flavored tobacco products is prohibited within

all areas of Town buildings, facilities, vehicles, and within 25 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

619. Use of Town Property

Town property shall be used and cared for responsibly. Use of Town property is limited to Town purposes except for the following instances expressly permitted in this Policy Manual and limited to Town employees unless expressly authorized:

- Town mechanics utilizing the fleet maintenance work bays and limited tools and equipment of the Town to work on personal vehicles while not working.
- Use of printers/copiers for personal printing/copying/faxing so long as fees are paid for copies or printing with the exception of the first 5 pages.
- Vehicles as outlined in Section 620.
- Wash bay use as outlined in Section 621.
- Basement exercise facility use as outlined in Section 622.
- Use of Town phones, computers and equipment as outlined in Section 7 Communications.
- Use of common supplies for personal reasons including Kleenex, toilet paper, and other similar items.

620. Vehicles, Electric Bicycles, and Accidents/Collisions

Town vehicles shall only be used for Town purposes except for:

- incidental stops while traveling to and from official Town business,
- incidental travel (approximately 20 miles or less in total) for personal reasons that deviates from travel for Town purposes while traveling outside the community for Town business,
- authorized commuting,
- travel to and from the gym to work out (sworn law enforcement personnel residing in Teton County only).

Town vehicles include cars, trucks, equipment, and motorcycles. No person other than a Town employee, elected official, or appointed board member may operate a Town vehicle or electric bicycle. Federal, state, and local laws shall be followed at all times for vehicle and bicycle use and safe, prudent, and courteous behaviors are expected. Unnecessary idling shall be avoided. Failure to provide immediate notification to the employee's Department Director and the Director of Internal Services when there is a change in driver's license validity, class or endorsements is prohibited.

Non-Town Employee Passengers

Non-Town employee passengers are prohibited on electric bicycles. Non-Town employee passengers are prohibited in Town vehicles and equipment with the following exceptions:

- Customers of transit services.
- Apprehended persons for Police purposes.
- Police ride-along passengers that have executed a waiver of liability.
- Victims of crime for Teton County Victim Services purposes.
- Elected or appointed Town board members with pre-approval.
- Passengers traveling with an employee, elected official, or appointed board member to, from, or during a conference or meeting.

Rented Vehicles

Additional insurance shall be obtained when vehicles are rented for Town purposes.

Pool Vehicles

The Town Manager approves employees/positions authorized regular or temporary use of pool vehicles. Employees may occasionally be asked to take a Town vehicle home for the purpose of plowing or sweeping parking lots.

Commuting

The Town Manager approves employees/positions authorized for commuter use of a Town vehicle on a regular or temporary basis. Employees may not use a Town vehicle to commute to or through destinations outside of the State of Wyoming or Teton County except for vehicles for sworn law enforcement personnel. Employees authorized for commuter use shall not use the Town vehicle for personal use other than incidental stops while commuting. The Town follows all Internal Revenue Service (IRS) laws regarding taxable benefits as they relate to commuter authorization.

The Town recognizes the value of marked and unmarked police vehicles and sworn law enforcement personnel able to respond to calls for service in Teton County and immediately upon reaching the border of Teton County Wyoming and therefore allows sworn law enforcement personnel to commute on a regular basis with a personally assigned vehicle (PAV). PAVs shall only be stored at the employee's primary place of residence unless special permission is granted by the Chief of Police or their designee. Sworn law enforcement personnel operating a PAV shall wear or carry their badge, identification, sidearm, handcuffs, soft body armor and marked attire and shall adhere to guidelines approved by the Town Manager.

Personal Vehicle Use for Town Purposes

Occasionally the Town may require an employee to utilize their personal vehicle for Town purposes and any use requires Department Director approval. Mileage reimbursement for pre-approved use of a personal vehicle for occasional use is at the rate established by the USGSA for the most current year utilizing the USGSA POV mileage reimbursement rate.

Electric Bicycles

Using a Town electric bicycle for Town purposes supports the Town's sustainability efforts. The following information does not apply to use of Town ebikes specifically designed for and used by

law enforcement personnel. Employees, elected officials, or appointed board members may operate a Town electric bicycle only after they have executed an Electric Bicycle Waiver and Release of Claims. Employees shall not use Town electric bicycles for personal use other than incidental stops while traveling to or from locations for Town purposes. Town electric bicycles shall not be used for commuting purposes. Additional use parameters:

- A bicycle helmet must be worn at all times.
- Phone or earphone use is prohibited.
- Use during storms, heavy rain, lightening, high winds, snow, or icy conditions is prohibited.

Accidents and Collisions

Any vehicle or electric bicycle accident or collision involving damage to a Town vehicle or electric bicycle, other vehicle or bicycle, persons, or property shall be reported immediately to the employee's supervisor who shall make an assessment and determine appropriate timing and necessity to further report the accident/collision to their Department Director, the Finance Director or their designee, and/or to law enforcement.

Employees are subject to post-accident drug and alcohol testing as set forth in separate drug and alcohol policies.

621. Wash Bay

Employees are authorized to wash personal vehicles in the Town wash bay pursuant to established procedures when not working, when it is not in use for Town purposes, and after they have completed requisite training and signed a waiver of liability. No one other than those listed below may drive a vehicle into or out of the wash bay, operate the wash bay equipment, or be present in the wash bay at any time other than inside a vehicle being washed without express permission of the Town Manager or their designee and only after they have completed requisite training and signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office.
- Members of Fire/EMS or Teton County Search and Rescue.
- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices.

Access to the wash bay will be revoked for users leaving the wash bay dirty or damaging equipment.

622. Exercise Facility and Exercise Locker Rooms

Employees are authorized to utilize the Town exercise facility and locker rooms located in the basement of the Town Hall when not working and after they have signed a waiver of liability. No one other than those listed below may be in the exercise facility, utilize exercise equipment, or utilize the locker rooms without the express authorization of the Town Manager or their designee and only after they have signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office
- Members of Fire/EMS or Teton County Search and Rescue.
- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices

Access to the exercise facility and exercise locker rooms will be revoked for users leaving the facility dirty or damaging equipment.

623. Travel

Town related travel and estimated expenses require pre-approval. Cost effective travel arrangements are to be utilized for employees travelling for Town purposes. Carpooling is expected when multiple employees are traveling to the same destination. Employees driving out of Town for Town purposes shall utilize a Town vehicle unless approval has been given by their Department Director or the Town Manager to utilize a privately owned vehicle (POV). If a POV has been authorized, mileage reimbursement shall be provided at the USGSA POV mileage reimbursement rate. Personal side trips while travelling on Town business require mileage reimbursement if over 20 miles total. Mileage reimbursement for approved use of a personal vehicle while traveling will be at the rate established by the USGSA for the most current year.

Within 15 days of return from travel, employees, elected officials, and appointed board members shall complete a travel reconciliation form and attach receipts for all non-meal items if reimbursement is required for travel expenses incurred. No receipts are required for meals and incidentals as the Town will only provide the per diem rates or a fixed reimbursement amount if travel is longer than 2 weeks and the type of lodging includes facilities for cooking. Meals and Incidentals (M&IE) rates from the USGSA are utilized to pay employees for meals and incidentals after travel has concluded. Any meals provided as part of the conference or travel are deducted from the payment utilizing the separate amounts for breakfast, lunch, dinner, and incidentals.

624. Sustainability

The Town is committed to energy efficiency, recycling, reducing waste, reducing greenhouse gas emissions, reducing water consumption, reducing water waste, and reducing fossil fuel use. Employees shall comply with all federal, state, and local laws in this regard. Employees will be

held accountable for actions that do not support these commitments and shall follow operational guidelines in this regard.

625. Pets and Animals

Except for reasonable accommodations for service or emotional support animals required to comply with the Americans with Disabilities Act, in order to respect employees and members of the public that may have animal allergies, pets and personal animals are prohibited in Town facilities, vehicles, and equipment with the exception of housing units where pets are allowed, Police service animals, horses for mounted patrol (in Town owned trailer), case-by-case permission granted by a Department Director and approved by the Town Manager or their designee, or very occasionally on a single day occurrence when an employee may have a vet appointment for their pet. Permission for case-by-case situations and occasional single-day occurrences may be rescinded by the Town Manager to protect the health, safety, and welfare of employees and members of the public, for consistency in policy application, and to maintain professionalism in offices frequented by members of the public.

626. Town Credit Cards

Town credit cards shall be used only after approval by the employee's Department Director.

627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges

A critical, emergency, or provocative incident is defined as:

- a potential community or organizational controversy,
- an issue that may damage trust or respect the organization or a department has built, or
- an issue that might upset, surprise or embarrass the Town Council, a department, or the organization.

Employees are required to report incidents of a critical, emergency, or provocative nature to their Department Director at the earliest possible opportunity. Directors are required to report incidents to the Town Manager and the Director of External Affairs at the earliest opportunity.

Employees must immediately report to their Department Director the personal service of a subpoena, involvement in a civil suit, or personal criminal charges when such may affect their attendance, ability to perform their job, employment, or the reputation of the Town organization.

SECTION 7 - COMMUNICATION AND NETWORK SYSTEMS

701. Data, Network, and Communications Systems

The Town's data, computer network, access to the Internet, email and voicemail systems are business tools intended for employees to use in performing their job duties.

1. All data, network systems, documents, files, hardware and software are the property of the Town and may not be deleted, erased, or destroyed without express authorization of the Town.
2. All electronic work-related data files must be stored on Town network file servers and not on desktops on individual computers.
3. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Town information and may not be disclosed to non-Town personnel except as authorized by law.
4. Employees shall not install or download files, software, or programs onto any Town computer or device without express authorization from the Information Technology Director or their designee.
5. Employees shall create, utilize, and update passwords on a schedule and upon direction provided by the Information Technology Director or their designee and shall follow all required protocols for secure login to Town hardware or network systems.
6. All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Town systems, whether password protected or not. Employees should not assume that any such information is confidential, including email either sent or received.
7. Computer equipment is not to be removed from the Town premises without written approval from a Department Director or the Information Technology Director.
8. Employees authorized for remote work shall take every precaution to prevent loss, theft or damage to Town computer or communications equipment.
9. Upon separation of employment, all communication tools are to be returned to the Town with usernames and passwords provided.
10. Employees that suspect their workstation has been infected by a virus or malware shall immediately unplug the computer from the power source and notify the Information Technology Director or their designee.

702. Data Disposal

During the course of employment, the Town collects certain information that is classified as "personal identifiable information," or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials,
- Username(s) and password(s),
- Social Security number,
- Driver license or other identification card number,
- Medical documentation,

- Biometric data,
- and more.

The Town may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town either (a) destroys the records or (b) arranges for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifiable information in such a manner as to render it unreadable or indecipherable through any means.

703. Personal Use of the Internet

Some employees need to access information through the Internet to do their jobs. Use of the Internet during work time is limited to business purposes. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. The Town blocks internet sites as it deems appropriate.

704. Social Media and External Communications

Social media includes social media sites, posts, and comments where content is created by using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not limited to, Facebook, X (formerly known as Twitter), Instagram, YouTube, LinkedIn, Google+, and Flickr. Posts on social media sites include content published through social media that may consist of dialogue, pictures, videos, URLs, articles, or other content. Comments on social media sites include responses, replies, observations, or opinions made via social media to a post or another comment, usually made by outside third parties.

Social media posts shall comply with the Wyoming Public Records Act.

Personal Use of Social Media

Personal use of social media is never permitted during working hours by means of the Town's computers, Town-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not Town communications. Personal postings by an employee concerning the Town are not prohibited, provided they comply with this Policy Manual and any operational guidelines.

1. Employees must comply with all applicable laws, including copyright and fair use laws.

2. Employees may not disclose any sensitive, proprietary, confidential, protected or financial information about the Town. Confidential information includes any information deemed a protected public record by law. Further detail is provided in Section 611 “Confidential Information and Employee Records” of this Policy Manual.
3. Employees may not post pictures of themselves wearing a Town uniform or representing the Town.
4. Employees posting on social media, that identify themselves as Town employees, where the post relates to Town business, must state that the posting is solely the opinion of the individual and does not reflect the opinion, view, or philosophy of the Town or its elected officials, employees, or agents.

Complaints to the Town regarding social media should be made consistent with the complaint procedure in Section 206 of this Policy Manual.

Nothing in this policy is meant to interfere with an employee’s right under state law to engage in protected and concerted activity, including an employee’s ability to discuss terms and conditions of their employment.

Social Media for Town Purposes

The Town uses social media to:

- Convey or announce Town related content to the public,
- Promote our mission and services and department information,
- Provide information related to public health and safety information, as well as lesser-known aspects of the Town,
- Create and build trust with our community via the transparent sharing of information,
- Build awareness and excitement for Town programs, specific initiatives, environmental/sustainability initiatives, and services,
- Educate and provide accurate information about projects, general Town business, and historical information,
- Share accurate, up to date information about events and emergencies, and other partner agencies,
- Celebrate the beautiful place we live,
- Recruit prospective Town employees and spotlight specific employees,
- Further the reach of communications to different segments of the community,
- Gauge public sentiment and call for feedback/participation in surveys, and
- Maintain effective communication with employees, customers, business and nonprofit partners, and citizens.

Employees are prohibited from posting on Town social media platforms unless they have successfully completed training conducted by the Director of External Affairs or their designee. Volunteers may not post on Town social media.

The creation of social media accounts, social media content, postings, pages, platform accounts

or design elements for Town purposes or for volunteer organizations associated and/or sanctioned by the Town shall be pre-approved by the Director of External Affairs or their designee and sent by employees authorized by the Director of External Affairs. The Director of External Affairs or their designee shall review, monitor, and oversee all Town social media accounts and posts except for the Animal Shelter, the Jackson Police Department, and mounted patrol whose personnel will be trained by the Director of External Affairs and check-in periodically about posts.

Town employees are prohibited from publishing, posting, or releasing content that promotes, fosters, or perpetuates unlawful discrimination based on race, creed, color, age, religion, gender, disability, political affiliations, citizenship, marital status, military/veteran status, or national origin. Employees are further prohibited from publishing defamatory or personal attacks or participating in conduct in violation of any federal, state or local law, or to encourage illegal activity.

In a content neutral fashion, and after approval from the Town Attorney has been provided, Town employees are authorized to delete public posts if they contain disrespectful information including hate speech, nudity, profanity, obscenity, vulgarity, name calling and/or personal attacks, defamation to a person or group of people, comments that are not factual, comments that infringe on copyrights, spam comments or comments whose main purpose is to sell a product. Employees are authorized to block authors who repeatedly post disrespectful information as noted after approval by the Town Attorney.

Employees may not respond to comments posted on social media without approval of the Director of External Affairs or their designee which may be granted on a case-by-case basis or during emergencies.

For Town purposes, employees may engage with (“like” and/or “follow”) Town departments, joint Town/County departments, County departments, and other partner agencies as identified in operational guidelines for trending material and may share their information to the Town’s social media feeds when appropriate.

External Communications

Any mass mailings, press releases, letters to the editor or similar external communications require approval by the Director of External Affairs prior to execution, except for public notices, accounts receivable, or similar items required pursuant to the Town’s Land Development Regulations, Municipal Code, or Wyoming State Statute.

705. Software and Copyright

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

computers housed in Town facilities.

706. Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of email messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If a question exists as to whether behavior would constitute unauthorized use, employees are asked to contact their Department Director before engaging in such conduct.

707. Email

Email is to be used for business purposes. Employees shall not knowingly open suspicious emails or attachments to emails and shall not knowingly create, execute, forward or introduce any virus or malware to the Town system. While personal email is permitted, it is to be kept to a minimum. Personal email should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. Employees may not solicit, promote, or advertise any outside Town product, or service through the use of email or anywhere else on Town premises at any time. Management may monitor email from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages except for disclosing passwords to IT staff upon request.

708. Voicemail

The Town's voicemail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voicemail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

709. Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls. Town landlines shall not be used for personal long-distance calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town

guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. An employee's use of a cell phone or mobile device to access Town systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Town action. Employees authorized to access Town systems and information using a personal device must immediately inform the Town if the device is lost or stolen.

Employees must follow all federal, state, and local laws related to cell phone use while driving Town vehicles or driving personal vehicles for Town purposes with exceptions for sworn law enforcement personnel. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

710. Generative Artificial Intelligence (AI)

Employees must observe the following requirements when acquiring and using software that meets the definition of Generative AI.

Generative AI is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and can generate new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems. These requirements apply only to Generative AI systems.

1. Outputs of Generative AI systems must be reviewed by humans prior to each use in an official Town capacity ("Human in the Loop" or HITL). HITL review processes shall be documented by owning departments and shall demonstrate how the HITL review was conducted.
2. Documentation of HITL reviews shall be retained according to the appropriate records retention schedule.
3. Whenever possible, employees who use Generative AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs.
4. All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations to the Town should be embedded in the image or video (e.g., via digital watermark).
5. If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
6. All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group who reviewed/edited the content).

Example: Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the [_____] Department before publication.

7. Employees shall not knowingly or intentionally conceal use of Generative AI during

interaction with colleagues or the public, such as tools that may be listening and transcribing the conversation or tools that provide simultaneous translation.

8. Generative AI applications are built using training datasets from various sources on the internet and often include gender, racial, political, and other biases. As a result, Generative AI outputs can propagate biases. Additionally, even the most advanced current Generative AI tools may provide inconsistent answers to fact-based questions. All material generated by an AI system shall be checked for accuracy, as well as for biases they may display.
9. Employees shall not submit data that cannot be fully released to the public, or that is confidential, or that is privileged to Generative AI systems. Any questions about whether data is confidential or privileged shall be directed to the Town Attorney or their designee.
10. To the extent possible, no Town data or records, including inputs or prompts, are to be used for training or parameter tuning for Generative AI models outside the Town's control. AI technologies that cannot prevent Town data or records from contributing to their language models may not be used by Town employees.
11. All records generated, used, or stored by Generative AI vendors or solutions may be considered public records and must be disclosed or protected in accordance with the law.
12. Whenever possible, all Generative AI solutions and/or vendors approved for Town use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

711. Use of Personal Images

Images of Town employees may not be used or released unless a voluntary waiver authorizing such use has been executed, except for required employee identification cards and internal recognition and introduction.

SECTION 8 - SEPARATION OF EMPLOYMENT

801. Separation

Employees desiring to end their employment relationship with the Town, are asked to notify their supervisor as soon as possible and a minimum of two weeks prior to their intended departure date. Notice generally allows sufficient time to transfer work, cover shifts, return Town property, review eligibility for continuation of insurance, complete an exit interview, and make arrangements for final pay.

Employees separating employment shall disclose their network, software, and hardware usernames and passwords to the Information Technology Director prior to separation.

802. Resignation or Retirement

Resignations are completely voluntary and once submitted in writing can only be withdrawn with the approval of the Town Manager.

Employees who plan to retire are asked to provide sufficient advance notice to the Town so the Town can timely process any pension forms or other retirement benefits to which an employee may be entitled.

803. Training Reimbursement and Training

Because of the expense incurred by the Town associated with recruitment, hiring, and training employees in certain positions, employees who separate employment prior to satisfying any agreed upon training reimbursement requirement are required to reimburse the Town either prior to departure or pursuant to repayment terms issued by the Town. Specific details of the reimbursement requirement are approved by the Town Manager or their designee and are provided to employees in their offer of employment and in a separate training reimbursement agreement provided at the time employment commences.

Police Officers

Police Officers hired without Police Officer Standards and Training (POST) certification or successful completion of a recognized field training program are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they leave employment prior to 2 years of sworn law enforcement service in the Jackson Police Department after completion of POST certification and the Wyoming Police Academy.

Public Works Operators

Public Works Operators hired without a Commercial Driver's License (CDL), that have the costs associated with obtaining that CDL paid by the Town of Jackson, are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they fail to obtain their CDL in the time frame set forth in their offer of employment or if they leave employment prior to 2 years of service to the Town of Jackson as licensed Operator.

Specialized Training

Because of expenses that may be incurred related to specialized training after employment has commenced, employees may be provided a specialized training reimbursement agreement at the time of that specialized training. Employees who separate employment prior to satisfying any agreed upon specialized training reimbursement requirement are required to reimburse the Town pursuant to their agreement either prior to departure or pursuant to repayment terms issued by the Town.

Training Programs and Professional Development

The Town of Jackson periodically conducts leadership development training for employees in the organization through an outside consultant. This type of training is budget dependent and class size can be limited. However, in most cases, any employee in the organization is welcome and encouraged to attend and participate without any entrance requirements.

Each Department in the organization has a supported training and professional development budget where training and professional development opportunities are identified, budgeted for, and employee attendance may be required based on the type of position held.

Participation in training and professional development plays a positive role in promotion and advancement opportunities.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE POLICY MANUAL FOR TRANSIT RELATED EMPLOYEES DATED MARCH 17, 2025. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE TOWN IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS OF 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.

THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED POLICY MANUALS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE POLICY MANUAL, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE TOWN, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Signature

Employee Name

Date

Appendix A

Town of Jackson Wyoming Equal Employment Opportunity Policy Statement

The Town of Jackson has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, ancestry, creed, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, military status, or other protected classes or any other status protected by applicable federal, state, or local law.

The Town of Jackson's EEO policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging unlawful discrimination. Retaliation against an employee who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

The Town of Jackson is committed to providing reasonable accommodation to qualified applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As the Town of Jackson Town Manager, I, Tyler Sinclair, maintain overall responsibility and accountability for the Town of Jackson's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed, Roxanne Robinson, the Director of Internal Services, as the Town of Jackson's EEO Officer. Roxanne Robinson reports directly to me for EEO purposes and acts with my authority for EEO purposes with all levels of management and employees.

All Town of Jackson executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring the Town of Jackson's EEO Policy and Program within their respective areas and may be assigned specific tasks to ensure compliance is achieved. The Town of Jackson evaluates the performance of its managers and supervisors in multiple areas including their successful implementation of the Town of Jackson's EEO policies and procedures in the same way the Town of Jackson assesses their performance regarding other goals for the organization.

The Town of Jackson is committed to maintaining its program regarding unlawful discrimination that sets forth the policies, practices and procedures, to which the Town is committed, and the Town of Jackson will make the EEO Policy and Program available for inspection by any employee or applicant for employment upon request.

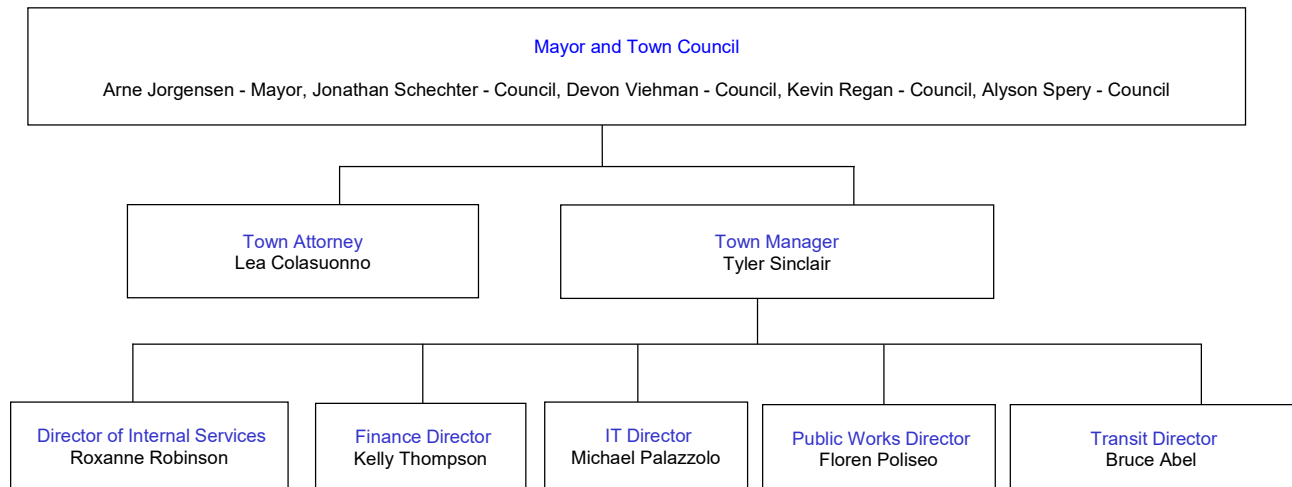
I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect under the guidelines of our EEO Policy and Program.

Tyler W. Sinclair, Town Manager

Date

Appendix B

Organizational Chart Showing Reporting Relationships of all Transit Related Directors, Department Heads, and Executive Leadership



STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Internal Services	Presenter:	Roxanne Robinson
Agenda Item:	Resolution 25-07 A Resolution Adopting the Policy Manual for Victim Services Employees	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council approves Policy Manual updates by Resolution. The Policy Manual update was identified at the 2024 Council retreat for update and consideration of Council as a priority item. The Policy Manual establishes broad policies related to employment, and in some cases, more specific operational and procedural elements recommended for inclusion due to best practices or human resources legal advice.

Requested Action.

Staff requests Council approve Resolution 25-07 adopting the Policy Manual for Victim Services Employees as presented.

Recommendations.

Staff recommends Council approve Resolution 25-07 adopting the Policy Manual for Victim Services Employees as presented.

Background.

As noted at the February 18, 2025 Town Council workshop, the Policy Manual is a document that combines various policies protecting and affecting employees related to multiple areas including harassment, accommodation, resolution of complaints, paid and unpaid leave, pay, attendance and remote work, discipline, use of facilities, social media, communication and network systems, and similar types of policies. The Policy Manual has not had a significant update since approximately 2006. As a result, there are areas in the current Policy Manual that do not reflect best practices, supplemental policies that should be incorporated into the Policy Manual, and areas where language should be updated.

The Policy Manual is being updated to:

1. Follow best practices to separate policies from operational guidelines,
2. Reflect current policies of the organization that have evolved,
3. Streamline and simplify language based on human resources legal counsel,
4. Incorporate supplemental policies into one policy document,
5. Improve/tighten up leave policies leading to potential for increased capacity and better service to the public
6. Eliminate unnecessary spending,
7. Provide small benefit enhancements with potential to increase retention, job satisfaction, and inclusiveness, and
8. Address areas to potentially reduce liability, security risks, or potential for damage to equipment or facilities.

Staff began work on updating the Policy Manual in February of 2023. In addition to the work involved with researching issues, drafting the updated policy, working through the human resources legal review, and preparing information for employee meetings, staff spent time gathering input on the notable changes from Department Directors on multiple occasions, and conducted full departmental listening sessions with each team in the organization as well as several open listening sessions. Input was also gathered from employees in the organization in one-on-one sessions and through emails submitted. Staff presented the draft Policy Manual to the Council at the February 18, 2025 workshop meeting.

During staff's work with Employer's Council, our contracted human resources legal counsel, and policy requirements necessary to comply with our federally grant funded programs of START and Victim Services, staff learned that slight variations in policy were needed for these two employee groups. As a result, and, on advice from our contracted human

resources legal counsel, staff developed slightly different Policy Manuals for transit-related employees and victim services employees to comply with federally mandated requirements for policy manual content. These slightly different versions contain language in blue that is in addition to, or differs from, the language in the Policy Manual for general employees.

Analysis.

Victim Services receives federal grant funding administered through the State of Wyoming from the Victims of Crime Act (VOCA) to support direct services to victims of crime. The Wyoming Division of Victim Services (DVS), who administers the grant, requires subgrantees to develop, adopt, and maintain operational, personnel and fiscal policies to ensure quality of services, address requirements for an abbreviated Equal Employment Opportunity (EEO) program, and address required policies relating to volunteers. The Town Council is responsible for reviewing, revising, and approving policies of the program. DVS rules require certain policies be included as well as specific procedures and information.

Because DVS requires Council approval of the policy, significant procedure and program information is included in the Policy Manual for Victim Services Employees. The notable differences in the Policy Manual for Victim Services Employees as compared to the Policy Manual for General Employees are listed below.

1. The mission statement for Victim Services and a detailed description of the services provided.
2. Available translation services for victims of crime.
3. Orientation, training, coping, and transport of victim policies for Victim Services staff.
4. Detailed fiscal policies and requirements.
5. Detailed information, safeguards, and documentation regarding operations of the Victim Services program.
6. Additional categories of protected classes and a timeline and procedure for processing complaints.
7. Procedural requirements for confidentiality of information.
8. Reporting requirements for the Victim Services program and the EEO program.
9. Policies governing volunteer recruitment, applications, requirements, and separation.

Next Steps:

- Upon Council adoption, Victim Services employees will sign for updated policies and ongoing extensive education and training will begin.
- Once policies have been adopted, the Operational Guidelines will be finalized and approved by the Town Manager, employees will sign for these Operational Guidelines and ongoing extensive education and training will begin.
- Staff will then review the Police Department policy manual, of which Victim Services is a division, to ensure compliance with the overall policies and guidelines. The Police Department policy manual is extensive and updating this departmental manual will include additional work with the Police Department. Once the Police Department policy manual has been updated, it will be presented to Town Council for consideration and approval.

Key Policy Question #1. Does the Town Council support the updated Policy Manual for Victim Services Employees as presented?

Staff welcomes Council questions and input into the Policy Manual. The current Town of Jackson Policy Manual remains in place and effective until changed.

Possible Alternatives.

Council could delay adoption until a future date and/or ask for further information on specific policies or requirements. The current Town of Jackson Policy Manual remains in place and effective until changed.

Comprehensive Plan & Priority Alignment.

The ability of the Town of Jackson to implement and take actions aligned with the Comprehensive Plan depends on the ability to recruit and retain an effective workforce. Establishing policies that create a positive working environment that

leads to recruitment and retention of employees is aligned with Common Value #3, Quality of Life, and directly relates to Section 8, Quality Community Service Provision.

Fiscal Impact.

There may be some fiscal impacts to several changes in policy and those impacts would be dependent on employee choices. Those include:

1. Expanded Use of PTO Cash In On Holidays. A Victim Services employee working through midnight could choose to cash in an additional 8 hours of PTO resulting in the Town paying out additional PTO hours in addition to the wages earned by the employee for hours worked.
2. Expanded PTO Use During Weeks with Required Overtime. An employee that worked additional hours on a given day during a week with intended PTO use could choose to cash in their intended PTO use at the regular rate resulting in the Town paying out additional PTO hours at the employee's regular rate.

Staff Impact.

The staff impact of this project has been approximately 500 hours with the bulk of that time spent by the Director of Internal Services with additional time spent by Department Directors, the Town Attorney, and employees. Staff impact after adoption is estimated at an additional 115 hours including conducting training with employees and distribution.

Attachments or Links.

Resolution 25-07 A Resolution Adopting the Policy Manual for Victim Services Employees

Suggested Motion.

Staff recommends Council approve Resolution 25-07 adopting the Policy Manual for Victim Services Employees as presented.

RESOLUTION 25-07

A RESOLUTION ADOPTING THE POLICY MANUAL FOR VICTIM SERVICES EMPLOYEES

EFFECTIVE MARCH 17, 2025

WHEREAS, pursuant to Wyo. Stat. §15-3-204(b), the governing body by resolution may specify conditions for specific employee offices or positions within the Town organization; and

WHEREAS, these specific employee offices and positions conform to the same conditions as other employees in the Town organization; and

WHEREAS, adoption of policy manuals for Town employees by resolution establishes a clear way to track employee policies that protect and affect Town employees; and

WHEREAS, the Town Council, by adoption of this resolution, adopts the Policy Manual for Victim Services Employees, attached hereto as Appendix A, and rescinds all previous Policy Manuals for Victim Services Employees.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, having fully considered the matter at hand,

The Jackson Town Council adopts this Resolution 25-07, adopting the Policy Manual for Victim Services Employees attached hereto as Appendix A.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2025.

TOWN OF JACKSON

Arne Jorgensen, Mayor

ATTEST: _____
Riley Hovorka, Town Clerk

Resolution 25-07 Appendix A



TOWN OF JACKSON
POLICY MANUAL

VICTIM SERVICES EMPLOYEES

Adopted by Town Council on March 17, 2025 as Appendix A of Resolution 25-07

TABLE OF CONTENTS

IMPORTANT NOTICE	5
SECTION 1 – INTRODUCTION, MISSION STATEMENT AND SERVICES	6
SECTION 2 - EMPLOYMENT	9
201. Appointment, Removal, Orientation and Training	9
202. Equal Employment Opportunity and Unlawful Harassment	10
203. EEO Harassment	11
204. Sexual Harassment	11
205. ADA, Pregnancy and Religious Accommodation	12
206. Complaint Procedure	12
207. Job Descriptions	13
208. Teton County Victim Services (TCVS) Operations	13
SECTION 3 - EMPLOYEE CATEGORIES	14
SECTION 4 – EMPLOYEE BENEFITS AND LEAVE	15
401. Benefits Overview	15
402. Paid Leave Table	18
403. Paid Time Off (PTO)	19
404. Holidays Observed	20
405. Sustainment Leave	21
406. Dependent Leave	21
407. Funeral Leave	21
408. Jury Duty Leave and Court Appearances	22
409. Work Related Injury Leave	22
410. Emergency Service Leave	22
411. Active Military Leave	23
412. Reserve and Guard Duty Leave	23
413. Voting	23
414. Gifted PTO	23
415. Unpaid Leave (Leave of Absence)	24
416. Administrative Leave/Suspension	25
417. Family and Medical Leave Act (FMLA)	25
418. Employee Housing	28
419. Childcare Placement Preference	29
420. Temporary Light Duty	29

421. Additional Benefits	29
422. TCVS Compassion Fatigue And Vicarious Trauma	29
 SECTION 5 – PAY	 30
501. Wages	30
502. Overtime	30
503. Call-Out Pay	30
504. Standby Pay	31
505. Call-In Pay	31
506. Compensable Travel Time	31
507. Paydays	31
508. Pay for Exempt Employees	31
509. Time Reporting	32
510. Meal Periods	32
511. Stipends	32
512. Shift Differentials	33
513. Bonuses	33
 SECTION 6 – WORK ENVIRONMENT	 33
601. Performance Reviews, Values, and Recognition	33
602. Work Schedule	34
603. Remote Work	34
604. Exempt Employee – Absences and Timekeeping	35
605. Accommodation for Nursing Employees	35
606. Alcohol and Drugs	36
607. Anti-Violence	36
608. Appearance and Attire	37
609. Attendance and Punctuality	37
610. Political Participation	37
611. Confidential Information and Records	38
612. Employee Ethics and Conflicts of Interest	39
613. Discipline/Discharge	40
614. Inspections	40
615. Job Related Concerns	41
616. References	41
617. Safety/Reporting of Injury	41
618. Smoking	41
619. Use of Town Property	42
620. Vehicles, Electric Bicycles, and Accidents	42
621. Wash Bay	44
622. Exercise Facility and Exercise Locker Rooms	45

623. Travel	45
624. Sustainability	46
625. Pets and Animals	46
626. Town Credit Cards, Fiscal Policies, and Gift Cards	46
627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges	47
 SECTION 7 – COMMUNICATION AND NETWORK SYSTEMS	 48
701. Data, Network and Communication Systems	48
702. Data Disposal	49
703. Personal Use of the Internet	49
704. Social Media and External Communications	49
705. Software and Copyright	52
706. Unauthorized Use	52
707. Email	52
708. Voicemail	53
709. Telephones/Cell Phones/Mobile Devices	53
710. Generative Artificial Intelligence (AI)	53
711. Use of Personal Images	55
 SECTION 8 – SEPARATION OF EMPLOYMENT	 55
801. Separation	55
802. Resignation or Retirement	55
803. Training Reimbursement and Training	55
 SECTION 9 – TETON COUNTY VICTIM SERVICES VOLUNTEERS	 56
901. Volunteer Recruitment and Applications	56
902. Volunteer Requirements	57
903. Volunteer Separation	57
 ACKNOWLEDGEMENT OF RECEIPT	 58
 Appendix A Teton County Victim Services Confidentiality Policy	
Appendix B Department of Justice Whistleblower Information	
Appendix C	
Appendix D	

- IMPORTANT NOTICE -

THIS POLICY MANUAL IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN OF JACKSON AND SOME INFORMATION ABOUT WORKING HERE. THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ANY PREVIOUSLY ISSUED EDITIONS.

AT THE TOWN OF JACKSON, NEITHER THE EMPLOYEE NOR THE TOWN IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH THE TOWN IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

NO REPRESENTATIVE OF THE TOWN OF JACKSON, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE.

THE CONTENTS OF THIS POLICY MANUAL ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS POLICY MANUAL SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN OF JACKSON RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN OF JACKSON. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

SECTION 1 – INTRODUCTION, MISSION STATEMENT, AND SERVICES

This Policy Manual was developed by the Town of Jackson (hereinafter referred to as ‘Town’) to describe some of the guidelines, programs, and benefits for employees. Employees should familiarize themselves with the contents of this Policy Manual, because it may answer many questions about employment with the Town. Employees receive this Policy Manual upon hiring and Victim Services volunteers receive this policy manual upon volunteering. This Policy Manual is available for inspection by any employee or applicant for employment upon request and is also made available to the general public.

The information provided in this Policy Manual is subject and subordinate to federal law, state law, local law, and promulgated rules of Court. In the event of a conflict between the terms of these policies and any applicable rule of law, or rule of order of court, the rule of law or order of court shall prevail. Employees shall follow federal, state, and local laws.

This Policy Manual and any amendments to it are approved by the Town Council. The Town Manager:

- Is authorized to interpret policies in this Policy Manual when necessary or appropriate,
- Shall approve operational guidelines for application of policies in this Policy Manual or any other operational guidelines and any amendments to those operational guidelines as necessary, and
- Shall approve any emergency or temporary Town policies not covered by this Policy Manual until such emergency or temporary policy is presented to Town Council for action.

Departmental policies are subordinate to this Policy Manual and shall comply with this Policy Manual. All Teton County Victim Services (TCVS) employees and volunteers shall comply with this Policy Manual, the Operational Guidelines of the Town, the Jackson Police Department (JPD) Policy Manual, and the Division of Victim Services (DVS) Administrator’s Guidebook. If a court finds a section or clause to be illegal or unenforceable, the remaining sections or clauses still apply.

The mission of TCVS is to provide direct services to all victims of reported crime through education about victim’s rights, crisis intervention, supportive services, and advocacy in the criminal justice system.

Services:

- TCVS serves all victims of reported crime in Teton County, Wyoming.
- TCVS assists victims/clients who come seeking assistance for protection orders but who may not be ready to report their incident to law enforcement.
- TCVS assists survivors of suicide and traumatic death incidents at the request of law enforcement in Teton County, WY.

- TCVS will seek assistance from translators and interpreters when needed to best assist the needs of a client. Clients with Special Needs and or disabilities are entitled to the same level of services afforded every client who is served by TCVS. Accommodations will be sought to best serve a client when needed.
- TCVS is supervised by the JPD and is a jointly funded program of the Town of Jackson and Teton County Wyoming. TCVS works directly with law enforcement: JPD, Teton County Sheriff's Office (TCSO), and the Wyoming Highway Patrol. TCVS also works directly with the Teton County Prosecutor's Office and the Town of Jackson Municipal Court prosecutor to ensure that victims are informed and have a voice throughout the criminal justice process. TCVS seeks to ensure that victims are informed of their rights and services. Some services include assistance with applications to Crime Victim's Compensation as well as restitution.
- Crisis Intervention Services. TCVS serves clients when they are often in crisis. As such Crisis intervention services are:
 - De-escalating a situation
 - Establishing physical and emotional safety for the victim
 - Reinforcing the victim's ability to make choices regarding possible courses of action
- Victim Advocates are not licensed mental health professionals. Victim Advocates may seek assistance when needed from:
 - the JPD Social Worker,
 - make referrals to the Mental Health and Recovery Services of Jackson Hole,
 - refer victims to other local resources,
 - seek assistance from law enforcement.
- Shelter Services
 - TCVS will refer appropriate clients first to the Community Safety Network (CSN) for shelter assistance.
 - When CSN is not available, the client refuses CSN assistance, or the client is not eligible for Shelter at CSN due to the nature of the crime; TCVS will seek a safe place for the victim to stay for the immediate need.
 - TCVS works with the local Good Samaritan Mission for referrals for clients needing shelter.
 - TCVS also may utilize DVS emergency funds or emergency funds from Old Bill's Fun Run donations to house a client for a night or two in a local hotel/motel. TCVS works closely with the Antler Inn and other Town Square Inns as they traditionally offer a reduced rate to TCVS in emergency situations.
 - The following should be considered when considering Shelter Services and determining eligibility should include a current or past history of:
 - Physical abuse
 - Threats of physical abuse
 - Sexual abuse
 - Emotional and/or psychological abuse

- Acts which unreasonably restrain personal liberty against a household member, family member, caregiver, or intimate partner
 - Once eligibility of services has been determined there are several special circumstances to consider in how to provide services. Special circumstances may include:
 - Homeless minors
 - Victim with adolescent male children.
 - Male victims
 - LGBTQ
 - Fleeing from another state or program
 - Have returned to the abuser
 - Continue to have contact with the abuser
 - Have been diagnosed with a mental illness or currently takes medication
 - Substance abuse
 - If denial of services is necessary an appropriate and specific referral plan should be used, such as the Good Samaritan Mission or other available services.
 - Housing/Storage Deposit for clients: TCVS does not provide funds for housing or storage deposits for clients.
- Services with a Trauma Informed Response Approach
 - Advocates will attend to survivor's emotion and physical safety with the goal of helping survivors increase their access to economic resources, physical safety, and legal protections.
 - Advocates will assist with strengthening a survivor's psychological capacities to rebuild their lives and deal with the multiple complex issues they face in accessing safety, and recovering from traumatic effects caused when crimes are committed and against them.
 - Advocates will provide services to crime victims with a trauma informed response approach that addresses the five core components:
 - Providing survivors with information about the traumatic effects of abuse,
 - Adapting programs and services to meet survivor's trauma and mental health-related needs,
 - Create opportunities for survivors to discuss their responses to trauma,
 - Offer resources and referrals to survivors, and
 - Reflect on individual and program practices.

Language Access - Limited English Proficiency (LEP) for TCVS:

- Under Title VI of the Civil Rights Act of 1964: Translators and translated paperwork are available and will be made available upon any request.
- Spanish translation services through staff, independent translators, and the language line through Teton County Dispatch are utilized to provide comprehensive services to non-

English speaking clients. When needed American Sign Language or other specialized translation services are utilized. This is in compliance with:

- Title VI of the Civil Rights Act of 1964
- The Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- Title IX of the Education Amendments of 1972
- The Age Discrimination Act of 1975
- Violence Against Women Reauthorization Act of 2013
- Family Violence Prevention Services Act Reauthorization of 2010
- Wyoming Fair Employment Practices Act

Referrals to appropriate services will be made if TCVS is unable to assist a client.

SECTION 2 - EMPLOYMENT

201. Appointment, Removal, Orientation, and Training

The Town Council approves, through budget adoption or amendment, the number of full-time and part-time employees in the organization, funding for variable hour positions, and the overall staffing budget and any amendments. The Town Manager is authorized to reorganize, reassign, transfer, retitle, classify, reclassify, or change approved positions, and wages paid for those positions to best serve the operational needs of the Town within budget parameters or amendments.

Employees, except for the Town Manager, Town Attorney, and Municipal Judge, are appointed, promoted, advanced, demoted, or transferred by the Town Manager or the Director of Internal Services and are removed by the Town Manager. Authorization to fill a vacancy must be presented to the Director of Internal Services and requires approval from the Town Manager.

The Director of Internal Services is responsible for recruitment, examination, selection processes, and appointment recommendations. Applicants are treated in a uniform manner without regard to any protected status. Immediate family are not employed in a supervisory relationship or where there is a probability of close personal interaction between immediate family in the course of their duties. All vacancy announcements include information regarding required drug and alcohol testing applicable to the position.

In addition to regular orientation elements required by the Director of Internal Services, for TCVS employees, employee orientation shall include, at a minimum, information regarding the chain of supervision, the nature of supervision, the level of supervision depending on work experience or training, the work schedule, the evaluation of performance, operational guidelines, policies, practices, familiarization with the community, and office locations for stakeholders. TCVS

employees shall also be informed of employee rights and remedies under 41 U.S.C. 4712 (whistleblower Notification) and shall sign for receipt of the Department of Justice Whistleblower Information attached as Appendix B to this Policy Manual.

Prior to appointment and every five years upon employment, TCVS employees shall successfully pass a background check related to Determination of Suitability to Interact with Participating Minors attached as Appendix C to this Policy Manual and retained in the employee's file. TCVS employees must successfully complete a thorough, documented, background check conducted by the JPD which shall include, at a minimum, a criminal history check, a check of the sex offender registry, a check through the child abuse registry and may also include a credit history and other elements deemed appropriate by the Chief of Police or their designee.

TCVS employees must complete 40 hours of training prior to providing unsupervised direct services to victims approved by the DVS consisting of the FREE Office of Victims of Crime (OVC) Victim Assistance Online training <https://www.ovcttac.gov/vatonline> as well as community specific training attached as Appendix D to this Policy Manual and retained in the employee file. TCVS employees must complete a minimum of 10 hours of ongoing training annually and must complete the Victim Compensation training once every two years.

202. Equal Employment Opportunity (EEO) and Unlawful Harassment

The Town is committed to the principles, concept, and practice of equal employment opportunity and to treating all applicants and employees with dignity and respect. The Town prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, ethnicity, sex, color, religion, ancestry, creed, national origin, disability, military status, genetic information, language, social class, economic status, education, marital status, residency, HIV status, or any other status protected by applicable federal, state, or local law as well as those who are affiliated with associations or individuals covered in the protected categories. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers, elected and appointed board, committee and task force members customers, clients, vendors, consultants, etc.

This prohibition includes the denial of TCVS services on the basis of race/ethnicity, language, sex, gender, age, sexual orientation, gender identity, (dis)ability, social class, economic status, education, marital status, religious affiliation, residency, or HIV status.

TCVS employees will immediately cease any harassment upon notification at the lowest level. TCVS employees that are the subject of harassment are allowed to immediately tell the offending party to cease the behavior or action of harassment.

Because the TCVS program receives funding through DVS from specific sources that may include Victims of Crime Act (VOCA), Wyoming state general funds for victim services, surcharge funds for distribution to victim services providers or the Office of Justice, Violence Against Women Act, Title I of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq., the Internal Services Department of the Town of Jackson completes any required Equal Employment Opportunity Plan documents to analyze the relevant labor market data and employment practices to identify possible barriers to the participation of women and minorities in all levels of the Town of Jackson's workforce.

203. EEO Harassment

The Town strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment and is objectively offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media, such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- 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, coworkers, and non-employees, such as elected or appointed boards, volunteers, customers, clients, vendors, consultants, etc.

204. Sexual Harassment

The Town 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 a basis for decisions affecting an individual's employment.
- 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 violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- 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.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

205. ADA, Pregnancy and Religious Accommodation

The Town is committed to providing reasonable accommodations to qualified applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship to the Town or if it will cause a direct threat to health or safety. Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. The Town makes reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses an undue hardship on the Town. Employees needing such accommodation are to contact the Director of Internal Services immediately.

206. Complaint Procedure

All applicants and employees have the right to file complaints alleging unlawful discrimination. If a violation of the EEO policy or harassment based on protected classes listed in this Policy Manual, including sexual harassment or unlawful discrimination, is believed to have occurred, employees may file a complaint and are asked to use the following complaint procedure. The Town's policies are designed to prevent unlawful harassment, deter future harassers, and protect employees from unlawful harassment. The Town takes prompt action to investigate and/or address alleged unlawful discriminatory or unlawful employment practices. The Town also takes prompt remedial actions, when warranted, in response to complaints of unlawful discriminatory or unlawful employment practices. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy. The Town expects all officials, supervisors, and managers to cooperate with any investigation of a complaint. [For TCVS employees, investigations will commence within 15 days of the allegation or complaint. For TCVS employees, remedial actions, when warranted, will be taken within 60 days of the allegation or complaint.](#)

Report the incident to the Director of Internal Services, who will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If a [TCVS](#) employee prefers not to go to this individual with their complaint, they [may](#) report the incident to the Town Manager, [or may report the incident to the following entities:](#)

The Wyoming Division of Victim Services via email to 320 West 25th Street, 2nd Floor Cheyenne, WY 82002, by phone at (307) 777-7200, or email to ag-victimservices@wyo.gov.

The Department of Justice, Office of Civil Rights toll-free at 855-856-1247 or (202) 514-3847.

TCVS employees may visit the Office of Civil Rights website for more information, <https://www.justice.gov/crt/how-file-complaint>.

The Town prohibits retaliation against an employee for engaging in protected activity or filing a complaint under this policy or assisting in a complaint investigation, proceeding, or lawsuit, any retaliation will not be tolerated. If there is a perception that retaliation for making a complaint or participating in the investigation has occurred, employees are asked to follow the complaint procedure outlined above.

If the Town determines that an employee's behavior violates this policy, disciplinary action will be taken which may include termination of employment. The Director of Internal Services will maintain documentation of allegations or complaints of sexual harassment or hostile work environment and the resolution of those complaints for TCVS employees.

A copy of any finding of discrimination for a TCVS employee will be supplied to the Office of Civil Rights Compliance, Office of Justice Program, and the DVS.

207. Job Descriptions

Job descriptions are approved by the Director of Internal Services with input from the Town Manager and Department Directors and are periodically reviewed and evaluated to ensure that they are job related, in compliance with this policy, and that they comply with equal employment opportunity.

208. Teton County Victim Services TCVS Operations

Mandatory Reporting. Wyoming Statute 14-3-205 and 35-20-103, Division Rules Ch. 9 § 11(a). Any TCVS employee suspecting abuse or neglect of child or vulnerable adult is legally obligated to make a report of the abuse to the proper authorities (Law Enforcement or the Department of Family Services).

Client Files. TCVS client files are electronic in nature. Notes are saved in the database [VSTRACKING software online database]. Letters/applications for Crime Victim's Compensation (CVC)/ Protection orders/restitution information and receipts are scanned and saved in the V Drive and attached to the client's electronic file in VSTRACKING. Paper copies are then shredded by the Teton County Recycling Center through their confidential shredding process.

Service Documentation. All TCVS clients and contacts will be entered into VSTRACKING as soon as possible to document including but not limited to: the name and identifying contact information of the client, dates of service, TCVS staff members providing service, types of service or referral provided, provisions for future or ongoing service, notes related to the basics of the service and contact

Services Evaluation. All TCVS clients are provided with links and access to surveys several times throughout their service. Survey links are included in all initial intake letters sent to clients, are included on every email sent to clients, and will be available in a printed format if requested by a client. TCVS advocates will encourage all clients to utilize the surveys to relay areas of success or needs for improvement. Surveys are available in Spanish and English and can be made available in other languages if necessary. All outcome surveys will include, at a minimum, the following two mandatory questions: 1)I know more ways to plan for my safety, and 2)I know more about resources available within my community.

Safety. Measures will be taken by TCVS to reasonably ensure that staff and those served are protected from intimidation, threat, and physical assault on or off service premises. For example:

- If a victim or offender threatens staff, staff will contact the JPD prior to leaving work alone.
- If a client is in fear for their safety due to stalking or domestic violence etc., TCVS Advocates will offer to call for an officer to respond, will work on safety planning with the client, and/or will network with the Community Safety network for shelter services or other support services.
- If a victim or offender threatens staff, advocates will notify their immediate supervisor immediately and law enforcement will be notified.
- Law Enforcement will be called if assistance or accompaniment is needed or requested to and from the office/court/car.

Special consideration will be given to the safety and security of communications with the people served. For instance, messages left on answering machines and electronic mail messages may be intercepted by those who share a dwelling/account with the victim thereby presenting risk to the victim's privacy and/or safety (particularly in domestic violence situations). TCVS advocates will be cognizant of security measures and/or minimal disclosure of information about the nature of the case or agency/organization when leaving text or voice messages.

SECTION 3 - EMPLOYEE CATEGORIES

Employees of the Town are classified as either exempt or non-exempt under federal and state wage and hour laws. Positions are assigned a pay band/grade on either the exempt, non-exempt, or public safety title and grade structure charts which, when combined, constitutes the Town's classification plan. Changes to the Town's classification plan require review by the Director of Internal Services and approval by the Town Manager, and any requests for changes must be

submitted to the Director of Internal Services.

The following categories are used throughout this Policy Manual.

Exempt Employees. Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and who are exempt from minimum wage and/or overtime pay requirements.

Non-Exempt Employees. Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their base rate of pay for any work in excess of 40 hours per workweek, and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period.

Full-Time Employees. Full-time employees are those authorized as full time by Council approval of the budget or special approval at a Council meeting. Full-time employees are normally scheduled to work a schedule of at least 40 hours in one week, and for sworn law enforcement employees on a 7k exemption plan, a schedule of 80 hours in a two week pay period. Full-time employees are eligible for Town benefits.

Part-Time Employees. Part-time employees are those authorized as part time by Council approval of the budget or special approval at a Council meeting. Part-time employees are those who are normally scheduled to work fewer than 40 hours but 32 or more hours per week. Part-time employees are eligible for Town benefits with PTO benefits proportional to the number of budget authorized hours.

Variable Hour Employees. Variable hour employees may have hours authorized in the budget for specific departments or areas or may be temporarily authorized by the Town Manager. Variable hour employees are those who are employed for short-term or on-going seasonal assignments, or who are regularly scheduled for less than 32 hours per week. Variable hour employees are generally hired to temporarily supplement the workforce, assist in the completion of a specific project, or work a reduced schedule on a regular basis. Variable hour employees may be classified as exempt or non-exempt based on job duties and compensation. Variable hour employees may be eligible for specific Town benefits pursuant to the Affordable Care Act.

SECTION 4 - EMPLOYEE BENEFITS AND LEAVE

401. Benefits Overview

The Town's comprehensive benefits package includes several different benefit plans, automatic deductions, retirement, paid leaves, use opportunities, and other benefits for employees. Benefits described in this Policy Manual, including the types of benefits offered and/or the

requirements for eligibility of coverage, may be modified or discontinued from time to time at the Town's discretion as permitted by law. The Town and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefit plans offered by the Town. The benefit programs are designed and periodically reviewed to ensure equal treatment is provided to all employees, that programs are non-discriminatory, and are administered without regard to any protected status.

Employees have an opportunity to make changes to their benefit plan selections during the Town's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child are also allowed to make a change in their benefit plan selection when that event occurs, in accordance with the terms of the plan document.

In the event a leave of absence is taken, employees are asked to consult the Director of Internal Services to determine the impact the leave may have upon benefit plans, including eligibility and/or making any required premium payments.

The Town complies with all federal, state, and local laws governing the provision of benefits. Some benefit plans offered by the Town are defined in legal documents, such as insurance contracts and summary plan descriptions. In the event information in this Policy Manual or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Finance Department.

Full and Part-Time Employees. The Town currently offers these benefit, matching funds, automatic deductions and retirement plans to full and part-time employees:

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
- *Dental Insurance Plan* - provides employees and their eligible dependents with dental coverage at group rates.
- *Vision Insurance Plan* – provides employees and their eligible dependents with vision coverage at group rates.
- *Life Insurance Plan* - provides certain insurance coverage at group rates.
- *Short-Term Disability (STD) Plan* - helps replace the employee's salary if they suffer a covered disability for a limited period of time.
- *Long-Term Disability (LTD) Plan* - helps replace employee's salary if they suffer a covered disability for an indefinite period of time.

- *Wyoming Retirement System (WRS) Pension Plan* – program provides retirement income for eligible employees after employment ends.
- *Wyoming Deferred Comp Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.

Variable Hour Employees. Pursuant to the Affordable Care Act, the Town currently offers these benefit plans to variable hour employees that have averaged 30 hours/week either in the 12 months since their hire date or as measured during the previous measurement period. Eligible family members are also offered coverage.

- *Medical Insurance Plan* – provides employees and their eligible dependents with medical coverage at group rates. In addition to the plan document, the following additional points apply to this coverage for variable hour employees:
 - The administrative period is June of each year.
 - The measurement period is 12 months and runs from June 1 to May 31 of each year.
 - The stability coverage period is 12 months and runs from July 1 through June 30.
 - Once coverage is obtained, the employee is covered for 12 months regardless of the number of hours averaged.
 - Once coverage is obtained, coverage is terminated at the end of the stability period if the 30 hour/week average has not been maintained as calculated during the administrative period for the measurement period.
 - Coverage is terminated as a result of voluntary separation of employment.
 - Coverage is terminated the last day of the month in a calendar month if the employee has not worked a minimum of 1 hour.
 - Rehired employees must begin a new measurement period.
- *Health Savings Account Matching Contributions* – matches funds contributed by employees up to the maximum authorized in the annual budget or separate approval by Council.
 - Employees eligible for Medicare will instead be provided a dollar-for-dollar match into deferred comp.

402. Paid Leave Table

Paid Leave Table	
Paid Time Off (PTO) for Positions with Holiday, Vacation, & Sick Combined	Hours
First Year	240
1 Year Completed	240
2 Years Completed	240
3 Years Completed	240
4 Years Completed	240
5 Years Completed	296
6 Years Completed	306
7 Years Completed	306
8 Years Completed	306
9 Years Completed	306
10 Years Completed	316
11 Years Completed	316
12 Years Completed	316
13 Years Completed	316
14 Years Completed	316
15+ Years Completed	336
Paid Time Off (PTO) for Positions with Vacation & Sick Combined + Separate Holiday Wages	Hours
First Year	152
1 Year Completed	152
2 Years Completed	152
3 Years Completed	152
4 Years Completed	152
5 Years Completed	208
6 Years Completed	218
7 Years Completed	218
8 Years Completed	218
9 Years Completed	218
10 Years Completed	228
11 Years Completed	228
12 Years Completed	228
13 Years Completed	228
14 Years Completed	228
15+ Years Completed	248
Other	Hours
PTO Use Required for Dependent Leave or Sustainment Leave Eligibility	24
PTO Buyout Maximum	40
PTO Paid for Cancellation of Pre Approved PTO	40
Dependent Leave	80
Funeral Leave Regular/Extensive Travel/Death of a Child 21 or Under	24/40/80
Injury Leave Prior to Worker's Comp	24
Emergency Service Leave	250
Reserve and Guard Duty Leave	250

403. Paid Time Off (PTO)

The Town of Jackson combines holidays, vacation, and sick leave into Paid Time Off (PTO) for full-time and part-time employees, except for full-time transit operators. Full-time transit operators receive combined vacation and sick leave into PTO as noted in the paid leave table and 8 hours of paid holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday. All paid leave, whether PTO or other, is provided at the employee's base rate of pay.

PTO provision, expiration, and scheduling. PTO is provided on the employee's hire date and each year thereafter on their hire date anniversary. References to 'year' in the employee benefits section, unless specified, refers to the year between hire date anniversaries. PTO expires the day prior to the employee's hire date anniversary. Part-time employees are currently eligible for PTO benefits proportional to the number of budget authorized hours.

PTO is granted in a manner that minimizes interruptions to the operations of the Town. PTO days are to be planned and scheduled in advance whenever possible. Employees showing up for work are required to be physically and mentally able to work and are required to notify their supervisor if they are not physically or mentally able to perform their full duties. Employees that come to work obviously ill or injured or their obvious illness or injury may lead to others getting ill or injured, may be sent home at the discretion of their Department Director and required to utilize PTO. In the event the employee is absent for 4 or more workdays due to an illness or injury, medical certification may be required. The Town reserves the right to send an employee to a doctor of the Town's choosing at the Town's expense. The Town does not retaliate against an employee for utilizing unplanned PTO for an injury or illness.

PTO approval and use. Employees are encouraged to meet with their supervisor on their hire date anniversary to discuss and receive approval for planned PTO throughout the coming year. Use of PTO for full or partial days requires Department Director pre-approval except in the instance of utilizing PTO for unplanned instances. Employees must notify their supervisor each day at the beginning of their shift when they cannot come to work because of unplanned PTO use including illness, injury, birth of their child, medical care or other similar unplanned situation. Employees utilizing unplanned PTO shall inform their supervisor when they expect to return to work. PTO use during an employee's last 80 hours of work requires approval from the Director of Internal Services and the Town Manager.

The Town Manager may send staff home on a temporary basis for operational reasons and require staff to utilize PTO.

Net Pay. Full-time non-exempt employees that do not work 40 hours in a week (or 80 hours in a 2-week period for 7k exemption employees) are required to utilize PTO hours necessary to bring their hours to 40 (or 80 for 7k exemption employees). Part time non-exempt employees that do

not work their regular schedule of hours in a week are required to utilize PTO hours necessary to bring their hours to their regular schedule of hours. Employees are only paid PTO hours necessary to bring their paid hours to their full schedule unless the employee indicates 'No Net Pay' on their time sheet during a 40/80 hour pay period where they intended to take PTO and ended up working extra hours on other days in that period. In that instance, a non-exempt employee will be paid for a full scheduled day of PTO time in addition to their hours worked during that period.

PTO buyback. The Town pays employees their unused PTO existing the day prior to their hire date anniversary up to the maximum noted in the paid leave table, unless they have used a portion of hours of other paid leave during the year, except for emergency service leave or reserve and guard duty. The Town pays employees up to the maximum hours of PTO noted in the paid leave table, if their pre-approved PTO was cancelled by the Town Manager due to operational needs. There is no PTO payout upon separation of employment.

Additional provisions. Upon the death of a Town employee, the Town pays a maximum of 40 hours of any remaining PTO.

Employees on a period of approved, planned PTO are not authorized to work during that period without specific director pre-approval, and for directors, without Town Manager pre-approval. The exception to this rule is if there is an emergency situation.

404. Holidays Observed

Town Offices are closed on the following observed holidays:

- | | |
|--|--------------------------|
| • New Year's Day | January 1 |
| • Martin Luther King, Jr./Wyoming Equality Day | 3rd Monday in January |
| • President's Day | 3rd Monday in February |
| • Memorial Day | Last Monday in May |
| • Juneteenth | June 19 |
| • Independence Day | July 4 |
| • Labor Day | 1st Monday in September |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | 4th Thursday of November |
| • Friday after Thanksgiving | Day after Thanksgiving |
| • Christmas Day | December 25 |

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

Working on holidays. With their supervisor's approval, positions identified by the Town Manager not regularly scheduled to work on holidays have the option to take an alternate day of PTO on 6 of the 11 holidays in exchange for working those 6 holidays. Any hours worked on more than 6 holidays will result in an equivalent deduction of hours from their PTO balance. All other positions may swap each holiday and may also cash in an equivalent number of PTO hours for hours worked on those holidays on either the holiday or the day the holiday is observed, but not both, except for a shift that begins or ends on the holiday. Employees whose scheduled shift begins or ends on a holiday, may cash in an equivalent number of PTO hours for hours worked on the holiday as well as hours worked from a connected shift prior to 12AM of the holiday, and a connected shift that continues after 12AM the day after the holiday.

Employees that do not work on a holiday are required to utilize PTO hours necessary to bring their hours to their full work schedule.

All full time Transit Operators are paid 8 hours of holiday wages for each holiday as it occurs regardless of time worked during that week or on that holiday.

405. Sustainment Leave

Eligible employees are provided paid sustainment leave after the use of PTO hours as noted in the paid leave table, due to an illness or injury. Employees may only receive sustainment leave up through eligibility for short term disability insurance or the 15th day of the absence, whichever occurs first. Employees may decline sustainment leave retroactively up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of sustainment leave.

406. Dependent Leave

Eligible employees can use paid dependent leave each year after the required use of PTO noted in the paid leave table, due to the need to care for an ill or injured immediate family member or to care for their newborn child or placement of a newborn child for foster care, or adoption of a newborn child. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. Dependent leave may be used intermittently after the required initial use of PTO if it is for the same illness or injury. Employees electing dependent leave may change that leave to PTO up to 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of dependent leave.

407. Funeral Leave

In the event of a death in their immediate family, full- and part-time employees are granted paid funeral leave noted in the paid leave table to attend a funeral or memorial service. If extensive

travel is required or in the event of the death of a child 21 or younger, additional hours are granted as noted in the paid leave table. For the purposes of this supplemental leave, immediate family is defined as spouse, siblings, parents, children, grandparents, grandchildren, mother and father in-law, and eligible partners as defined in an Affidavit of Domestic Partnership for health care coverage. In the event of the death of a near relative, full and part-time employees are granted up to one paid day to attend a funeral. Near relatives include the employee's aunts, uncles, nieces, nephews, and their spouse's or partner's grandparents, brothers, sisters, and other close relatives. For funerals of friends, employees may take PTO or unpaid leave with approval of their Department Director.

408. Jury Duty Leave and Court Appearances

The Town encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, intimidated or coerced because they request or take leave in accordance with this policy. Employees shall immediately inform their Department Director if they receive a subpoena to appear as a defendant or witness in any action related to any circumstance arising from the performance of their duties. Employees must provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Full and part-time employees receive paid jury duty leave for the duration of their juror service if they were scheduled to work and they provide confirmation of juror service. If the employee is excused from jury duty during their regular work hours, they are required to report to work promptly. Employees returning from jury duty leave are reinstated to their prior position without loss of seniority.

Leave for an employee required to appear in court for reasons other than a personal case or an expert witness or the like, shall be addressed on a case-by-case basis by the Town Manager or their designee.

409. Work Related Injury Leave

For work related injuries where a doctor's note is provided and the employee has completed requisite worker's comp documentation, full and part-time employees are provided paid injury leave. Employees may decline injury leave retroactively 30 days prior to the end of the year, and in that instance, PTO will be deducted for that period of leave instead of injury leave. Employees utilizing injury leave must present a medical provider's statement indicating ability to return to work.

410. Emergency Service Leave

The community relies on volunteers to respond to fire and emergency medical situations as well as search and rescue situations through the Fire/EMS Department and Teton County Search and Rescue, and the Town supports employees serving as volunteers in these critical roles. Employees are eligible to utilize paid emergency service leave each year for time spent serving or training as an active volunteer with Teton County Wyoming Fire/EMS and Teton County Search and Rescue as noted in the paid leave table when the service or training cuts across their regular work schedule. Emergency service leave beyond this time is unpaid leave from the Town. Use of emergency service leave does not impact the PTO buyback.

411. Active Military Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. Active military leave is unpaid, and employees have the option of utilizing PTO prior to unpaid leave.

412. Reserve and Guard Duty Leave

The nation relies on reservists and national guard personnel to serve our country, and the Town supports employees serving in these critical roles. The Town complies with all laws governing reserve and guard duty including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees may utilize paid reserve and guard duty leave each year for time spent serving or training as a reservist or a member of the national guard as noted in the paid leave table when the service or training cuts across their regular work schedule. Reserve and guard duty beyond this time is unpaid leave from the Town. Employees have the option to utilize PTO prior to unpaid leave. Use of reserve and guard duty leave does not impact PTO buyback.

413. Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

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 shall arrange with their Department Director no later than the day prior to election day. The Town follows all federal and state laws related to paid leave time to vote.

414. Gifted PTO

The Town Manager may grant permission for an employee to receive gifted PTO from other employees to supplement unpaid and unplanned Family and Medical Leave Act (FMLA) leave in instances involving catastrophic illness or injury on a case-by-case basis and when the employee

has exhausted their own PTO.

415. Unpaid Leave (Leave of Absence)

Normally, unpaid leave is not granted. If, on rare occasions, management deems the circumstances warrant approval and after exhaustion of PTO and/or FMLA, or ineligibility for FMLA, the Town Manager may grant an employee an unpaid leave of absence upon recommendation by the employee's Department Director and the Director of Internal Services or if leave is needed as a reasonable accommodation for a disability. Prior to commencement of unpaid leave expected to last longer than 3 days, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks for the duration of their unpaid leave.

If the leave is for a medical reason, the Town may require a written opinion from a medical provider, or a medical provider of the Town's choosing, outlining the reason for the leave and the estimated time needed.

An employee ready to return to work from unpaid leave for a medical reason must present a medical provider's statement indicating ability to return to work. If an employee is unable to return to work at the end of the unpaid leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the ADA, and any accommodation provided must be reasonable and not result in any undue hardship for the Town. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the Town.

The Town may reinstate an employee ready to return from unpaid leave for medical reasons, when, in the opinion of the Town, it is practical to do so or as reasonable accommodation under the ADA. The Town does not guarantee reinstatement of an employee to their former job. When the employee is available to return to work, the employee is free to apply for any vacancy available and may be considered along with other applicants.

The Town continues medical and life insurance benefits for an employee on unpaid leave as long as the employee is eligible under the plan document and the employee continues to pay any employee portion of the premium required of other full- or part-time employees. Paid leave, other than jury duty leave or reserve and guard duty leave, is not granted during the unpaid leave. Variable hour employees are not eligible for a leave of absence under these guidelines except as may be required by the ADA. Also see guidelines for Family and Medical Leave Act (FMLA) leave.

Employees failing to return at the expiration of their unpaid leave may be terminated.

Unless otherwise protected under federal or state law, unpaid leave does not exceed 90 calendar days.

416. Administrative Leave/Suspension

Paid Administrative Leave/Paid Suspension. Employees may be placed on immediate paid administrative leave/paid suspension by their supervisor or Department Director. Supervisors must immediately notify their Department Director if they place an employee on paid administrative leave/paid suspension. Any occurrence must be followed up with timely documentation to the Director of Internal Services. The duration of the paid administrative leave/paid suspension requires approval by the Director of Internal Services. Prior to commencement of paid administrative leave/paid suspension, employees may be required to return all Town equipment, uniforms, and keys and may also be denied access to Town facilities and networks for the duration of their paid administrative leave/paid suspension.

Unpaid Administrative Leave/Unpaid Suspension. Unpaid administrative leave or unpaid suspension is a separate type of leave and is considered a disciplinary action.

417. Family and Medical Leave Act (FMLA) Leave

The Town provides up to 12 weeks (e.g. 480 hours if intermittent for 40 hour/week employee) of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, partner, child, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

Intermittent FMLA to care for the employee's child after birth, or placement for adoption or foster care must be taken in 8-hour or more increments.

Military Family Leave Entitlements

Eligible employees with a spouse, partner, child, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”

Benefits and Protections

During FMLA leave, the Town maintains the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Employees pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee reimburses the Town for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave. Holidays, funeral leave, or employer’s jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for the Town for at least 12 months and for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to

pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the Town or 26 weeks, as explained above. The Town uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or when approved by the Town. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is without pay and runs concurrently with any paid leave or insurance benefits. Employees are paid PTO while on FMLA until their PTO is exhausted with the exception of 8 hours per month remaining in the year (up to a max of 40 hours), plus 8 hours for each holiday remaining in the year. Should the FMLA period cross over into the next year, employees are paid PTO while on FMLA until their new PTO balance is exhausted except for 8 hours per month remaining (up to a max of 40 hours) in the year plus 8 hours for each holiday remaining in the year. Employees are required to supplement worker's compensation benefits and short/long term disability insurance benefits with PTO during FMLA. Within 15 days of return to work from FMLA, employees shall meet with their supervisor to specifically plan their PTO use for the remainder of the year.

Employee Responsibilities

Employees must provide 30 days advance notice to their Department Director and/or the Director of Internal Services of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must

inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may be required to provide a certification and periodic recertification supporting the need for leave. FMLA for the birth of a child or placement of a child in foster care does not require certification or recertification. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Town's attendance guideline. Employees on leave must contact the Director of Internal Services at least two days before their first day of return.

The Town's Responsibilities

The Town informs employees requesting leave whether they are eligible under FMLA. If they are, the notice specifies any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town provides a reason for the ineligibility.

The Town informs employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town notifies the employee.

Unlawful Acts

FMLA makes it unlawful for the Town 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 the Town.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights.

418. Employee Housing

Town owned or controlled rental housing is offered to eligible employees under certain circumstances with eligibility, preference, and selection determined by the Town Manager. Town held rights of first purchase are offered to full-time employees with preference provided to employees that have completed 2 consecutive years of employment immediately preceding a weighted drawing. The number of entries into the weighted drawing are based on years of employment completed with the Town.

419. Childcare Placement Preference

Town held childcare rights of first placement are offered to full-time Town employees, Town elected officials, and other groups through a fair and transparent process approved by the Town Manager with preference given according to the number of full-time years of employment completed.

420. Temporary Light Duty

Temporary light duty is voluntary, not guaranteed, may change at any time, and may end at any time. Recommendations for temporary light duty are made by a Department Director to the Director of Internal Services when the employee is medically unable to perform the full duties of their position for a temporary period but able to perform alternative assignments. Recommendations for light duty must be accompanied by a description of the recommended departmental duties and a doctor's authorization indicating the temporary work restrictions. Temporary light duty offers are only made if there is funding available and if there are light duty tasks or assignments available providing benefit to the Town. Preference for light duty assignments is given to employees injured or otherwise disabled in the line of duty. Any temporary light duty offer requires approval from the Director of Internal Services and the Town Manager.

This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards, Americans with Disabilities Act, or other federal or state laws.

421. Additional Benefits

With Town Manager and budget approval as appropriate, additional benefits may be offered including, but not limited to, reimbursement for college courses and materials from an accredited college or university, health savings account contribution match, Wyoming deferred compensation contribution match, use of ski vouchers, ski pass discounts, discounted bus passes, and discounted Rec Center memberships.

422. TCVS Compassion Fatigue and Vicarious Trauma

The Town of Jackson understands that the stress of providing support to crime victims can take a toll on TCVS employees and volunteers and having a plan for stress management enhances morale and reduces burnout and staff turnover. TCVS employees and volunteers are encouraged to:

- Practice mindfulness, and mindfulness training is incorporated into annual training with staff and volunteers. TCVS employees and volunteers are notified of local mindfulness trainings by the Chief of Police or their designee.
- Practice self care such as exercising in a gym, walking, yoga, or other healthy outlets for stress.
- Reach out for Teton Interagency Peer Support when needed for debriefing, counseling, or referrals to other services when needed.
- Participate in weekly debriefing sessions and staff meetings to share stressors or brainstorm ideas for addressing trauma.
- Utilize time away from work spread out throughout the year.

SECTION 5 - PAY

501. Wages

Wage offers and wage changes require the approval of the Director of Internal Services, and, in some cases, the Town Manager. Employees are paid for hours worked pursuant to the Fair Labor Standards Act (FLSA) and other applicable federal and state law unless additional pay is authorized pursuant to this Policy Manual.

502. Overtime

Non-exempt employees must record all time worked on departmental timesheets. From time to time, non-exempt employees may be required to work overtime. In these instances, as much advance notice as practical is given. All overtime must be approved in advance by the employee's supervisor. Overtime at the rate of time and one-half the employee's base rate is paid to non-exempt employees when work is performed in excess of 40 hours in one week and for sworn law enforcement employees on a 7k exemption plan, in excess of 80 hours in a two week pay period. For purposes of calculating overtime, the workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The 40/80 hours threshold is based on actual hours worked during the designated period. Therefore, paid time off, or other paid or unpaid leave time used does not count towards hours worked for the purposes of overtime.

The Town does not offer compensatory time off in lieu of cash payment.

503. Call-Out Pay

Non-exempt employees may be called-out to perform unanticipated work outside of their work schedule. Two hours of call-out, at the rate of two times the employee's base rate, is paid regardless of whether the work exceeds 40/80 hours. Any work performed in excess of 2 hours is paid at the overtime rate regardless of whether the work is in excess of 40/80 hours or whether the work is related or unrelated to the call-out. Employees dismissed from duty after being called-

out, may again be called-out and if so, receive call-out pay and overtime pay as outlined.

504. Standby Pay

Non-exempt employees may be engaged to wait in certain circumstances. While engaged to wait, employees are paid standby pay. Standby pay, at the minimum wage rate set by the federal government, is paid for time worked while being engaged to wait.

505. Call-In Pay

Employees are compensated for their call-in time. Failure to respond to a call or message during the employee's designated on-call time may result in discipline. Non-exempt called-in employees are paid at their regular rate of pay for any time worked while on-call, as specified in this policy. Employees are paid any applicable overtime rate if the time spent carrying out assigned duties during the call-in time qualifies as overtime hours.

506. Compensable Travel Time

Employees, including passengers are compensated for travel pursuant to the time frame requirements of the FLSA. Employees receive pay for time spent if that travel cuts across the employee's workday on nonworking days if the employee is a passenger on an airplane, train, boat, bus, or vehicle.

507. Paydays

Employees are paid every other Friday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. We encourage all employees to receive their pay through direct deposit.

On each payday, employees receive an electronic statement showing gross pay, deductions, and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Finance Department.

508. Pay for Exempt Employees

Exempt employees are paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The Town is committed to complying with salary basis requirements, which allow properly authorized deductions.

If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Director of Internal Services. Reports of improper

deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

509. Time Reporting

Non-exempt employees are required to complete a time sheet daily or at the conclusion of each pay period as directed by their Department Director and on time sheets in a format directed by their Department Director. At the conclusion of each pay period, employees must sign their time sheet and submit it to their immediate supervisor for signature and approval. It is necessary for non-employees to indicate whether the recorded hours are for time worked or leave.

Exempt employees are required to complete a time sheet in a format directed by their Department Director at the conclusion of each pay period recording any leave taken during the pay period in full day increments.

These records are the only ones used by the Town to calculate employee pay and PTO balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all time worked. Employees who also choose to keep their own personal time records must provide them to the Town if they find a discrepancy between the Town's records and their records. Employees should contact their supervisor or the Finance Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisor or the Finance Manager of any mistakes in their time records or pay. Employees also must notify the Director of Internal Services if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports are investigated, and appropriate corrective action is taken. The Town does not tolerate retaliation against employees for making a report or participating in an investigation.

510. Meal Periods

Non-exempt employees who work 8 or more consecutive hours are provided with at least one unpaid 30-minute meal break. During the break, employees are relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that makes an uninterrupted meal break impracticable, the employee is allowed to consume an on-duty meal without any loss of time or compensation.

Notification to the employee's supervisor is required if the employee's lunch break deviates from their regularly approved schedule. Non-exempt employees must take a full 30-minute uninterrupted meal period and must notify their supervisor immediately, if their lunch break is shorter than 30 minutes or if their lunch is interrupted by work.

511. Stipends

To address special circumstances or provide incentives, the Town provides specific stipends to eligible employees in positions and amounts approved by the Town Manager.

Spanish interpretation stipend amounts are based on testing results and employees receiving this stipend are expected to interpret and/or translate in situations directly related to their job duties or field of work. Employees receiving this stipend may receive requests to interpret or translate in situations not directly related to their job duties or field of work and those requests are at the discretion of their Department Director and shall not unduly disrupt regular work.

512. Shift Differentials

To address specific purposes or provide incentives, the Town provides the following types of hourly shift differentials to eligible employees in amounts approved by the Town Manager.

Police Officers – Driving Under the Influence (DUI), Enforcing Underage Drinking Laws (EUDL), and Highly Visible Enforcement (HVE)

Law enforcement work related to alcohol compliance and violations is of particular importance to the Wyoming Department of Transportation and the Wyoming Association of Sheriffs and Chiefs of Police and they are therefore incentivizing local governments to perform extra work in these areas by providing grant funds. Police Officers are provided a shift differential for work performed under this grant when marked on their time sheet as such.

Police Officers – Airport Duty

Airport duty is specialized work for Police Officers that requires a sworn officer be present but that is at a very different pace than regular law enforcement work in the Town of Jackson. Police Officers are provided a shift differential for work performed at the Jackson Hole Airport.

Transit Operators – Commuter Route Driving

Operation of a START Bus through the Snake River Canyon and over Teton Pass, in heavy traffic and frequently in poor driving conditions can be hazardous and treacherous. Transit Operators are provided a shift differential for routes driven through the Snake River Canyon and over Teton Pass.

513. Bonuses

To recruit and retain employees in certain positions that have historically been challenging to fill and retain, the Town provides bonuses to eligible employees in positions and amounts approved by the Town Manager.

SECTION 6 - WORK ENVIRONMENT

601. Performance Reviews, Values, and Recognition

Employee performance is integral to the efficient and effective management of the Town organization and is reviewed by management on an ongoing basis which may include a written review when deemed appropriate and/or a written review on a schedule determined by the Town Manager.

Organizational values exist to assist in defining expectations for employee behavior and establishing a positive cultural baseline for working together. Town values are updated on a periodic basis as determined by the Town Manager. Employees are evaluated on working in alignment with the Town values as well as other areas of performance as determined by the Town Manager.

Employees are formally recognized for notable or exceptional behaviors in alignment with the Town values or for other reasons on a schedule and in a manner determined by the Town Manager.

Management encourages employees to participate in and pursue professional development, career growth opportunities, and promotional opportunities.

Performance reviews are not tied to compensation received.

602. Work Schedule

The workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. Sunday. The standard work schedule is 8am-5pm Monday-Friday which includes 1 hour for lunch. Any work schedule that deviates from the standard work schedule for a department, division, or position requires the Town Manager's approval.

The standard hours that Town offices are open to the public are 8am – 5pm Monday-Friday except for holidays as noted in Section 404. Any office hours that deviate from the standard hours for a department, division, or position requires the Town Manager's approval. The Town Manager may temporarily close Town offices, cease operations, and/or send staff home for occasional employee meetings; for health, safety, and welfare reasons; or other reasons.

Employees are generally expected to be at work during the standard hours offices are open to the public or an approved deviation from standard hours.

Shift scheduling is conducted pursuant to established procedures approved by the Town Manager and applicable law.

603. Remote Work

Certain job descriptions, work tasks, or essential functions in the Town may be able to be conducted remotely on a regular basis, a temporary basis, a project-by-project basis, or to attend meetings. Remote work authorization is not granted due to lack of childcare, lack of elder care, or other similar types of situations where the employee is not able to fully focus on work tasks. Remote work authorization is not granted for positions with tasks that are unable to be performed remotely. Authorization for remote work, other than one or two days very occasionally that can be approved by the Department Director, requires the Town Manager's approval.

Due to operational needs or for health reasons, the Town may mandate remote work on a temporary basis. Remote work authorizations are temporary and may be rescinded by the Town Manager.

604. Exempt Employee – Absences and Timekeeping

As a public entity, the Town has a duty to taxpayers for public accountability in its actions. All employees are expected to be at work during their scheduled work hours whether exempt or non-exempt. Pre-planned absences for exempt employees require pre-approval from the employee's supervisor. Exempt employees working a partial day are not required to take PTO for that day. An exempt employee that does not work on one of their regularly scheduled workdays must take a full day of PTO. If an exempt employee is absent and their PTO is exhausted, pay will be docked from the employee's salary as authorized by law.

605. Accommodation for Nursing Employees

Private space will be provided, and reasonable time will be permitted for nursing employees to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, the Director of Internal Services and the employee agree upon a schedule that might include the employee using PTO, arriving at work earlier, or leaving later. In the event leave is used, the employee is relieved of all work-related duties during any unpaid break.

Employees are provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Town will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Employees may store expressed breast milk in designated Town refrigerators. The employee must clearly label each container with their name and the date the milk was collected. Unlabeled containers and containers left for more than three days may be disposed of without warning. Alternatively, employees may bring in their own cooler for the temporary storage of breast milk.

Nursing employees are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the general lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, or milk is stored.

The Town does not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodation and break time described in this policy.

606. Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Town premises or while conducting Town business is prohibited.

Drug and alcohol abuse policies and procedures for testing including pre-employment, reasonable suspicion, post-accident, and random testing are set forth in separate policies provided to applicable employees, available on the Town's intranet, and from the Director of Internal Services.

A list of resources, programs, professionals and organizations designed to assist employees with personal or behavioral problems is available from the Director of Internal Services or on the Town's intranet.

607. Anti-Violence and Weapons

Any action or behaviors that, in management's opinion, are inappropriate to the workplace are not tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidation, threatening or violent conduct, vandalism, sabotage, arson, use of weapons outside of law enforcement purposes, and bullying.

Employees should immediately report any such actions or behavioral occurrences to their supervisor or to the Internal Services Department. The Town investigates complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

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

If an employee is a victim of domestic violence, [dating violence](#), or [stalking](#), they are asked to contact a sworn law enforcement officer for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors, and work interference. If an employee feels they are subjected to workplace bullying, they are asked to contact the Internal Services Department.

Weapons in the workplace are controlled by Wyoming Statute.

608. Appearance and Attire

Our work environment encourages employees to dress comfortably for work. Good judgment is the main guideline to follow. This includes being clean, neat, and sized appropriately, with appropriate attire that meets reasonable grooming standards including appropriate length and coverage. Uniforms required of employees must be clean, neat, and serviceable when worn. For employees that frequently meet with members of the public and for presentations at public meetings, business casual attire is expected. To respect coworkers or members of the public that may have smell sensitivities, excessive use of perfume/cologne/after shave are not permitted.

Employees required to wear uniforms shall adhere to the uniform standards set by their Department Director and approved by the Town Manager.

Employees shall not wear a Town uniform when representing personal opinions at meetings, gatherings, or similar types of events.

609. Attendance and Punctuality

All employees are expected to be on time and prepared to begin work at the start of their shift at their assigned post. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Town.

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

610. Political Participation

The Town encourages employees to participate in matters of responsible citizenship. The Town does not interfere with the conduct of Town employees engaged in political activity, if the activities are confined to hours when the employees are not on duty, they are not campaigning in their official Town uniforms, and if the activities do not impair the employee's job efficiency or that of others. Employees are prohibited from electioneering while on duty or at Town events. Employees subjected to electioneering while on duty or at Town events by fellow employees or Town elected officials are asked to contact the Director of Internal Services.

Employees whose principal employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment:

- They may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.
- They may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, Town, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Town can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, Town, or candidate.

Any Town employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with their job. If involvement is necessary during normal working hours, the individual must request and receive approval for PTO. Employees whose salary comes in part or in whole from federal government sources are subject to the Federal Hatch Act and its revisions.

No employee will be forced to pay any contributions to any political organization whatsoever.

Employees are not required to work for or participate in the support of any Town political candidate during their on-duty or off-duty hours.

611. Confidential Information and Records

Confidential Information and Securities. Employees of the Town have access to confidential information of the Town, the public we serve, and Town employees. Confidential information includes, but is not limited to, information concerning mailing addresses and phone numbers, attorney/client privileged information, social security numbers, dates of birth, drug and alcohol testing records, protected public records, financial information and similar subjects. If uncertain if information is confidential, contact the Town Attorney.

Employees are prohibited from purchasing or selling securities based on information not generally available to the public.

Employee Records. Employee records are maintained by the Director of Internal Services except for employee records related to payroll and benefits which are maintained by the Finance Director or their designee until employment is separated. All records are retained pursuant to

the Wyoming records retention schedules established by the Wyoming State Archives. The Town follows federal law, the Wyoming Public Records Act, and local fee schedules governing the release and availability of employee records and fees charged for such records except that current employees are not charged for their own reasonable employee records requests.

Non-Disclosure Prohibition. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, distributing, publishing, posting or releasing of confidential information, employee records, or other Town records in any manner must be authorized by the Town Attorney. Confidential information, employee records and Town records remain the property of the Town and in the custody and control of the Town.

TCVS Confidentiality Policy. All TCVS employees and volunteers must sign and comply with the TCVS Confidentiality Policy attached as Appendix A to this Policy Manual which shall be retained in the employee or volunteer file.

For TCVS employees, in the event of an actual or imminent breach of personally identifiable information (PII); TCVS employees must:

- No later than 12 hours after an occurrence, report to DVS any use or disclosure of personally identifiable information (PII) (as defined in 2 CFR 200.79) or electronic PII of which you become aware and/or of any breach or the detection of an imminent breach (as defined in OMB M-17-12). DVS will report to the Program Manager of the appropriate Federal Agency no later than 24 hours after an occurrence of any use or disclosure of PII or
 - Such notice shall include the identification of each individual whose PII has been, or is reasonably believed to have been, accessed, acquired, or disclosed during such disclosure, incident, or breach, a statement describing whether the PII was secured or unsecured, and a description of any security measures used.
 - A breach or imminent breach shall be treated as discovered by the Program if discovered immediately or if by exercising reasonable diligence it would have been discovered and known to the Program. A Program shall be deemed to have knowledge of a breach or imminent breach if the same is known, or by exercising reasonable diligence would have been known, to any person (other than the person committing the breach or imminent breach) who is an employee, officer, or other agent (determined in accordance with the federal common law of agency) of the Program.
 - All reports of a breach or imminent breach involving PII by the Program shall also include the most current contact information available for each individual whose PII has been, or is reasonably believed to have been accessed, acquired, or disclosed, and any other information required by 45 CFR 164.404 for the notification of individuals.

612. Employee Ethics and Conflicts of Interest

Employees are held to a high ethical standard and expected to act accordingly. Employees shall comply with the Jackson Municipal Code as it relates to conflicts of interest. Employees can obtain a copy of excerpts from the Municipal Code regarding conflicts of interest on the Town's intranet, the internet, or from the Internal Services Department.

Employees are expected to protect Town information and avoid outside activities or relationships that do or could improperly influence their decisions or actions on the job.

If employees have any questions about whether a situation is an ethical concern or a conflict of interest, they should refer the matter to the Director of Internal Services and/or the Town Attorney for final determination.

TCVS employees often have uncensored and unquestioned access to people, information, resources and positions of trust not easily available to the general citizen. Care will be taken to properly identify potential conflicts of interest, in order to avoid the appearance of impropriety and to preserve the public's trust.

613. Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action that, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances. Notification by Department Directors for thorough investigations into performance that falls short of standards and/or expectations, that includes a description of the performance or behavior, shall be submitted to the Director of Internal Services in a timely manner. Disciplinary actions beyond a formal discussion require submission and review by the Director of Internal Services and approval of the Town Manager.

614. Inspections

The Town may question employees and other persons entering and leaving our premises in the event of unusual loss or reasonable suspicion of misuse of company property. Entry onto the Town's premises constitutes consent to searches or inspections.

This process includes the inspection of items such as packages, parcels, purses, handbags, briefcases, lunch boxes, or other possessions or articles carried to and from Town property. In addition, the Town reserves the right to search Town property used by employees, such as an employee's locker, office, desk, files, computer, email, voice mail, and Internet files. Inspections may be conducted at any time at the discretion of the Town.

A Town-initiated search does not necessarily imply an accusation of theft or that an employee has broken a rule. Refusal to cooperate with or submit to a search will not be tolerated.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, file drawers, or similar locations, all of which are keyed by the Town and copies of those keys are kept by the Town.

615. Job-Related Concerns

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

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to their Department Director. If the problem still cannot be resolved, employees may submit a written concern to the Director of Internal Services for review and final decision about the situation. The Director of Internal Services consults the Town Manager as appropriate. Also see the EEO/Harassment Complaint Procedure in Section 203.

616. References

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

If employees receive a call inquiring about a former or current employee, employees are asked to refer the caller to Internal Services. Only the Director of Internal Services or their designee has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

617. Safety/Reporting of Injury

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must report this fact in writing to their Department Director as well as to the Finance Director or their designee.

618. Smoking

It is our objective to provide a smoke-free environment within our Town. Smoking nicotine products, electronic cigarettes, vapor material or flavored tobacco products is prohibited within all areas of Town buildings, facilities, vehicles, and within 25 feet of the main entrance into the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

619. Use of Town Property

Town property shall be used and cared for responsibly. Use of Town property is limited to Town purposes except for the following instances expressly permitted in this Policy Manual and limited to Town employees unless expressly authorized:

- Town mechanics utilizing the fleet maintenance work bays and limited tools and equipment of the Town to work on personal vehicles while not working.
- Use of printers/copiers for personal printing/copying/faxing so long as fees are paid for copies or printing with the exception of the first 5 pages.
- Vehicles as outlined in Section 620.
- Wash bay use as outlined in Section 621.
- Basement exercise facility use as outlined in Section 622.
- Use of Town phones, computers and equipment as outlined in Section 7 Communications.
- Use of common supplies for personal reasons including Kleenex, toilet paper, and other similar items.

620. Vehicles, Electric Bicycles, and Accidents/Collisions

Town vehicles shall only be used for Town purposes except for:

- incidental stops while traveling to and from official Town business,
- incidental travel (approximately 20 miles or less in total) for personal reasons that deviates from travel for Town purposes while traveling outside the community for Town business,
- authorized commuting,
- travel to and from the gym to work out (sworn law enforcement personnel residing in Teton County only).

Town vehicles include cars, trucks, equipment, and motorcycles. No person other than a Town employee, elected official, or appointed board member may operate a Town vehicle or electric bicycle. Federal, state, and local laws shall be followed at all times for vehicle and bicycle use and safe, prudent, and courteous behaviors are expected. Unnecessary idling shall be avoided. Failure to provide immediate notification to the employee's Department Director and the Director of Internal Services when there is a change in driver's license validity, class or endorsements is prohibited.

Non-Town Employee Passengers

Non-Town employee passengers are prohibited on electric bicycles. Non-Town employee passengers are prohibited in Town vehicles and equipment with the following exceptions:

- Customers of transit services.
- Apprehended persons for Police purposes.
- Victims of crime for Teton County Victim Services purposes.
- Police ride-along passengers that have executed a waiver of liability.
- Elected or appointed Town board members with pre-approval.
- Passengers traveling with an employee, elected official, or appointed board member to, from, or during a conference or meeting.

TCVS staff is discouraged from transporting intoxicated, actively suicidal people, runaways, or others who may pose a physical threat or liability to people served or staff. In these types of situations or circumstances, law enforcement or other emergency transport may be warranted. When needed, TCVS staff will utilize a Town of Jackson vehicle or an unmarked police/sheriff's car.

Rented Vehicles

Additional insurance shall be obtained when vehicles are rented for Town purposes.

Pool Vehicles

The Town Manager approves employees/positions authorized regular or temporary use of pool vehicles. Employees may occasionally be asked to take a Town vehicle home for the purpose of plowing or sweeping parking lots.

Commuting

The Town Manager approves employees/positions authorized for commuter use of a Town vehicle on a regular or temporary basis. Employees may not use a Town vehicle to commute to or through destinations outside of the State of Wyoming or Teton County except for vehicles for sworn law enforcement personnel. Employees authorized for commuter use shall not use the Town vehicle for personal use other than incidental stops while commuting. The Town follows all Internal Revenue Service (IRS) laws regarding taxable benefits as they relate to commuter authorization.

The Town recognizes the value of marked and unmarked police vehicles and sworn law enforcement personnel able to respond to calls for service in Teton County and immediately upon reaching the border of Teton County Wyoming and therefore allows sworn law enforcement personnel to commute on a regular basis with a personally assigned vehicle (PAV). PAVs shall only be stored at the employee's primary place of residence unless special permission is granted by the Chief of Police or their designee. Sworn law enforcement personnel operating a PAV shall wear or carry their badge, identification, sidearm, handcuffs, soft body armor and

marked attire and shall adhere to guidelines approved by the Town Manager.

Personal Vehicle Use for Town Purposes

Occasionally the Town may require an employee to utilize their personal vehicle for Town purposes and any use requires Department Director approval. Mileage reimbursement for pre-approved use of a personal vehicle for occasional use is at the rate established by the USGSA for the most current year utilizing the USGSA POV mileage reimbursement rate. [TCVS advocates shall not transport clients in personal vehicles and will instead seek transportation assistance from either law enforcement, Uber/Lyft, or a taxi.](#)

Electric Bicycles

Using a Town electric bicycle for Town purposes supports the Town's sustainability efforts. The following information does not apply to use of Town ebikes specifically designed for and used by law enforcement personnel. Employees, elected officials, or appointed board members may operate a Town electric bicycle only after they have executed an Electric Bicycle Waiver and Release of Claims. Employees shall not use Town electric bicycles for personal use other than incidental stops while traveling to or from locations for Town purposes. Town electric bicycles shall not be used for commuting purposes. Additional use parameters:

- A bicycle helmet must be worn at all times.
- Phone or earphone use is prohibited.
- Use during storms, heavy rain, lightening, high winds, snow, or icy conditions is prohibited.

Accidents and Collisions

Any vehicle or electric bicycle accident or collision involving damage to a Town vehicle or electric bicycle, other vehicle or bicycle, persons, or property shall be reported immediately to the employee's supervisor who shall make an assessment and determine appropriate timing and necessity to further report the accident/collision to their Department Director, the Finance Director or their designee, and/or to law enforcement.

Employees are subject to post-accident drug and alcohol testing as set forth in separate drug and alcohol policies.

621. Wash Bay

Employees are authorized to wash personal vehicles in the Town wash bay pursuant to established procedures when not working, when it is not in use for Town purposes, and after they have completed requisite training and signed a waiver of liability. No one other than those listed below may drive a vehicle into or out of the wash bay, operate the wash bay equipment, or be present in the wash bay at any time other than inside a vehicle being washed without express permission of the Town Manager or their designee and only after they have completed requisite training and signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office.
- Members of Fire/EMS or Teton County Search and Rescue.
- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices.

Access to the wash bay will be revoked for users leaving the wash bay dirty or damaging equipment.

622. Exercise Facility and Exercise Locker Rooms

Employees are authorized to utilize the Town exercise facility and locker rooms located in the basement of the Town Hall when not working and after they have signed a waiver of liability. No one other than those listed below may be in the exercise facility, utilize exercise equipment, or utilize the locker rooms without the express authorization of the Town Manager or their designee and only after they have signed a waiver of liability.

- Town employee or Town elected official.
- Town dependent 18 years of age or older or elected official dependent 18 years of age or older.
- Employees of the Teton County Sheriff's Office
- Members of Fire/EMS or Teton County Search and Rescue.
- Employees of Teton County Attorney's office.
- Judges and full-time employees of local court offices

Access to the exercise facility and exercise locker rooms will be revoked for users leaving the facility dirty or damaging equipment.

623. Travel

Town related travel and estimated expenses require pre-approval. Cost effective travel arrangements are to be utilized for employees travelling for Town purposes. Carpooling is expected when multiple employees are traveling to the same destination. Employees driving out of Town for Town purposes shall utilize a Town vehicle unless approval has been given by their Department Director or the Town Manager to utilize a privately owned vehicle (POV). If a POV has been authorized, mileage reimbursement shall be provided at the USGSA POV mileage reimbursement rate. Personal side trips while travelling on Town business require mileage reimbursement if over 20 miles total. Mileage reimbursement for approved use of a personal

vehicle while traveling will be at the rate established by the USGSA for the most current year.

Within 15 days of return from travel, employees, elected officials, and appointed board members shall complete a travel reconciliation form and attach receipts for all non-meal items if reimbursement is required for travel expenses incurred. No receipts are required for meals and incidentals as the Town will only provide the per diem rates or a fixed reimbursement amount if travel is longer than 2 weeks and the type of lodging includes facilities for cooking. Meals and Incidentals (M&IE) rates from the USGSA are utilized to pay employees for meals and incidentals after travel has concluded. Any meals provided as part of the conference or travel are deducted from the payment utilizing the separate amounts for breakfast, lunch, dinner, and incidentals.

624. Sustainability

The Town is committed to energy efficiency, recycling, reducing waste, reducing greenhouse gas emissions, reducing water consumption, reducing water waste, and reducing fossil fuel use. Employees shall comply with all federal, state, and local laws in this regard. Employees will be held accountable for actions that do not support these commitments and shall follow operational guidelines in this regard.

625. Pets and Animals

Except for reasonable accommodations for service or emotional support animals required to comply with the Americans with Disabilities Act, in order to respect employees and members of the public that may have animal allergies, pets and personal animals are prohibited in Town facilities, vehicles, and equipment with the exception of housing units where pets are allowed, Police service animals, horses for mounted patrol (in Town owned trailer), case-by-case permission granted by a Department Director and approved by the Town Manager or their designee, or very occasionally on a single day occurrence when an employee may have a vet appointment for their pet. Permission for case-by-case situations and occasional single-day occurrences may be rescinded by the Town Manager to protect the health, safety, and welfare of employees and members of the public, for consistency in policy application, and to maintain professionalism in offices frequented by members of the public.

626. Town Credit Cards, Fiscal Policies, and Gift Cards

Town credit cards shall be used only after approval by the employee's Department Director.

TCVS finances are managed, processed, and paid through the Town Finance Department with proper coding of receipts and account numbers completed by the Victim Services Coordinator and the annual budget approved by the Town Council. TCVS does not accept cash donations. Donations to TCVS are encouraged through Old Bill's Fun Run, in which TCVS is a participant, with the application and reports completed by the Victim Services Coordinator. All use of funds from

Old Bill's Fun Run are deposited with the Town Finance Department and shall comply with the grant and application as set forth in the rules and procedures for Old Bill's Fun Run. Donations and restitution outside of Old Bill's Fun Run are processed through the Town Finance Department.

Emergency funds for crime victims are funded by the DVS and Old Bill's Fun Run donations, and any use of emergency funds are approved by the Victim Services Coordinator and processed through a documented case file outlining the need and a plan for the use of funds.

The Victim Services Coordinator shall ensure that all reimbursement accounts and line items are accurate prior to submittal to the DVS for monthly reimbursement.

Any requests for purchases of office equipment for TCVS purposes shall receive approval through the Town of Jackson budget process prior to purchase that shall include justification, and projected expense. Any disposal or destruction of office equipment tagged with Town of Jackson asset management tags must be approved by the proper Town of Jackson Department Director or the Town Attorney prior to disposal or destruction.

TCVS shall cooperate and comply with all requests by the Town of Jackson auditor and Finance Director.

All TCVS gift cards funded through Old Bill's Fun Run donations are stored in a locked file drawer in the TCVS offices with access restricted to the Victim Services Coordinator along with a complete accounting of the total number of cards. When a gift card is issued, the TCVS employee issuing the gift card will complete a required form noting the amount of the card, the recipient of the card (with identifying information protected for security as appropriate), the date the card was issued, where the gift card was issued from, and the initials of the TCVS employee issuing the gift card. Gift cards shall not be utilized for tobacco or alcohol purchases and are limited to use in instances when a victim needs funds to leave the community.

627. Reporting of Critical, Emergency, Provocative Incidents and Subpoenas, Civil Suits or Criminal Charges

A critical, emergency, or provocative incident is defined as:

- a potential community or organizational controversy,
- an issue that may damage trust or respect the organization or a department has built, or
- an issue that might upset, surprise or embarrass the Town Council, a department, or the organization.

Employees are required to report incidents of a critical, emergency, or provocative nature to their Department Director at the earliest possible opportunity. Directors are required to report

incidents to the Town Manager and the Director of External Affairs at the earliest opportunity.

Employees must immediately report to their Department Director the personal service of a subpoena, involvement in a civil suit, or personal criminal charges when such may affect their attendance, ability to perform their job, employment, or the reputation of the Town organization.

SECTION 7 - COMMUNICATION AND NETWORK SYSTEMS

701. Data, Network, and Communications Systems

The Town's data, computer network, access to the Internet, email and voicemail systems are business tools intended for employees to use in performing their job duties.

1. All data, network systems, documents, files, hardware and software are the property of the Town and may not be deleted, erased, or destroyed without express authorization of the Town.
2. All electronic work-related data files must be stored on Town network file servers and not on desktops on individual computers.
3. All information regarding access to the Town's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Town information and may not be disclosed to non-Town personnel except as authorized by law.
4. Employees shall not install or download files, software, or programs onto any Town computer or device without express authorization from the Information Technology Director or their designee.
5. Employees shall create, utilize, and update passwords on a schedule and upon direction provided by the Information Technology Director or their designee and shall follow all required protocols for secure login to Town hardware or network systems.
6. All computer files, documents, and software created or stored on the Town's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Town systems, whether password protected or not. Employees should not assume that any such information is confidential, including email either sent or received.
7. Computer equipment is not to be removed from the Town premises without written approval from a Department Director or the Information Technology Director.
8. Employees authorized for remote work shall take every precaution to prevent loss, theft or damage to Town computer or communications equipment.
9. Upon separation of employment, all communication tools are to be returned to the Town with usernames and passwords provided.
10. Employees that suspect their workstation has been infected by a virus or malware shall immediately unplug the computer from the power source and notify the Information Technology Director or their designee.

11. All Information Technology services support or purchases for TCVS purposes requires authorization in the budget adopted by Town Council as appropriate and approval by the Information Technology Director or their designee.

702. Data Disposal

During the course of employment, the Town collects certain information that is classified as “personal identifiable information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Employee first and last name or initials,
- Username(s) and password(s),
- Social Security number,
- Driver license or other identification card number,
- Medical documentation,
- Biometric data,
- and more.

The Town may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Town either (a) destroys the records or (b) arranges for their destruction, e.g., by shredding, erasing, or otherwise modifying the personal identifiable information in such a manner as to render it unreadable or indecipherable through any means.

703. Personal Use of the Internet

Some employees need to access information through the Internet to do their jobs. Use of the Internet during work time is limited to business purposes. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Town prohibits the display, transmittal, or downloading of material that is in violation of Town guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. The Town blocks internet sites as it deems appropriate.

704. Social Media and External Communications

Social media includes social media sites, posts, and comments where content is created by using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include, but are not limited to, Facebook, X (formerly known as Twitter), Instagram, YouTube, LinkedIn, Google+, and Flickr. Posts on social media sites include content

published through social media that may consist of dialogue, pictures, videos, URLs, articles, or other content. Comments on social media sites include responses, replies, observations, or opinions made via social media to a post or another comment, usually made by outside third parties.

Social media posts shall comply with the Wyoming Public Records Act.

Personal Use of Social Media

Personal use of social media is never permitted during working hours by means of the Town's computers, Town-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. Postings by an employee on a blog, wiki, chat room, or social networking site are considered personal communications and are not Town communications. Personal postings by an employee concerning the Town are not prohibited, provided they comply with this Policy Manual and any operational guidelines.

1. Employees must comply with all applicable laws, including copyright and fair use laws.
2. Employees may not disclose any sensitive, proprietary, confidential, protected or financial information about the Town. Confidential information includes any information deemed a protected public record by law. Further detail is provided in Section 611 "Confidential Information and Employee Records" of this Policy Manual.
3. Employees may not post pictures of themselves wearing a Town uniform or representing the Town.
4. Employees posting on social media, that identify themselves as Town employees, where the post relates to Town business, must state that the posting is solely the opinion of the individual and does not reflect the opinion, view, or philosophy of the Town or its elected officials, employees, or agents.

Complaints to the Town regarding social media should be made consistent with the complaint procedure in Section 206 of this Policy Manual.

Nothing in this policy is meant to interfere with an employee's right under state law to engage in protected and concerted activity, including an employee's ability to discuss terms and conditions of their employment.

Social Media for Town Purposes

The Town uses social media to:

- Convey or announce Town related content to the public,
- Promote our mission and services and department information,
- Provide information related to public health and safety information, as well as lesser-known aspects of the Town,
- Create and build trust with our community via the transparent sharing of information,

- Build awareness and excitement for Town programs, specific initiatives, environmental/sustainability initiatives, and services,
- Educate and provide accurate information about projects, general Town business, and historical information,
- Share accurate, up to date information about events and emergencies, and other partner agencies,
- Celebrate the beautiful place we live,
- Recruit prospective Town employees and spotlight specific employees,
- Further the reach of communications to different segments of the community,
- Gauge public sentiment and call for feedback/participation in surveys, and
- Maintain effective communication with employees, customers, business and nonprofit partners, and citizens.

Employees are prohibited from posting on Town social media platforms unless they have successfully completed training conducted by the Director of External Affairs or their designee. Volunteers may not post on Town social media.

The creation of social media accounts, social media content, postings, pages, platform accounts or design elements for Town purposes or for volunteer organizations associated and/or sanctioned by the Town shall be pre-approved by the Director of External Affairs or their designee and sent by employees authorized by the Director of External Affairs. The Director of External Affairs or their designee shall review, monitor, and oversee all Town social media accounts and posts except for the Animal Shelter, the Jackson Police Department, and mounted patrol whose personnel will be trained by the Director of External Affairs and check-in periodically about posts.

Town employees are prohibited from publishing, posting, or releasing content that promotes, fosters, or perpetuates unlawful discrimination based on race, creed, color, age, religion, gender, disability, political affiliations, citizenship, marital status, military/veteran status, or national origin. Employees are further prohibited from publishing defamatory or personal attacks or participating in conduct in violation of any federal, state or local law, or to encourage illegal activity.

In a content neutral fashion, and after approval from the Town Attorney has been provided, Town employees are authorized to delete public posts if they contain disrespectful information including hate speech, nudity, profanity, obscenity, vulgarity, name calling and/or personal attacks, defamation to a person or group of people, comments that are not factual, comments that infringe on copyrights, spam comments or comments whose main purpose is to sell a product. Employees are authorized to block authors who repeatedly post disrespectful information as noted after approval by the Town Attorney.

Employees may not respond to comments posted on social media without approval of the

Director of External Affairs or their designee which may be granted on a case-by-case basis or during emergencies.

For Town purposes, employees may engage with (“like” and/or “follow”) Town departments, joint Town/County departments, County departments, and other partner agencies as identified in operational guidelines for trending material and may share their information to the Town’s social media feeds when appropriate.

External Communications

Any mass mailings, press releases, letters to the editor or similar external communications require approval by the Director of External Affairs prior to execution, except for public notices, accounts receivable, or similar items required pursuant to the Town’s Land Development Regulations, Municipal Code, or Wyoming State Statute.

705. Software and Copyright

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

706. Unauthorized Use

Employees may not attempt to gain access to another employee’s personal file of email messages or send a message under someone else’s name without the latter’s express permission. Employees are strictly prohibited from using the Town communication systems in ways that management deems to be inappropriate. If a question exists as to whether behavior would constitute unauthorized use, employees are asked to contact their Department Director before engaging in such conduct.

707. Email

Email is to be used for business purposes. Employees shall not knowingly open suspicious emails or attachments to emails and shall not knowingly create, execute, forward or introduce any virus or malware to the Town system. While personal email is permitted, it is to be kept to a minimum. Personal email should be brief and sent or received as seldom as possible. The Town prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. Employees may not solicit, promote, or advertise any outside Town product, or service through the use of email or anywhere else on Town premises at any time. Management may monitor

email from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's email messages except for disclosing passwords to IT staff upon request.

708. Voicemail

The Town's voicemail system is intended for transmitting business-related information. Although the Town does not monitor voice messages as a routine matter, the Town reserves the right to access and disclose all messages sent over the voicemail system for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

709. Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls. Town landlines shall not be used for personal long-distance calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. An employee's use of a cell phone or mobile device to access Town systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or Town action. Employees authorized to access Town systems and information using a personal device must immediately inform the Town if the device is lost or stolen.

Employees must follow all federal, state, and local laws related to cell phone use while driving Town vehicles or driving personal vehicles for Town purposes with exceptions for sworn law enforcement personnel. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

710. Generative Artificial Intelligence (AI)

Employees must observe the following requirements when acquiring and using software that meets the definition of Generative AI.

Generative AI is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and can generate new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems. These requirements apply only to Generative AI systems.

1. Outputs of Generative AI systems must be reviewed by humans prior to each use in an official Town capacity ("Human in the Loop" or HITL). HITL review processes shall be documented by owning departments and shall demonstrate how the HITL review was conducted.
2. Documentation of HITL reviews shall be retained according to the appropriate records retention schedule.
3. Whenever possible, employees who use Generative AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs.
4. All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations to the Town should be embedded in the image or video (e.g., via digital watermark).
5. If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.
6. All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group who reviewed/edited the content).

Example: Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the [_____] Department before publication.

7. Employees shall not knowingly or intentionally conceal use of Generative AI during interaction with colleagues or the public, such as tools that may be listening and transcribing the conversation or tools that provide simultaneous translation.
8. Generative AI applications are built using training datasets from various sources on the internet and often include gender, racial, political, and other biases. As a result, Generative AI outputs can propagate biases. Additionally, even the most advanced current Generative AI tools may provide inconsistent answers to fact-based questions. All material generated by an AI system shall be checked for accuracy, as well as for biases they may display.
9. Employees shall not submit data that cannot be fully released to the public, or that is confidential, or that is privileged to Generative AI systems. Any questions about whether data is confidential or privileged shall be directed to the Town Attorney or their designee.
10. To the extent possible, no Town data or records, including inputs or prompts, are to be used for training or parameter tuning for Generative AI models outside the Town's control. AI technologies that cannot prevent Town data or records from contributing to their language models may not be used by Town employees.
11. All records generated, used, or stored by Generative AI vendors or solutions may be considered public records and must be disclosed or protected in accordance with the law.

12. Whenever possible, all Generative AI solutions and/or vendors approved for Town use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

711. Use of Personal Images

Images of Town employees may not be used or released unless a voluntary waiver authorizing such use has been executed, except for required employee identification cards and internal recognition and introduction.

SECTION 8 - SEPARATION OF EMPLOYMENT

801. Separation

Employees desiring to end their employment relationship with the Town, are asked to notify their supervisor as soon as possible and a minimum of two weeks prior to their intended departure date. Notice generally allows sufficient time to transfer work, cover shifts, return Town property, review eligibility for continuation of insurance, complete an exit interview, and make arrangements for final pay.

Employees separating employment shall disclose their network, software, and hardware usernames and passwords to the Information Technology Director prior to separation.

802. Resignation or Retirement

Resignations are completely voluntary and once submitted in writing can only be withdrawn with the approval of the Town Manager.

Employees who plan to retire are asked to provide sufficient advance notice to the Town so the Town can timely process any pension forms or other retirement benefits to which an employee may be entitled.

803. Training Reimbursement and Training

Because of the expense incurred by the Town associated with recruitment, hiring, and training employees in certain positions, employees who separate employment prior to satisfying any agreed upon training reimbursement requirement are required to reimburse the Town either prior to departure or pursuant to repayment terms issued by the Town. Specific details of the reimbursement requirement are approved by the Town Manager or their designee and are provided to employees in their offer of employment and in a separate training reimbursement agreement provided at the time employment commences.

Police Officers

Police Officers hired without Police Officer Standards and Training (POST) certification or successful completion of a recognized field training program are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they leave employment prior to 2 years of sworn law enforcement service in the Jackson Police Department after completion of POST certification and the Wyoming Police Academy.

Public Works Operators

Public Works Operators hired without a Commercial Driver's License (CDL), that have the costs associated with obtaining that CDL paid by the Town of Jackson, are required to reimburse the Town for specific costs as set forth in a training reimbursement agreement should they fail to obtain their CDL in the time frame set forth in their offer of employment or if they leave employment prior to 2 years of service to the Town of Jackson as licensed Operator.

Specialized Training

Because of expenses that may be incurred related to specialized training after employment has commenced, employees may be provided a specialized training reimbursement agreement at the time of that specialized training. Employees who separate employment prior to satisfying any agreed upon specialized training reimbursement requirement are required to reimburse the Town pursuant to their agreement either prior to departure or pursuant to repayment terms issued by the Town.

Training for TCVS Employees

The Town of Jackson is committed to training and development for TCVS employees to help develop their personal and organizational skills, knowledge, and abilities and address stress in their profession. Training may include formal coursework, conferences, and informal learning opportunities. The budget and authorization for training opportunities shall be considered on an annual basis for TCVS employees and may include national training conferences such as End Violence Against Women International/Dallas Crimes Against Women/Dallas Crimes Against Children. TCVS employees may also suggest appropriate training to the Victim Services Coordinator and Chief of Police for consideration. Leadership in the JPD shall inform TCVS employees of available relevant departmental training. Training records shall be submitted to the Internal Service Department for inclusion in the employee's file.

SECTION 9 – TETON COUNTY VICTIM SERVICES VOLUNTEERS

901. Volunteer Recruitment and Applications

TCVS hosts a 40 hour volunteer training once per year and new volunteers are informed of this training by TCVS employees through various methods that may include newspaper, online advertisement, posters throughout the community, word of mouth, and referrals from current

volunteers. Volunteer applications, background checks and service documentation shall be kept in a locked drawer within the TCVS offices.

902. Volunteer Requirements

In order to be engaged as a volunteer with TCVS, volunteers shall:

1. Complete a volunteer application and execute all background check permission documents,
2. Complete 40 hours of training with elements that include ride-alongs, court attendance and other elements,
3. Execute the Suitability to Work with Minors form,
4. Successfully pass all required elements of a thorough background check completed by the JPD,
5. Maintain contact with TCVS and attend at least one of the quarterly meetings each calendar year,
6. Assist with on call coverage, public outreach events, court attendance, and weekly mailings.

903. Volunteer Separation

The Town of Jackson and TCVS reserves the right to separate a volunteer from service with TCVS at any point for any reason at any time.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE POLICY MANUAL FOR VICTIM SERVICES EMPLOYEES DATED MARCH 17, 2025. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE TOWN IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS POLICY MANUAL AND ANY VERBAL STATEMENTS OF 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.

THE POLICY MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED POLICY MANUALS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE POLICY MANUAL, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE TOWN, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE MAYOR AND COUNCIL HAVE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH ANY EMPLOYEE OTHER THAN THE TOWN MANAGER, THE TOWN ATTORNEY, OR THE MUNICIPAL JUDGE FOR ANY SPECIFIED PERIOD, AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR AND THE EMPLOYEE. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Signature

Employee Name

Date

Appendix A

TETON COUNTY VICTIM SERVICES CONFIDENTIALITY POLICY

Unlike Domestic Violence and Sexual Assault Programs that operate in the state, this office **does not** fall under Wyoming Statute 1-12-116 regarding confidential communication between Family Violence and Sexual Assault Advocates and Victims.

Teton County Victim Services Program is part of Teton County's Law Enforcement and Criminal Justice System. **Any information you communicate pertinent to a criminal investigation or prosecution may be discussed with Teton County Law Enforcement Agencies, Victim Services Staff, and Criminal Justice Personnel participating in the investigation and/or prosecution of this case, Department of Family Services and/or other Social Services the court has identified on record as part of the victim's legal case.**

All other information, not related to this criminal case or other crimes, shall remain confidential between you and this program's representatives.

Exceptions to this include:

1. Your request and approval for the program to release information;
 2. Mandated reporting of Child Abuse and Neglect (WY State Statute 14-3-205) and Vulnerable Adult Abuse (WY State Statute 35-20-103);
 3. You threaten to hurt yourself or someone else;
 4. Disclosure is ordered via legal subpoena;
 5. Disclosure in the course of a site visit conducted by a representative of the Wyoming Division of Victim Services, and/or;
 6. Wyoming State *VSTracking* Database reporting as required when receiving VAWA Federal Funds.
- *TCVS maintains information on crime victims in the VSTracking database and may also have an additional hard copy file. VSTracking information will be kept for as long as Division uses the VSTracking database system. See VSTracking policy for additional provisions regarding VSTracking.*
 - *TCVS will maintain all hard copy files in a locked file cabinet located in a locked and secured room within the TCVS offices. Access to this room is limited to the TCVS staff via an individually issued key. Volunteers may access these files, but are not provided a key for unsupervised access. All hard copy files will be kept a minimum of the current year and four (4) additional calendar years before being destroyed.*
 - *Files, once older than 5 years, will be destroyed. All confidential and or identifying information is removed from the files and transported to the Teton County Recycling Center where there is an established "confidential" shredding day of service. Material is not left out of the care and custody of a TCVS staff member.*
 - *All hard copy files will contain releases, CVC applications, information on restitutions, bills/invoices, or other relevant correspondence. VSTracking files will contain all of the information required by the Wyoming Division of Victim Services and any pertinent notations, statistical record keeping, description of services and other items as required by the Division.*

- *All files kept by TCVS shall only be accessed by a paid staff member of TCVS or under the supervision of paid staff, by a volunteer. Volunteers will not have access to VSTracking and exposure to hard copy files is limited to information they provide as an addition to the current or newly created file. No other person's have access to client's files.*
- *A client may access their file by submitting a dated and signed request to the TCVS. Within two (2) business days, the victim/client and a paid staff member of the TCVS staff will review the contents of their individual file. Any requested copies of file contents will need to also request by submitting a written, signed and dated request. This request will be kept in the file until it is destroyed.*
- *Without prior written, signed and dated consent, a client's file or its contents will never be released to any agency or agent. The only exception to this is in the event of a valid and current court order designating who to release the contents to and date to be released by. A copy of the court order is to be maintained in the clients file indefinitely.*
- *Violation of this confidentiality policy, in any form, by a member of TCVS may result in criminal and or civil liability by those that commit the violation.*
- *Employees of TCVS and its volunteers must not disclose confidential information beyond the terms of their employment, volunteerism and or in association with the organization.*

Name: _____

Date: _____



Appendix B

*Department of Justice
Office of the Inspector General*

WHISTLEBLOWER INFORMATION *for* **DEPARTMENT of JUSTICE CONTRACTORS, SUBCONTRACTORS, AND GRANTEES**

Employees of Department of Justice contractors, subcontractors, and grantees perform an important service by reporting what they reasonably believe to be evidence of wrongdoing.

Whistleblowers perform an important service to the Department of Justice (DOJ) and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so.

Federal law protects federal employees against reprisal for whistleblowing. In addition, under the National Defense Authorization Act of 2013 (NDAA), it is illegal for an employee of a Federal contractor, subcontractor, or grantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. Also, under Presidential Policy Directive (PPD-19), an action affecting access to classified information cannot be taken in reprisal for protected whistleblowing.

The Department of Justice Office of the Inspector General (DOJ OIG) has jurisdiction to investigate allegations of reprisal for whistleblowing by employees of DOJ contractors, subcontractors, and grantees. Information on how to report suspected reprisal to the OIG is available at: <https://oig.justice.gov/hotline/>.

What is a whistleblower?

A whistleblower is an employee of a Federal contractor, subcontractor, or grantee who discloses information that the individual reasonably believes is evidence of:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

To whom must the disclosure be made to be protected?

To be protected under the NDAA, a disclosure regarding a DOJ contract, subcontract, or grant must be made to one of the following:

- A Member of Congress, or a representative of a committee of Congress;
- The OIG;
- The Government Accountability Office (GAO);
- A Federal employee responsible for contract or grant oversight or management at DOJ;
- An otherwise authorized official at DOJ or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

(Disclosures involving classified information should be made in accordance with otherwise applicable laws, and individuals should consult with the OIG to ensure that such disclosures are made appropriately).

What can I do if I believe retaliation has occurred?

Employees of contractors, subcontractors, or grantees may file a complaint under the NDAA with the OIG, which will investigate the matter unless the OIG determines that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower-reprisal, or has been addressed in another proceeding. If the OIG finds that retaliation has occurred, it can recommend that the Department order the contractor, subcontractor, or grantee, to take remedial action, such as reinstatement or back pay.

Also, if you are an employee of DOJ or of a DOJ contractor, subcontractor, or grantee and you suspect that a personnel action or an action affecting access to classified information has been taken against you in reprisal for making a disclosure of wrongdoing, you may report it to the OIG.

Nothing in a non-disclosure agreement should be interpreted as limiting your ability to provide information to the OIG.

For further information about whistleblower rights and protections, please see the Whistleblower Protection page on the OIG's website at: <https://oig.justice.gov/hotline/whistleblower-protection.htm>

Note: The OIG does not have authority to investigate EEO complaints. For such matters, please refer to the DOJ Equal Employment Opportunity Office, website <https://justice.gov/jmd/eeos>. If you wish to make a whistleblower disclosure or report reprisal for doing so outside DOJ, you may contact the U.S. Office of Special Counsel, website <https://osc.gov>.

How can I report wrongdoing to DOJ OIG?

If you know about waste, fraud, abuse, misconduct, or whistleblower reprisal relating to a Department of Justice (DOJ) employee, program, contract, or grant you may report it to the OIG through the following:

Website: <https://oig.justice.gov/hotline>

Hotline: (800) 869-4499

Fax: (202) 616-9881

Mailing Address:

U.S. Department of Justice
Office of the Inspector General
Inspections Division
1425 New York Avenue, N.W.
Suite 7100
Washington, D.C. 20530-2001

Appendix B

Department of Justice Whistleblower Information Signature Sheet

Employee Printed Name

Employee Signature

Date of Signature

DETERMINATION OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS CHECKLIST



Employee/Volunteer Legal Name:

CRIMINAL HISTORY REGISTRIES AND SIMILAR REPOSITORIES OF CRIMINAL HISTORY RECORDS

Check all items reviewed in order to make a determination of suitability:

Criminal History

- ☐ Criminal history for the State of Wyoming. Date requested: _____
- ☐ Criminal history for each state in which the employee/volunteer has lived, worked, or gone to school at any time during the past five years. Date requested: _____
- ☐ Criminal history for each state in which the employee/volunteer is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award. Date requested: _____

List of states, other than Wyoming, for which a criminal history check was completed: _____

Public sex offender and child abuse websites/registries

- ☐ The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov) Date reviewed: _____

The website/public registry for each state (and/or tribe, if applicable) in which the employee/volunteer lives, works, or goes to school or has lived, worked, or gone to school at any time during the past five years.

- ☐ Sex Offender. Date reviewed: _____
- ☐ Child Abuse. Date reviewed: _____

The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

- ☐ Sex Offender. Date reviewed: _____
- ☐ Child Abuse. Date reviewed: _____

List of states, other than Wyoming, for which sex offender and child abuse registries were reviewed: _____

FACTORS AND CONSIDERATIONS IN DETERMINATIONS REGARDING SUITABILITY

Check all that apply:

- ☐ The employee/volunteer withheld consent to a criminal history search required by this condition.
- ☐ The employee/volunteer knowingly made a false statement that affects, or is intended to affect, any search required by this condition.
- ☐ The employee/volunteer is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website.
- ☐ The employee/volunteer's criminal history does not meet the established criteria.
- ☐ Is determined by a federal, state, tribal, or local government agency not to be suitable.

DETERMINATION OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS

Based on the records reviewed, identified above, and the factors and considerations identified above.
_____ (program name) makes the following determination of suitability to interact with participating minors.

- ☐ The employee/volunteer is deemed suitable to interact with participating minors.
- ☐ The employee/volunteer is not deemed suitable to interact with participating minors.

Employee/Volunteer Signature: _____ Date: _____

Director/Coordinator Signature: _____ Date: _____

*If for program Director/Coordinator this form must be completed and signed by the Town Manager.

VICTIM SERVICES NEW ADVOCATE TRAINING CHECKLIST

- 40Hour OVC TTAC online Training
- Timesheets- how to fill out
- Intakes (CFS and reports)
 - Pending list
 - New victims list
 - Notes/case classification- why its important and different
- Zurcher
 - How to locate a case
 - What cases are important
 - Where is the mailing address?
 - When do we print a case? and how
 - How to submit. a report for CVC
- E-Force
 - How to locate a case
 - What cases are important
 - Where is the mailing address?
 - When do we print a case? and how

- How to submit and notate a report for CVC
- Tour Court Houses and meet staff
- Tour/Meet County Attorneys
- Differences between Community Safety Network (CSN) and Victim Services
 - Tour CSN and meet their staff
- Crime Victim Compensation
 - For what cases
 - Arrange training with DVS
- Emergency Funds
 - State funds
 - Old Bill's funds
- Letters to Victims – weekly
- VSTracking
 - How to input a case
 - How to search for a case
 - Case categories
 - Services for each item- when to use, when not to use
 - How to attach pdf's etc to vstracking
 - Court calendar dates in vstracking
- Survey
 - Why important

- Add link to email's
- Encourage clients to fill it out upon completion
- Differences between Courts: Circuit, Municipal, Juvenile, District
- Court processes
- No contact vs. Protection Orders
- Protection Orders
 - Sexual assault/ Stalking/ Domestic Violence
 - Where are the forms?
 - How to complete the forms
 - Redacted copies
 - Scan and save to where?
 - Narrative and attachments
 - Notate and services in vstracking
- Vinelink
 - App/webpage
 - What if it is not working
- When we should be called out
 - Violent crimes
 - Deaths/suicide
 - Traumatic events/ie SAR incidents
- Agency Interactions-who we work with

- Death- condolence cards to be sent monthly
- Callout log- in v drive
- Training log- in v drive
- Performance plan
- SSR's
- JPD – investigations
- TCSO:
 - Get ID
 - investigations
- TCVS mail
 - Where is our drawer
 - Where do we take our mail to send it out
- Questions?

STAFF REPORT



Meeting Date:	March 17, 2025	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Franchise Renewal: Curbside Recycling	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider entering a new franchise agreement with Jackson Curbside Recycling for the collection and disposition of recyclables within the Town.

Requested Action.

Staff requests Council review and consider the draft recyclables collection and disposition franchise agreement between the Town and Jackson Curbside Recycling.

Recommendations.

Staff recommends Council approve the recyclables collection and disposition franchise agreement between the Town and Jackson Curbside Recycling as presented in this staff report.

Background.

Jackson Curbside Recycling has had a franchise with the Town for many years for the collection and disposition of recyclables and would like to continue providing services in the Town. The current franchise expires in April 2025, thus necessitating a new agreement be reached. A draft franchise agreement is attached to this staff report setting forth the mutually agreeable terms and conditions between the parties.

Analysis & Key Policy Questions.

Highlights of the franchise agreement include:

- ✓ The term will be 5 years.
- ✓ An updated, more modern definition of Compostable/Recyclable Materials.
- ✓ The addition of authorization to collect Construction/Demolition Waste, as some of this waste may be able to be diverted.
- ✓ The franchise fee is unchanged - 2% (two percent) of gross revenues per year.
- ✓ The franchise fee shall be paid quarterly within thirty (30) days of the close of the quarter.

Possible Alternatives.

Council could choose to:

1. Direct the Town Attorney to negotiate different terms or conditions or add a term or condition;
2. Not contract with Jackson Curbside Recycling for the collection and disposition of recycling within the Town.

Comprehensive Plan & Priority Alignment.

More convenient recycling helps the Town of Jackson to achieve its waste diversion goals.

Fiscal Impact.

Entering the contract with Jackson Curbside Recycling is, generally, revenue neutral, as this party has been a franchisee and entering the new franchise agreement would result in continuation of the current payments being made to the Town and would be at the same rate. If Jackson Curbside Recycling increases its gross revenues, whether by increasing its existing business of recyclables or adding the collection and recycling of Construction/Demolition Waste, the amount of money collected by the Town will increase, as the franchise fee is set as a percentage of the company's gross revenues.

Should the Town Council elect not to enter this franchise agreement, the Town would suffer a revenue loss of, roughly, \$4,000 per year.

Staff Impact.

The staff impact of this item was mostly felt in the Legal Department and consisted of roughly 7 hours of negotiation and contract drafting. Additionally, it required, roughly, 1 hour of the Town Clerk's time to produce this draft agreement and staff report.

Attachments or Links.

Ordinance 1437

Suggested Motion.

I move to approve Ordinance S, an ordinance granting a franchise agreement to Jackson Curbside Recycling, on third reading and designate it Ordinance 1437.

ORDINANCE 1437

AN ORDINANCE GRANTING JACKSON CURBSIDE, INC., A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF RECYCLABLE REFUSE AND COMPOSTABLE MATERIALS AND FOR CONSTRUCTION / DEMOLITION WASTE FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING RECYCLING EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION, DULY ASSEMBLED, THAT:

SECTION I.

WHEREAS, the Town Council, having determined that Jackson Curbside Inc ("Grantee") is willing to provide the services, facilities, and equipment necessary to meet the needs and interests of the Town of Jackson, Wyoming ("Franchising Authority" or "Town"), and is willing to be bound by conditions of applicable law, and by binding agreement to serve the public interest, does hereby ordain as follows:

FINDINGS

In the review of the request for renewal by Grantee and negotiations related thereto, and as a result of a public hearing, the Town makes the following findings:

- A. Grantee's technical ability, financial condition, legal qualifications, and character were considered and approved in a full public proceeding after due notice and a reasonable opportunity to be heard;
- B. Grantee's plans for operating the franchise were considered and found adequate and feasible in a full public proceeding after due notice and a reasonable opportunity to be heard;
- C. The franchise granted to Grantee by the Town complies with the existing applicable laws and regulations;
- D. Grantee has substantially complied with the material terms of the current Franchise under applicable laws; and
- E. The Franchise granted to Grantee is nonexclusive.

Paragraph 1. Grant of Authority. There is hereby granted to Jackson Curbside Inc., hereinafter referred to as Grantee, the permission, right, privilege, and non-exclusive franchise subject to the terms and conditions as set forth in this franchise agreement ("Franchise") and the applicable laws of the State of Wyoming, to collect and dispose of recyclable refuse and compostable materials and construction / demolition waste, as those terms are defined in Paragraph 4 hereof, within the corporate limits of the Town of Jackson, as they now are or may hereafter be.

Paragraph 2. Term of Franchise. The Franchise and rights herein granted shall take effect from and after the final passage hereof and shall continue in force subject to the terms and conditions set forth herein for a period of five (5) years, provided that Grantee shall file its acceptance of the terms of this Franchise with the Town within thirty (30) days after final passage. At the end of the fourth year the parties shall review this agreement and make a determination with respect to an appropriate extension.

Paragraph 3. Collection and Disposition. Grantee promises and agrees with the said Town that it will for the period of five (5) years immediately from and after the passage of this Ordinance, collect recyclable refuse and compostable materials in the said Town and transport or cause the same to be transported in accordance with the law and the ordinances of said Town to a recycling facility and/or composting facility, to pay all costs and charges therefore, and to insure its proper storage in a manner which will not become a nuisance or offensive to surrounding properties. Grantee also promises and agrees that for Construction / Demolition Waste Teton County Integrated Solid Waste and Recycling Center and / or Teton Transfer Station accepts for recycling, Grantee may collect such waste and cause the same to be transported in accordance with the law and the ordinances of said Town to Teton County Integrated Solid Waste and Recycling Center and / or Teton Transfer Station for recycling purposes, to pay all costs and charges therefore, and to insure its proper storage in a manner which will not become a nuisance or offensive to surrounding properties. Service shall be

provided to all businesses and residences within the corporate limits of the Town of Jackson with frequency of collection being sufficient to prevent accumulation and spread of Collectible Materials and with hours of collection being subject to the approval of Grantor.

Paragraph 4. Definitions. For the purposes of this Ordinance the following terms shall have the meaning given herein:

- A. **Answering Service.** "Answering service" shall mean a person or device to answer Grantee's office phone during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, for the purpose of taking messages for Grantee and relaying the messages to Grantee. Grantee shall check in with the answering service during business hours at intervals not to exceed four (4) hours.
- B. **Compostable / Recyclable Materials.** "Compostable/Recyclable Materials" shall mean and include all materials accepted now, or as amended during the term of this Franchise, by the Teton County Integrated Solid Waste and Recycling Center and / or Teton Transfer Station for composting and / or recycling, including but not limited to, dimensional lumber, yard waste, grass clippings, manure, forestry products of any kind, organic materials, food waste, and Construction / demolition waste.
- C. **Construction/Demolition Waste.** "Construction / Demolition Waste" shall mean and include building materials accepted now, or as amended during the term of this Franchise, by the Teton County Integrated Solid Waste and Recycling Center and / or Teton Transfer Station for recycling and includes, but is not limited to, stone, clean and treated wood, concrete, asphaltic concrete, cinder blocks, brick, plaster and metal or other material specifically approved by the Wyoming Solid and Hazardous Waste Division Administrator.

Together Compostable/Recyclable Materials and Construction / Demolition Waste shall hereinafter be called "Collectible Materials."

Paragraph 5. Franchise Fee. For and in consideration of the grant of the franchise and right to conduct business on the streets and alleys of the Town of Jackson as herein provided, Grantee agrees to pay a business license fee and a franchise fee of 2% (two percent) of gross revenues per year. This rate reflects the value of recycling to the Town of Jackson's waste reduction efforts. Gross revenues shall include all sums received by Grantee from accounts situated within the corporate limits of the Town of Jackson, specifically including all charges, service fees, etc., deducting there from only any State of Wyoming sales tax which may be applicable to services rendered by Grantee. Grantee shall provide to the Town of Jackson, not later than April 30 of each year (based on a fiscal year ending December 31), financial statements prepared by an accountant upon which the franchise fee shall be determined. The franchise fee due and payable pursuant to this paragraph shall be paid quarterly within thirty (30) days of the close of the quarter. The franchise fee set forth herein may be modified by the Town Council of the Town of Jackson upon thirty (30) days' notice to Grantee in the event that the cost of doing business shall increase substantially for other like franchisees.

Paragraph 6. Late Payments. In the event any payment is not received on the date due, Grantee shall pay interest on the amount due, at the prime rate charged by the bank the Franchising Authority uses as its main depository, on the date the payment was due plus three percent (3%), calculated from the date the payment was originally due until the date the Franchising Authority receives the payment. If Grantee fails to pay any sums herein specified within fifteen (15) days of being due, such failure to pay shall be treated as a default.

Paragraph 7. Books and Records. The Grantee agrees that the Franchising Authority, upon reasonable notice to the Grantee, may review and such of its books and records as are kept in the normal course of business at the Grantee's business office, during normal business hours and on a non-disruptive basis, as is reasonably necessary to ensure compliance with the terms hereof. Provided that, if the business office is not in the Town, the record must be produced to the Franchising Authority at the Town Hall, unless the parties agree to production at some other locations. Notwithstanding anything to the contrary set forth herein, the Grantee shall not be required to publicly disclose information which it reasonably deems to be proprietary or confidential in nature, absent an appropriate order of a court or agency of competent jurisdiction. The Franchising Authority agrees to treat any information disclosed by the Grantee and marked as confidential as such pending a contrary determination, and only to disclose it to employees,

representatives, agents or consultants that have a need to know and that have agreed to maintain the confidentiality of the materials in accordance with law.

Paragraph 8. Rights and Privileges. The said Town, in consideration of the foregoing promises and agreements on the part of the Grantee, hereby promises and agrees that Grantee shall have, and it is hereby given, the non-exclusive right and privilege to maintain a Collectible Materials service in the said Town for the term of this Franchise, and the right and privilege to collect, have and retain all charges and fees for such Collectible Materials collection specified in Section 17 below, subject to any and all statutes or rules and regulations of the State of Wyoming.

Paragraph 9. Salvage Rights. It is further agreed that Grantee shall become the absolute owner of all Collectible Materials to be collected under this Franchise, and Grantee shall have the right to salvage such portions of the said Collectible Materials to be, and which is, collected as it may in its discretion deem advisable. All proceeds received from salvage operations shall be the property of Grantee without any obligation on the part of Grantee to account to the Town for such proceeds so recovered.

Paragraph 10. Conduct of Work. Grantee, their employees or agents, engaged in the collection of Collectible Materials shall immediately upon emptying receptacles replace the cover thereon and set such receptacles in an upright position. Grantee, their employees or agents, shall exercise reasonable care in the handling of Collectible Materials and the receptacles containing the same. Grantee may not burn any Collectible Materials but must haul all Collectible Materials, except that set forth in Section 9 of this Ordinance, to the nearest Teton County approved location or facility by the shortest possible route, taking into account traffic conditions, weather conditions and pedestrian traffic in determination of the route to be used. Grantee, their employees or agents, shall ensure in the hauling of Collectible Materials that no spillage occurs and that the Collectible Materials be hauled in such a manner so as not to scatter enroute, covering any vehicle used for the hauling where necessary and practical to do so and shall see to its proper storage.

Paragraph 11. Indemnification. Except to the extent caused by the gross negligence or willful misconduct of Franchising Authority or its employees, Grantee agrees to indemnify, save, and hold harmless, and defend the Franchising Authority, its elected officials, employees, contractors, boards, commissions and agents, from and against any liability for damages and from any liability or claims (including judgments, decrees, court costs, and defense costs), arising out of or related in any manner to Grantee's operations within the corporate limits of the Town, the exercise of the privileges granted herein by Franchising Authority, or the acts or omissions of the Grantee, its officers, employees, contractors, or agents, related in any way to the franchise granted herein. Provided, the Franchising Authority shall give the Grantee written notice of its obligation to indemnify the Franchising Authority within fifteen (15) days of service of a claim or action subject to this Section. If Grantee assumes the defense in a timely manner, and the Franchising Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Franchising Authority.

Paragraph 12. Liability for Expense. It is further agreed and expressly understood by both parties that in no case will the said Town, nor any officer thereof, be liable for any portion of the expense of the work aforesaid, or for any delinquency in the payment of said Collectible Materials collection fees or charges.

Paragraph 13. Termination; Right of Town to Carry on Work; Damages. It is further agreed that should Grantee fail or refuse to carry out the terms of this Franchise, the Town Council of the Town of Jackson may cancel the same thirty (30) days after receipt by Grantee of written notice of default delivered or mailed to the Grantee, unless within the said thirty (30) day period the Grantee cures the failure or refusal to comply.

Paragraph 14. Office Maintenance; Public Service. As further consideration for the execution of this Franchise, Grantee agrees that at all times during the term of this Franchise it will maintain an office and/or an answering service which shall be active during normal business hours and where a representative of Grantee may be contacted by persons desiring Collectible Materials collection services.

Paragraph 15. Assignment. It is further mutually agreed by the parties hereto that the Franchise herein granted may not be assigned without the prior written consent of the Town of Jackson.

Paragraph 16. Rates and Fees. It is further agreed that Grantee shall be and is hereby authorized to collect such rates or fees for collection of Collectible Materials as Grantee shall reasonably establish from time to time. The Town of Jackson, as Grantor, reserves the right to regulate the fees in the event the Town of Jackson shall determine in its sole discretion that a monopoly situation exists by virtue of the elimination of competition for such services within the corporate limits of the Town of Jackson, or in the event the Town shall determine, after public hearing, duly advertised with thirty (30) days' advanced notice to all franchisees holding franchises for the collection and disposal of Collectible Materials within the corporate limits of the Town of Jackson, that existing competition is ineffective in regulating rates charged by franchisees and that the best interest of the people of the Town of Jackson require that either due to lack of competition or ineffective price competition, rates charged by such franchisees have risen to unreasonable or "monopolistic" levels.

Paragraph 17. Enforcement. In the event the Franchising Authority determines that the Grantee is in default of any provision of the Franchise, the Franchising Authority may:

- A. Commence an action in court seeking any relief which may be available; and
- B. In the case of a default of a material provision of the Franchise, declare the Franchise to be revoked.

Paragraph 18. Review of Terms and Conditions. It is further agreed that the terms and conditions of this Franchise may be reviewed upon thirty (30) days written notice by either party to the other and any adjustment will not affect the validity of this Franchise.

Paragraph 19. Annexation of the Town of Jackson. Grantee and Town agree that in the event of an annexation to the Town of an area already being served by the Grantee, the additional area so annexed shall become subject to this Franchise agreement.

Paragraph 20. Pick-Up Locations. Collectible Materials pick-up shall be at the front property line, in the alley, or at the nearest possible point to the property being served, or as may otherwise be provided from time to time by Ordinance of the Town of Jackson.

Paragraph 21. Notice. Any notice, request, demand, consent, approval, or other communication required or permitted under this Agreement shall be in writing and shall be deemed duly given (i) when delivered personally to the recipient, (ii) when sent by certified mail, return receipt requested, to the address specified below, or (iii) when sent by email to the email address specified below, provided that the sender has not received a delivery failure notification. A notice sent by email shall be deemed received on the date and time the email is sent, provided that (a) the email is sent to the recipient's designated email address as set forth below, (b) the sender does not receive a bounce-back or delivery failure notification, and (c) if the notice is sent outside of normal business hours (9:00 AM to 6:00 PM on business days), the notice shall be deemed received at 9:00 AM on the following business day.

The notices or responses to the Franchising Authority shall be addressed as follows:

Town of Jackson
Town Clerk
P.O. Box 1689
150 E. Pearl Avenue
Jackson, WY 83001
Email: clerk@jacksonwy.gov

The notices or responses to the Grantee shall be addressed as follows:

Jackson Curbside Inc.
Attn: Kelly French
P.O. Box 10645
Jackson, WY 83002
Email: Kelly@jacksoncurbsiderecycling.com

Either party may change its address or email address for notice purposes by providing written notice to the other party in accordance with the terms of this provision

Paragraph 22 Miscellaneous Provisions.

- A. Binding Effect. This Franchise shall be binding upon the heirs, administrators, successors, and assigns of Grantee.
- B. Severability. If any Section, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other Section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise, or any renewal or renewals thereof.
- C. Governmental Immunity. The Franchising Authority does not waive its governmental immunity by entering into this Franchise Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Franchise.
- D. Venue. In the event that suit shall be brought by either party, the parties agree that venue shall be exclusively vested in the state courts of the County of Teton, or, where otherwise appropriate, exclusively in the United States District Court for Wyoming.
- E. Controlling law. This Franchise is to be governed by the law of the State of Wyoming, its conflict of laws provisions excepted.
- F. Non-Waiver. Failure of Franchising Authority or Grantee to insist on strict performance of any of the conditions, covenants, terms or provisions of this Franchise or to exercise any of its rights hereunder shall not waive such rights, but either party shall have the rights to enforce such rights at any time and take such action as might be lawful or authorized hereunder, either in law or equity. The receipt of any sum paid by Grantee to Franchising Authority after a breach of this Agreement shall not be deemed a waiver of such breach unless expressly set forth in writing.
- G. Effective Date. The effective date of this Franchise is upon the effective date as adopted by the Jackson Town Council pursuant to the provisions of applicable law.
- H. Descriptive Headings. The captions to Sections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

ACCEPTANCE OF FRANCHISE AGREEMENT

The undersigned hereby accept the terms and conditions set forth in the foregoing Franchise Ordinance.

JACKSON CURBSIDE, INC.

TOWN OF JACKSON

Kelly L. French

Arne Jorgensen, Mayor

ATTEST:

Riley Havorka, Town Clerk

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE DAY OF , 2025.

PASSED 2ND READING THE ____ DAY OF ___, 2025.

PASSED 3RD READING AND APPROVED THE DAY OF , 2025.

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming on the __ day of _____, 2025.

I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Havorka, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Town Manager

DT: March 17, 2025

RE: Town Manager's Report

Mayor and Council Training, Travel, and Meetings Budget

Below is a chart showing the current status of the Council's Training, Travel, and Meetings line item in the FY 2025 budget for Council review and consideration on how the remainder of the budget for FY 2025 should be allocated. The second chart and discussion is related to potential Council Travel, Training and Meetings to be consider in the FY2026 budget review process currently underway.

Mayor and Council Training, Travel and Meetings Budget		
	Expenditures	Remaining Balance
FY25 Budget		\$ 15,000.00
Expenditures Thus Far in FY25	\$ 6,759.15	\$ 8,240.85
Expected Expenditures Not Yet Posted in FY25		
Arne Jorgensen - Legislative Session (Room, Meals, Fuel)	\$ 1,000.00	\$ 7,240.85
Devon Viehman - Legislative Session (Room, Meals, Fuel)	\$ 1,000.00	\$ 6,240.85
Alyson Sperry - Legislative Session (Room, Meals, Fuel)	\$ 1,000.00	\$ 5,240.85
Additional Training Travel & Meetings through June 30 2025		
WAM Summer Convention in Cheyenne - 3 Attendees		
(Registration, Hotel (3 nights \$174/night), Meals)	\$ 2,500.00	\$ 2,740.85
Other?		

The FY26 requested budget contains \$15,000 for Council training, travel, and meetings. Council could consider the following types of training travel and meetings in FY26 or they could consider other options as well.

- Colorado Association of Ski Towns (CAST), meeting locations and dates attached.
- WAM Meetings
 - Winter Workshop and Training – Cheyenne.
 - Summer Convention and Training
 - Board Meetings and Regional Meetings
- 2026 Legislative Session
- National League of Cities
 - City Summit in Salt Lake City Nov 19-22
 - Congressional City Conference March 2026 Washington, DC

Staff welcomes any feedback from the Council on the FY26 Council training, travel, and meetings budget.

Summer 2025 Internship Program

The paid intern program at the Town of Jackson has been very successful over the years with interns providing valuable contributions to the workload for the organization and also receiving valuable experience in their career development. Because paid internships historically occur in the summer, they do cross over from one fiscal year to the next. The current approved budget contains sufficient funding for 5 interns through June 30, 2025 with approximately \$14,000 remaining in the budget to cover wages for 140 hours per intern plus required FICA, etc. The FY26 request contains funding for 5-6 interns for July and August of 2025 as well as June of 2026. The Town has historically provided offers of employment to paid interns covering all three months of summer relying on Council support of the upcoming requested budget in cases where the Town Manager supports staff's recommendation. Staff budgets for 35 hours/week for 12 weeks of summer but historically many interns begin work later in June and leave mid-late August to return to school so the budgeting is not exact. Staff surveyed current Department Directors and requests for interns in transportation, engineering, ecosystem stewardship, facilities, external affairs and potentially policy have been received. Staff is again asking for advanced support from the Town Council for continued funding for the Town's internship program prior to budget approval for FY26. The cost for 6 paid interns working 35 hours/week for up to 12 weeks in the summer is approximately \$53,000. With Council approval of the Town Manager's report, staff will proceed with recruiting for summer interns for the areas identified.

Legislative Update

The 68th Regular Legislative Session ended on Thursday, March 6. Of 556 pieces of legislation, about 130 bills are already law with an additional fifty-five bills are on the Governor's desk. The Governor has fifteen days from the end of the session to act on those. Attached, there is a final list of bills from the Senate and House we tracked during the session. A summary and next steps for key bills affecting the Town as provided as follows:

- SF42 Resort Hotel Liquor Licenses: We will now be able to issue Resort Hotel Liquor Permits. Staff will be notifying local permit holders that may be able to take advantage of this change. The Wyoming Liquor Division will be preparing applications and other documentation related to this new license and will provide those to staff when they are ready.
- SF103 Terminating and Defunding DEI was vetoed by Governor Gordon. However, HB147 Prohibition of Institutional Discrimination was signed into law; it does not include defunding but will require attention in a similar vein to SF103. Staff will continue to review HB147, which takes effect July 1 and present updates and potential courses of action at future meetings.
- SF69 Homeowner Property Tax Exemption: Statewide property tax will be cut 25% the impact of which will be negligible directly for the Town and significant for Teton County, the School District, and other local taxing agencies.
- HB116 Driver's Licenses-Unauthorized Alien Restrictions and HB/172 Repeal of Gun Free Zones may have implications for the Town's Legal and Police Departments to work through.
- The Senate's decision not to pass a Supplemental Budget may impact local health and human service nonprofits, which we expect will come up during FY26 Budget Discussions.

Going forward, Resolutions on items the Town would like the Wyoming Association of Municipalities (WAM) to consider are due to WAM at the end of April. Councilmembers with ideas for potential Resolutions should contact Susan Scarlata to discuss ideas and have resolutions drafted. Initial drafts will be presented to Council at its regular meeting on April 21. Resolutions submitted to WAM are discussed

and voted on at WAM's Summer Convention that will take place in Cheyenne this year from Wednesday, June 11 through Friday, June 13.

Temporary Sign Permits

The Temporary Sign Permits for Council consideration at this meeting are:

- ✓ Camp New Fork Opening requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from March 18-22, 2025 to advertise their Summer Camp (P25-040).
- ✓ Trout Unlimited requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from April 27-May 10, 2025 to advertise their Tie One On Banquet (P25-043).
- ✓ Jackson Hole Chamber of Commerce requests to hang two temporary banners, one at 105 Buffalo Way (Albertson's) from May 11-24, 2025 and one at 520 West Broadway (5 Way Sign at Staples) from May 13-27, 2025 to advertise their Old West Days (P25-030).

Staff recommends approval of these requests and with the approval of the Town Manager's report, staff will issue the Temporary Sign Permits as requested.

Letter of Support for PROTECT Grant Application

Our Emergency Management (EM) division is working with Sustainable Strategies on an application to the United States Department of Transportation's PROTECT Grant, which stands for Promoting Resilient Operations for Transformative, Efficient, and Cost Saving Transportation. Funds will be requested to analyze traffic disruptions due to natural and manmade disasters, which will inform the development of a county-wide evacuation and shelter-in-place plan. The plan will recommend evacuation and shelter-in-place solutions for disruptions resulting from hazards such as wildland fires, flooding, or electric blackouts. This application has currently been paused by the Trump Administration, but staff is proceeding under the assumption that it will be opened again. When that occurs, the County would like a letter of support from the Town, which we have drafted and attached here. With acceptance of the Town Manager's Report, the Mayor will sign this letter, and it will be submitted with the application.

Ending Childcare During Meetings

Starting In June of 2024, the Town has been paying to provide free childcare during Town Council's evening meetings. This is a part of the Town's service agreement with Sweet Spirits, which provides early childhood education in the Town's Si Ferrin building on Pearl. The Town pays Sweet Spirits \$350 per month for this service whether or not it is utilized. Though we received a lot of positive feedback for this offering, to date, no one has utilized the service. Staff recommends that we discontinue this service and, instead, utilize funds to offer childcare at specific community engagement events. With Council approval of this Town Manager's report, staff will request that this service be discontinued.

Thank You Letter to County for SPET Funds Directed to Gregory Lane

Attached, please find a thank you letter for the County's support to utilize Specific Purpose Excise (SPET) funds from the 2022 Transportation Alternatives and Safe Routes to School initiative to support the Gregory Lane Complete Street project. With Council approval of this Town Manager's report, the Mayor will sign and staff will send this letter.



MEETING SCHEDULE - 2025

January 30-31	Breckenridge
March 6	Denver
June 26	Reception only at CML Conference, Breckenridge
August 21-22	Estes Park
October 8-9 (MT2030 Oct 7-8, Breckenridge)	Keystone

Previous Meeting Locations

2024	Crested Butte, Durango, Jackson WY
2023	Steamboat Springs, Basalt, Vail
2022	Salida, Glenwood Springs
2021	Telluride, Park City
2020	Avon
2019	Teton Village, Breckenridge*, Frisco, Aspen
2018	Mountain Village, Vail*, Mt. Crested Butte, Winter Park
2017	Ketchum, Breckenridge*, Silverthorne, Silverton
2016	Whistler, Vail*, Fraser, Pagosa Springs
2015	Dillon, Breckenridge*, Vail, Estes Park
2014	Jackson, Breckenridge*, Durango, Ouray
2013	Telluride, Vail*, Crested Butte, Basalt
2012	Steamboat Springs, Breckenridge*, Minturn, Glenwood Springs
2011	Snowmass, Vail*, Grand Lake, Park City
2010	Mt. Crested Butte, Breckenridge*, Aspen, Avon
2009	Mountain Village, Vail*, Breckenridge, Grand Junction
2008	Winter Park, Steamboat*, Estes Park, Vail
2007	Frisco, Snowmass*, Durango, Jackson
2006	Telluride, Breckenridge, Silverthorne
2005	Winter Park, Vail, Crested Butte, Grand Junction
2004	Breckenridge, Steamboat, Snowmass, Frisco
2003	Vail, Steamboat, Fraser
2002	Grand Junction, Aspen, Crested Butte
2001	Minturn, Steamboat, Aspen
2000	Park City, Grand Lake, Silverthorne
1999	Glenwood Springs, Mt. CB, Winter Park
1998	Grand Junction, Frisco, Gunnison
1997	Telluride, Steamboat, Vail

**Reception at CML Conference*

68TH LEGISLATIVE SESSION BILL TRACKER				
	SENATE BILL TITLES	SENATE BILL DESCRIPTIONS	STATUS	TOJ POSITION
SF42	Resort Liquor Permits Gierau	Authorizes resort liquor licenses; Requires valuation >\$10M, >35 rooms, Mtg. facilities >50 people	PASSED	Support
SF103	Terminating and defunding DEI	Prohibits all DEI efforts/mandates/programs and makes its prohibition condition to receive state funds	VETOED	Oppose
SF60	Sales Tax Distribution Rates French	Changes distribution rate from 69%state/31%local to 65%/35%	FAILED	Support
SF85	Constitutional enforcement/localities Ide	Authorizes determination by AG if locality has violated state law or constitution, Treasurer withholds funds	FAILED	Oppose
SF111	Net metering revisions Case	Revises net metering compensation for new small customer generatos. Creation of different compensation.	FAILED	Oppose
SF124	Illegal Immigration Steinmetz	Identify, report, detain, deport. Requirements for actions and penalties	FAILED	Oppose
SF128	Repeal of Sales Tax on electricity	Repeals sales tax on electricity generation	FAILED	Oppose
SF183	Moratorium - solar & wind projects Hicks	Prohibits initiation or expansion of solar or wind facilities until 2030	FAILED	Oppose
SF35	Govt Claims/Liability Max	Increases maximums - Individual \$250k to \$500k, Occurrence \$500k to \$1M	FAILED	Oppose
SF40	Zoning Protest Petitions	Raises requirements - Landowners 33%; Amended to prohibit housing exactions	FAILED	Oppose
SF54	Electrical production/municipal	Authorizes municipalities to construct electrical production facilities & finance w/ revenue bonds	FAILED	Neutral
	HOUSE BILL TITLES	HOUSE BILL DESCRIPTIONS	STATUS	TOWN POSITION
HB214	Local Gov. -Electronic payments Thayer	Allows towns/counties to pay claims via electronic payment or fund transfer system	PASSED	Support
HB85	Local approval for simulcasting	Authorizes permitting of simulcasting and historic horse racing by cities/towns	FAILED	Support
HB272	Investment in WY housing Sherwood	Creates the WY Housing Program to provide grants & loads to assist in providing housing	FAILED	Support
HB183	Net metering - amendments Heiner	Amends Net Metering generating capacity and provides for aggregation of systems	FAILED	Support
HB197	Exaction and Mitigation fees Davis	Clarifies how housing exaction and mitigation fees can be imposed. Sets limits and review and appeal process.	FAILED	Support, after amended
HB263	Local water system funding	Creates funding for local water systems	FAILED	Support
HB24	Fuel tax-electricity amendments	Adds license tax on electricity for EV's; Amends methods for alt. fuel tax; Creates annual decal fee for plug-in hybrids	FAILED	Neutral
HB116	Driver's licenses-unauthorized alien restrictions	Specifies that driver's licenses issued by other jurisdictions to unauthorized aliens are invalid in Wyoming	PASSED	Neutral
HB51	Municipal Courts-penalties	Increases max fines from \$750 to \$1000; Increases max prison-time 6 mo. to 1 yr	FAILED	Oppose
HB53	Govt claims - negligent investigation	Government not liable for damages to criminal suspect if in scope of official duties	FAILED	Neutral
HB56	Zoning Change Notice Filer	Notice provided to all landowners in district or within 1000'	FAILED	Oppose
HB88	Multi-family dwellings/stairwells Yin	Requires City/Town to allow single exit for multi-family units up to 6 floors	FAILED	Oppose
HB133	Sanctuary Cities Guggemos	Prohibits enactment, implementation, enforcement of any policy that prohibits communicating with Fed officials about reporting immigration status/penalties by withholding state funds/5-10 yrs/\$20k	PASSED	Oppose
HB147	Prohibition of institutional discrimination	Relating to administration of gov; prohibiting entities from engaging in any DEI program, activity or policy	PASSED	Oppose
HB140	Continuity of permitting Act Filer	Allows counties to retain zoning authority on lands annexed by cities/towns	FAILED	Oppose
HB167	Local Government Reporting Bratten	Requires proposed and adopted budget to be reported to Dept of Audit, include prior year revenues/expenditures, and be posted on website	FAILED	Neutral
HB172	Repeal gun free zones	Repeals gun free zones; providing for the carrying of concealed weapons	PASSED	Neutral
HB202	Fast track permits Filer	Sets timelines for building permits, zoning change, & variances/exemptions/penalties	FAILED	Oppose
HB266	Food trucks Larson, JT	Food trucks licensed in any one county are authorized to operate throughout state	FAILED	Oppose
HB268	Peoples parking Singh	Requires vote of electors for a city to install parking meters/create paid parking zones	FAILED	Oppose
HB203	By the People Act Singh	Requires audio/video access to public meetings and allows remote comment	FAILED	Already Comply



TOWN COUNCIL

March 18, 2025

U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 25090

Dear Review Committee,

The Town of Jackson is writing to express its support for Teton County's application to the United States Department of Transportation's (USDOT) Promoting Resilient Operations for Transformative, Efficient, and Cost Saving Transportation (PROTECT) Program to analyze traffic disruptions due to natural and manmade disasters, which will inform the development of a county-wide evacuation and shelter-in-place plan. The plan will recommend evacuation and shelter-in-place solution sets that account for the potential transportation disruptions resulting from hazards such as wildland fires, flooding, or electric blackouts.

The landslide and resulting catastrophic failure on Wyoming State Highway 22 (Teton Pass) in June of 2024 highlights the vulnerability of Teton County's roadway infrastructure. We joined together then to urge the U.S. Department of Transportation to provide necessary federal assistance to the Wyoming Department of Transportation to repair Teton Pass. Today, we are writing to encourage you to support Teton County's Transportation Vulnerability Assessment and Evacuation Planning Project. We know from experience that Teton County requires clear evacuation planning to reduce the panic and traffic gridlock that can occur from a landslide, fast-moving fire, or flooding. These vulnerabilities are exacerbated by more than 1.5 million annual visitors to our region.

Please give Teton County's Protect Grant application your full consideration. Should you have any questions, please do not hesitate to contact me or staff at the Town of Jackson.

Sincerely,

Mayor Arne Jorgensen
Town of Jackson





TOWN COUNCIL

March 17, 2025

Dear Teton County Commissioners,

Gregory Lane has needed an update for decades. Over the last year, the Town has taken initial steps to reconstruct this integral corridor by engaging with community members about it and outlining plans. The Town is grateful for the County's support to utilize Specific Purpose Excise (SPET) funds from the 2022 Transportation Alternatives and Safe Routes to School initiative to support this important project.

The Gregory Lane project is well-aligned with the goals these funds were requested to support including, "The planning, design, engineering, and constructing of pathways and sidewalks for safe routes to school, commuting, and recreation..." Our community is well aware that this corridor functions as a light industrial zone with auto shops, a lumber yard, and more, and that it is also near many area schools, recreation fields, and home to various residents. With its proximity to five schools, an early childhood education center, and fields where our community recreates, ensuring Safe Routes on Gregory Lane is a necessity.

This will be the largest public works project the Town has undertaken to date and we are very appreciative of the County's support. To pool enough revenue, Town Council is increasing its Water and Sewer Fund budgets and utilizing other SPET funds for easements to address street, stormwater, and sewer infrastructure. The total project cost for the Gregory Lane complete street project is \$18,557,000. Collectively, with funds from the Transportation/Safe Routes to School initiative, the Town will be able to implement all the necessary updates to the Gregory Lane corridor in one big dig.

Thank you, sincerely, for your continued partnership and support of the Gregory Lane project, which we look forward to benefiting the entire community.

Sincerely,

Mayor Arne Jorgensen
Town of Jackson

