



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 1, 2026 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84882186207?pwd=J87so9VbXfbEWCTYkzufsnGTtfaF41.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 848 8218 6207

Passcode: 312962

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
- 3. Pledge of Allegiance**
- 4. Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) Approval of the Minutes:**
 - 1) Special Session – June 10, 2026 at 5:00 p.m. Pg. 5
 - b) Set Next Meeting, Date and Time:**
 - 1) Regular Session – July 15, 2026 at 6:00 p.m.
 - 2) Regular Session – August 5, 2026 at 5:00 p.m.
 - 3) Regular Session – August 19, 2026 at 6:00 p.m. - **Cancelled**
 - c) Consideration and possible approval of the proposed revisions and amendments to the Town's Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser. Pg. 9
 - d) Consideration and possible approval of a renewal of a facilities use agreement with Yavapai College authorizing the use of designated Town-owned facilities for educational classes, meetings, and related public benefit activities.** Staff Resource: Town Manager Miranda Fisher. Pg. 115
 - e) Consideration and possible approval of a renewal lease agreement with the Camp Verde Historical Society authorizing the use of space at the Visitors Center and Museum.** Staff Resource: Town Manager Miranda Fisher. Pg. 125

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(I))

Arizona law prohibits any Town resource, including staff time, equipment, and anything of value to influence an election. This prohibition applies to Call to the Public at the Council meeting. You may discuss a Town issue but do not “advocate” for a specific candidate or ballot measure. Additionally, soliciting petition signatures or campaign contributions or distributing campaign materials is prohibited on Town property. The Town appreciates your efforts to help the Town comply with state law and avoid using taxpayer monies to influence an election.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.
7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Administration of Oath of Office of newly hired Town employees.** Staff Resource: Town Clerk Leah Rhodes. Pg. 139
 - **Proclamation declaring the week of July 12-18, 2026 as Parks and Recreation Week.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 141
8. **Public Hearing:** Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 10, Beer and Wine Store Liquor License for US Market Camp Verde, located at 1102 S. Moonrise Drive, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes. Pg. 143

Staff Comments
Applicant Comments
Open Public Hearing

Close Public Hearing
Council Discussion

9. **Public Hearing:** Discussion, consideration, and possible approval of Ordinance 2026-A515 amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning. Staff Resource: Town Manager Miranda Fisher. Pg. 169

Staff Comments
Open Public Hearing
Close Public Hearing
Council Discussion

10. **Discussion, consideration, and possible direction regarding the establishment of an Equestrian Center Advisory Board or Town Manager Working Group to provide recommendations on the future use, investment, development, programming, and operational priorities of the Equestrian Center.** Staff Resource: Town Manager Miranda Fisher. Pg. 213
11. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration regarding the employment of the Town Manager. Discussion to include annual performance evaluation of Miranda Fisher.** Staff Resource: Town Manager Miranda Fisher.

12. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on June 25, 2026 at 6:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 10, 2026 at 5:00 P.M.

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

1. Call to Order

Mayor Moore called meeting to order at 5:01 p.m.

- 2. Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock (absent), Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan (joined remotely at 6:00 p.m.) and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Bolton led the Pledge.

- 4. Discussion, consideration, and possible approval of a letter of support for the Town of Clarkdale's designation as one of Yavapai County's three submitted census tracts to the Arizona Commerce Authority under the federal Opportunity Zone 2.0 program.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of the proposed letter of support for the Town of Clarkdale's submission for an approved tract under the federal Opportunity Zone 2.0 Program. Town Manager Fisher noted that the Town of Camp Verde's support for Clarkdale, and potentially the City of Cottonwood, reflects the Town's commitment to regional collaboration and fostering strong partnerships throughout the Verde Valley.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Seybold, the Council **moved to approve** the letter of support for the Town of Clarkdale's Opportunity Zone tract submission and authorize the Town Manager to execute a letter of support for the City of Cottonwood if requested.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: absent
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried: 6-0

5. Discussion, consideration, and possible direction regarding the formation of an Equestrian Center Town Manager's Working Group. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that following discussions with the Mayor and Vice Mayor, there was a request for consideration of establishing an advisory working group to provide subject-matter expertise and recommendations regarding capital investments, facility layout, spectator amenities, events, and operational needs for the Town's Equestrian Center. Town Manager Fisher proposed the creation of a Town Manager-appointed Equestrian Center Advisory Working Group, with appointments made in collaboration with a Council Member liaison. Town Manager Fisher indicated that the proposed working group would consist of approximately seven to nine members, including a Council Member, a Parks and Recreation Commissioner, and equestrian users or subject-matter experts.

The Council provided feedback regarding the establishment of a Town Manager Working Group versus the formation of a formal codified Commission to address the operational needs of the Equestrian Center.

Town Manager Fisher responded to questions from the Council.

The Council directed Town Manager Fisher to return with a comparative analysis outlining the distinctions between a Commission and a Working Group, including any required amendments to the Municipal Code.

Public Comment:

Cheri Wischmeyer stated that she would like to see the Equestrian Center utilized as a multipurpose event center rather than exclusively as an equestrian facility.

Mary Phelps of the Camp Verde Arena Association highlighted the various events conducted by the association at the Equestrian Center.

6. Continued discussion and direction regarding Equestrian Center projects included in the FY27 Proposed Capital Improvement Plan. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of the current proposed CIP costs for the Equestrian Center upgrades. Town Manager Fisher requested direction from Council on how they would like to proceed with regard to the bleachers, secondary arena, and whether Council was interested in a master plan for the site.

The Council provided direction to Town Manager Fisher to allocate the \$30,000 CIP cash funding for a possible Master Plan or assets for the Equestrian Center and the \$625,000 CIP debt funding for Equestrian Center upgrades. This change allows for the funding to be used based on recommended direction by the Commission and/or working group.

Town Manager Fisher responded to questions from the Council.

Mayor Moore recessed the meeting for a break at 5:36 p.m. and reconvened the Regular Session at 6:00 p.m.

Mayor Moore read items 7, 8, and 9.

A **motion** was made by Councilor Bolton to go into Executive Session at 6:04 p.m. for Items 7, 8, and 9. Councilor Seybold seconded the motion.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 6-0.

7. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation with the Town Attorney for legal advice regarding public record requirements.** Resource: Town Attorney Trish Stuhan.
8. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation with the Town Attorney for legal advice regarding the Town's procedures and processes for handling citizen complaints.** Resource: Town Attorney Trish Stuhan.
9. **An executive session pursuant to A.R.S. § 38-431.03(A)(1), (A)(2), and (A)(3) for discussion or consultation with the Town Attorney regarding complaints made by Nadiya Peters against the Town Manager, Town operations, and the Town's responses to public records requests. The discussion may include consideration of records exempt from public disclosure by law, legal advice regarding the processing of her complaints, and Council's consideration of the Town Manager's performance.** Resource: Town Attorney Trish Stuhan.

Mayor Moore reconvened the Regular Session at 7:20 p.m.

Mayor Moore stated no direction was given on Item 7, 8 and 9.

10. Adjournment

Mayor Moore adjourned the meeting at 7:20 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 10, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

Leah Rhodes, Town Clerk

DRAFT

**Meeting Date:** July 1, 2026**Agenda Item Type:**

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Human Resources**Staff Resource:** HR Director Julia Kaiser**Agenda Title:** Consideration and possible approval of the proposed revisions and amendments to the Town's Personnel Manual.**Attached Documents:**

- Town of Camp Verde Personnel Manual as amended.
- Summary of revisions to the Town Personnel Manual.

Estimated Presentation Time: N/A**Estimated Discussion Time:** N/A**Reviewed By:**

- | | | | | |
|--|---|--|---|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☒ Finance | ☐ Other: |
|--|---|--|---|---------------------------------|

Financial Review (if applicable):

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: | | | | |
| • Approved in the FY25 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

This document reflects the annual review of the Town's Personnel Manual. The Human Resources Department previously presented draft revisions to the Council during the June 17, 2026 meeting.

Bereavement Benefits

At the June 17th meeting, the Council directed staff to further evaluate the application of bereavement leave across different employee classifications, including full-time, part-time, and seasonal staff.

In response, the HR Department conducted a review of common practices among comparable municipalities and found that bereavement leave is typically extended to full-time and, in many cases, part-time employees. The HR Department did not identify municipalities that routinely offer bereavement leave to seasonal staff.

Based on these findings, staff recommends incorporating clarifying language into the Personnel Manual to clearly define eligibility for bereavement leave, specifying that the benefit applies to full-time and part-time employees, while excluding seasonal staff.



Town Council Agenda Information Memorandum

Connection to the [FY25-FY30 Strategic Plan](#)

Annual personnel manual revisions allow for more effective operations and personnel management thus contributing towards retaining, developing, and engaging a highly effective workforce as outlined in the Strategic Plan under “Effective Government”.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** the revisions and amendments to the Town’s Personnel Manual.

OR

Move to **APPROVE** the revisions and amendments to the Town’s Personnel Manual **with the following amendments...**

OR

Move to **DENY** the revisions and amendments to the Town’s Personnel Manual.

Town of Camp Verde

PERSONNEL MANUAL



7/1/2026

FORWARD

The Town of Camp Verde, Arizona personnel policies have been designed, revised, approved, and implemented to provide each Town employee with a clear and concise understanding of the policies by which the Town strives to operate, as well as the conditions under which employment with the Town is accepted, expected, and/or continued. Knowing your responsibilities to the Town and understanding your rights and privileges will serve to optimize your working conditions, while resulting in an enjoyable, professional, safe, and efficient workplace environment.

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

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

PERSONNEL POLICIES & PROCEDURES

SECTION 1 PURPOSE

These policies were developed to provide:

1. A written set of guidelines on which Human Resources might base decision(s);
2. A means of communication with employees, supervisors, and directors;
3. A framework for consistency and fairness in recruitment, selection, placement, promotion, retention, and separation of Town employees based upon employee qualifications for a position;
4. A method in which to promote the Council's philosophy;
5. A tool to assist Managers in the development of sound management practices and procedures; and
6. A means of protecting the legal interests of the Town in compliance with Federal and State laws.

SECTION 2 SCOPE

- A) These policies and procedures apply to all Town employees and volunteers, except elected officials, Boards and Commission members, and other personnel as designated by the Council.
- B) In the event of conflict between this Manual and the Town Code, ordinances, resolutions, and/or State or Federal law, the terms and conditions of the Town Code, ordinance, resolution, State, or Federal law shall prevail.

SECTION 3 AMENDMENTS AND REVISION-S

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

SECTION 4 PERSONNEL POLICY ADMINISTRATION

Administration of the personnel policies is the responsibility of the Human Resources Director and/or the Town Manager.

SECTION 5 DISCLAIMER

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

CONTENT

CHAPTER 1.....	14
GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES	14
POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY	14
SECTION 1-1-1 - NON-DISCRIMINATION	14
SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT.....	14
SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM	14
SECTION 1-1-4 - PROGRAM RESPONSIBILITY	15
SECTION 1-1-5 - ANTI-HARASSMENT POLICY.....	15
SECTION 1-1-6 - PLAN FOR HARASSMENT PREVENTION AND ELIMINATION	16
SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT	16
SECTION 1-1-8- INVESTIGATION	17
SECTION 1-1-9 - NO REPRISALS	17
SECTION 1-1-10 - OPTION TO REPORT TO OUTSIDE AGENCY(IES).....	17
SECTION 1-1-11 - EMPLOYEE DEVELOPMENT	17
SECTION 1-1-12 - COORDINATION WITH STATE AND FEDERAL LAWS	18
SECTION 1-1-13 - DEFINITIONS.....	18
POLICY 1-2 CODE OF CONDUCT.....	18
SECTION 1-2-1 - PERFORMANCE OF DUTIES.....	18
SECTION 1-2-2 - ABUSE OF POSITION	19
SECTION 1-2-3 - CONFLICT OF INTEREST	19
SECTION 1-2-4 - OUTSIDE EMPLOYMENT	20
SECTION 1-2-5 - VOLUNTEER ACTIVITIES.....	21
SECTION 1-2-6 - CONFIDENTIALITY.....	21
SECTION 1-2-7 - POLITICAL ACTIVITY.....	21
SECTION 1-2-8 - USE OF PUBLIC/TOWN-OWNED VEHICLES.....	22
SECTION 1-2-9 - DRIVER'S LICENSE STATUS.....	23
SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY.....	23
SECTION 1-2-11 - RESTRICTION ON CHILDREN AND NON-EMPLOYEES IN THE WORKPLACE.....	23
CHAPTER 2.....	25
EMPLOYMENT PROCESS	25
POLICY 2-1 - HIRING PROCESS.....	25
POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES.....	25
SECTION 2-2-1 - ELIGIBILITY.....	25
SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES.....	25

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS	25
SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR	25
POLICY 2-3 - JOB ANNOUNCEMENT	25
SECTION 2-3-1 - FULL-TIME POSITIONS	25
SECTION 2-3-2 - PART-TIME POSITIONS	26
SECTION 2-3-3 - TEMPORARY POSITIONS.....	26
POLICY 2-4 - APPLICATION.....	26
SECTION 2-4-1 - DEFINITION OF APPLICANT	26
SECTION 2-4-2 - APPLICATION FORMS	26
SECTION 2-4-3 - REJECTION OF APPLICATION	27
SECTION 2-4-4 - APPLICATION RETENTION	27
POLICY 2-5 - EXAMINATION.....	27
SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS	27
SECTION 2-5-2 - PRE-EMPLOYMENT DRUG TEST.....	27
SECTION 2-5-3 - TEST DEVELOPMENT	27
SECTION 2-5-4 - TEST ADMINISTRATION	28
SECTION 2-5-5 - REASONABLE ACCOMMODATION.....	28
POLICY 2-6 - DISABILITY PREFERENCE.....	28
POLICY 2-7 - INTERVIEWING.....	28
SECTION 2-7-1 - INTERVIEW PROCESS.....	28
POLICY 2-8 - REFERENCE CHECK.....	29
SECTION 2-8-1 - PROCEDURE	29
POLICY 2-9 - VETERAN'S PREFERENCE.....	29
SECTION 2-9-1 - ELIGIBILITY.....	29
SECTION 2-9-2 - SPOUSE ELIGIBILITY	29
POLICY 2-10 - SELECTION.....	30
SECTION 2-10-1 - NOTIFICATION	30
SECTION 2-10-2 - APPOINTMENT	30
SECTION 2-10-3 - APPLICANT EXPENSES.....	30
SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS	30
POLICY 2-11 -FINGERPRINTING	30
SECTION 2-11-1 - AFFECTED POSITIONS	30
SECTION 2-11-2 - FAILURE TO COMPLY	31
POLICY 2-12 - EMPLOYEE ORIENTATION	31

SECTION 2-12-1 - CITIZENSHIP	31
SECTION 2-12-2 - LOYALTY OATH	31
SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES	31
SECTION 2-12-4 - DATE OF HIRE/LENGTH OF SERVICE ANNIVERSARY	31
POLICY 2-13 - INITIAL EVALUATION PERIOD.....	32
SECTION 2-13-1 - LENGTH OF TIME	32
SECTION 2-13-2 - COMPLETION OF INITIAL EVALUATION PERIOD	32
SECTION 2-13-3 - EXTENSION OF INITIAL EVALUATION PERIOD	32
SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE	32
SECTION 2-13-5 - DISMISSAL DURING INITIAL EVALUATION PERIOD	32
POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS	33
SECTION 2-14-1 - ISSUANCE, USE AND RETURN OF CARD.....	33
CHAPTER 3.....	34
COMPENSATION	34
POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE	34
SECTION 3-1-1 - CLASSIFIED POSITIONS	34
SECTION 3-1-2 - UNCLASSIFIED POSITIONS	34
POLICY 3-2 - CLASSIFICATION PLAN.....	34
SECTION 3-2-1 - PURPOSE	35
SECTION 3-2-2 - PLAN AMENDMENT.....	35
POLICY 3-3 - SALARY PLAN.....	36
SECTION 3-3-1 - NEW EMPLOYEES	36
SECTION 3-3-2 - GENERAL INCREASES	36
SECTION 3-3-3 - SALARY SCHEDULE	36
SECTION 3-3-4 - ANNIVERSARY DATES	36
SECTION 3-3-5 - PAY ADJUSTMENTS	37
SECTION 3-3-6 - PLAN AMENDMENT.....	37
POLICY 3-4 – MERIT PAY POLICY	37
SECTION 3-4-1 - ELIGIBILITY	37
SECTION 3-4-2 – MERIT PAY PROCESS	38
SECTION 3-4-3 – MERIT PAY AMOUNT	38
POLICY 3-5 - PERFORMANCE EVALUATION	38
SECTION 3-5-1 - TIMELY EVALUATIONS	39
SECTION 3-5-2 - PROCESS.....	39

SECTION 3-5-3 - RATING DEFINITIONS	40
SECTION 3-5-4 - APPEAL OF EVALUATION	40
POLICY 3-6 - PAY PERIODS AND PAY DATES	40
SECTION 3-6-1 - PAY PERIODS	40
SECTION 3-6-2 - TIME SHEETS AND PAYROLL RECORDS.....	40
SECTION 3-6-3 - PAY DATES.....	40
SECTION 3-6-4 - PAY CHECKS.....	40
SECTION 3-6-5 - PAY ADVANCES.....	41
POLICY 3-7 - OVERTIME/COMPENSATORY TIME	41
SECTION 3-7-1 - NONEXEMPT EMPLOYEES	41
SECTION 3-7-2 - EXEMPT EMPLOYEES	42
POLICY 3-8 – HOLIDAY PAY	42
SECTION 3-8-1 – ELIGIBILITY	42
SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS	43
POLICY 3-9 - PAYROLL DEDUCTIONS.....	43
SECTION 3-9-1 - MANDATORY DEDUCTIONS.....	43
SECTION 3-9-2 - VOLUNTARY DEDUCTIONS	43
POLICY 3-10 PROMOTION	43
SECTION 3-10-1 - ELIGIBILITY.....	44
SECTION 3-10-2 - PROCEDURE	44
SECTION 3-10-3 - SALARY FOR PROMOTION POSITION	44
SECTION 3-10-5 - PROMOTION PERFORMANCE EVALUATION PERIOD.....	44
POLICY 3-11 LATERAL TRANSFER.....	45
SECTION 3-11-1 - ELIGIBILITY.....	45
SECTION 3-11-2 - PROCEDURES.....	45
SECTION 3-11-3 - SALARY FOR TRANSFER POSITION.....	46
SECTION 3-11-4 - TRANSFER EVALUATION PERIOD	46
POLICY 3-12 DEMOTION.....	46
SECTION 3-12-1 - ANNIVERSARY DATE CHANGE	46
SECTION 3-12-2 - PROCEDURE.....	47
POLICY 3-13 RECLASSIFICATION PROCEDURE	47
SECTION 3-13-1 - PROCEDURE.....	47
POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION	48
SECTION 3-14-1 - JUSTIFICATION.....	48

POLICY 3-15 – TIMEKEEPING PROCEDURES.....	48
SECTION 3-15-1 - PURPOSE.....	48
SECTION 3-15-2 - DEFINITIONS.....	48
SECTION 3-15-3 - PROCEDURES.....	49
SECTION 3-15-4 – TAMPERING AND FALSIFICATION.....	51
CHAPTER 4.....	52
EMPLOYMENT BENEFITS.....	52
POLICY 4-1 - BENEFITS CONTINUATION/COBRA.....	52
SECTION 4-1-1 - WHO PAYS.....	52
SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY.....	52
POLICY 4-2 - COMPENSATORY LEAVE.....	52
SECTION 4-2-1 - NONEXEMPT EMPLOYEES.....	52
SECTION 4-2-2 - EXEMPT EMPLOYEES.....	52
POLICY 4-3 FAMILY AND MEDICAL LEAVE.....	53
SECTION 4-3-1 - DEFINITION OF SERIOUS HEALTH CONDITION.....	53
SECTION 4-3-2 - ELIGIBILITY.....	53
SECTION 4-3-3 - VERIFICATION OF NEED.....	53
SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE.....	53
SECTION 4-3-5 - HOW FMLA LEAVE IS MEASURED.....	54
SECTION 4-3-6 - USE OF ACCUMULATED LEAVE.....	55
SECTION 4-3-7 - CONTINUATION OF HEALTH INSURANCE BENEFITS.....	55
SECTION 4-3-8 - SUSPENSION OF ACCUMULATION OF OTHER TOWN-PROVIDED BENEFITS.....	55
SECTION 4-3-9 - RETURN TO WORK.....	55
SECTION 4-3-10 - INTERMITTENT LEAVE OR REDUCED WORK WEEK.....	55
SECTION 4-3-11 - TERMINATION OF EMPLOYMENT.....	55
POLICY 4-4 – WORKER’S COMPENSATION.....	55
SECTION 4-4-1 - REPORTING REQUIREMENT.....	55
SECTION 4-4-2 - PAYMENTS.....	56
SECTION 4-4-3 - USE OF PAID LEAVE WHILE ON INDUSTRIAL LEAVE.....	56
SECTION 4-4-4 - RETURN TO WORK.....	56
POLICY 4-5 - MILITARY LEAVE.....	56
SECTION 4-5-1 - NO BREAK IN SERVICE.....	56
SECTION 4-5-2 - LIMIT OF PAID TIME OFF.....	57
POLICY 4-6 SPECIAL LEAVE OF ABSENCE.....	57
SECTION 4-6-1 - SPECIAL LEAVE OF ABSENCE WITH PAY.....	57

SECTION 4-6-2 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY	57
POLICY 4-7 - BEREAVEMENT LEAVE	58
SECTION 4-7-1 - APPROVAL	58
SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED	58
POLICY 4-8 - SICK LEAVE	58
SECTION 4-8-1 - ELIGIBILITY	58
SECTION 4-8-2 - RATE OF ACCUMULATION	58
SECTION 4-8-3 - ALLOWABLE USES	58
SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR	59
SECTION 4-8-5 - PHYSICIAN'S VERIFICATION	59
SECTION 4-8-6 - ADDITIONAL CONDITIONS	59
SECTION 4-8-7 - NO SICK LEAVE AVAILABLE	60
SECTION 4-8-8 - TRANSFER OF HOURS TO VACATION	60
SECTION 4-8-9 - TERMINATION OF EMPLOYMENT	60
POLICY 4-9 - SICK LEAVE BANK	60
SECTION 4-9-1 - DEFINITIONS	60
SECTION 4-9-2 - ELIGIBLE RECIPIENT	61
SECTION 4-9-3 - GENERAL PROVISIONS	61
POLICY 4-10 - VACATION LEAVE	61
SECTION 4-10-1 - ELIGIBILITY	61
SECTION 4-10-2 - BENEFIT YEAR	62
SECTION 4-10-3 - RATE OF ACCUMULATION	62
SECTION 4-10-4 - REQUEST FOR LEAVE	63
SECTION 4-10-5 - TERMINATION OF EMPLOYMENT	63
POLICY 4-11 - CIVIC DUTY	63
SECTION 4-11-1 - JURY DUTY	63
SECTION 4-11-2 - WITNESS DUTY	63
SECTION 4-11-3 - VOTING	64
POLICY 4-12 - GROUP BENEFITS	64
SECTION 4-12-1 - ELIGIBILITY	64
SECTION 4-12-2 - GROUP INSURANCE COVERAGE	64
SECTION 4-12-3 - VOLUNTARY BENEFITS	65
SECTION 4-12-4 - RETIREMENT PLAN	65
SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM	65

SECTION 4-12-6 - TRAUMATIC EVENT COUNSELING FOR PUBLIC SAFETY EMPLOYEES	66
POLICY 4-13 SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES	66
SECTION 4-13-1 - ELIGIBILITY	66
SECTION 4-13-2 – PLAN DESCRIPTION	67
SECTION 4-13-3 - PROCEDURE	67
CHAPTER 5.....	69
WORK RULES	69
POLICY 5-1 - HOURS OF WORK	69
SECTION 5-1-1 - NORMAL WORK WEEK AND WORK HOURS	69
SECTION 5-1-2 - ABSENCES AND TARDINESS.....	69
POLICY 5-2 - PERSONNEL FILES.....	69
SECTION 5-2-1 - ACCESS TO OFFICIAL PERSONNEL FILE	69
SECTION 5-2-2 - UPDATING PERSONNEL RECORDS	70
SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES	70
SECTION 5-2-4 - RECORDS RETENTION	70
SECTION 5-2-5 - RECORDS RELEASE.....	70
POLICY 5-3 PERSONAL APPEARANCE.....	71
SECTION 5-3-1 - ACCEPTABLE ATTIRE	71
SECTION 5-3-2 - UNACCEPTABLE ATTIRE.....	71
SECTION 5-3-3 - UNIFORMS	71
POLICY 5-4 MAIL, ELECTRONIC MAIL, COMPUTER, AND ONLINE SERVICES USAGE	71
SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT	71
Section 5-4-2 – SOFTWARE COPYRIGHT	72
SECTION 5-4-3 - PROHIBITED USE	72
SECTION 5-4-4 - PASSWORDS.....	72
SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE	72
POLICY 5-5 - DISCIPLINARY SYSTEM	73
SECTION 5-5-1 - DISCIPLINE PROCESS	73
SECTION 5-5-2 - DEFINITIONS.....	73
SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION	73
SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION	75
SECTION 5-5-5 - NOTICE TO EMPLOYEE	76
POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES	77
SECTION 5-6-1 - PURPOSE	77

SECTION 5-6-2 - SOLE REMEDY.....	77
SECTION 5-6-3 - INFORMAL PERSONNEL ACTION REVIEW PROCEDURES	77
SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW	78
SECTION 5-6-5 - EMPLOYMENT MATTERS NOT SUBJECT TO REVIEW	78
SECTION 5-6-6 MISCELLANEOUS RULES	78
SECTION 5-6-7 - FORMAL PERSONNEL ACTION REVIEW PROCEDURE STEPS.....	79
SECTION 5-6-8 - RULES OF APPEAL TO THE QUALIFIED HEARING OFFICER.....	80
CHAPTER 6.....	82
EMPLOYMENT DEVELOPMENT	82
POLICY 6-1 - EDUCATION ASSISTANCE	82
SECTION 6-1-1 - PURPOSE	82
SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION	82
SECTION 6-1-3 - CRITERIA FOR APPROVAL	82
SECTION 6-1-4 - REIMBURSEMENT.....	83
SECTION 6-1-5 - TERMINATION OF EMPLOYMENT	83
POLICY 6-2 - TOWN-SPONSORED AND REQUIRED TRAINING.....	83
SECTION 6-2-1 - PROCEDURES.....	84
SECTION 6-2-2 - WAGE ADJUSTMENTS FOR TRAINING AND CERTIFICATIONS.....	84
CHAPTER 7.....	85
SAFETY AND HEALTH	85
POLICY 7-1 - SAFETY AND LOSS MANAGEMENT	85
SECTION 7-1-1 - EMPLOYEES SUPPORT FOR SAFE WORK PRACTICES	85
SECTION 7-1-2 - SAFETY COORDINATOR	85
SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE.....	85
SECTION 7-1-4 - USE OF TOWN EQUIPMENT AND VEHICLES	85
POLICY 7-2 RETURN TO WORK	86
SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS	86
SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT.....	86
SECTION 7-2-3 - PLACEMENT NOT SUBSTITUTE FOR FILLING VACANCIES	86
SECTION 7-2-4 - PARTICIPANT REQUIRED TO OBEY RULES	86
SECTION 7-2-5 - PROCEDURE	87
POLICY 7-3 - NO SMOKING	87
SECTION 7-3-1 - SMOKING AREAS	87
SECTION 7-3-2 - SMOKING BREAKS	87

SECTION 7-3-3 - SMOKING CESSATION.....	87
POLICY 7-4 - VIOLENCE IN THE WORKPLACE	87
SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT.....	87
SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE	87
SECTION 7-4-3 - COMPLAINT PROCEDURE	88
POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE	88
SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT.....	88
SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT.....	88
SECTION 7-5-3 - USE OF LEGAL DRUGS	88
SECTION 7-5-4 - TYPES OF TESTS	89
SECTION 7-5-5 - AUTHORIZATION FOR PREVIOUS TEST RECORDS OF CDL HOLDERS	90
SECTION 7-5-6 - DRUG TESTING	90
SECTION 7-5-7 - ALCOHOL TESTING	92
SECTION 7-5-8 - SUBSTANCE ABUSE EVALUATION, RETURN-TO-DUTY, FOLLOW-UP TESTING	92
SECTION 7-5-9 - DISCIPLINE AND APPEALS.....	93
SECTION 7-5-10 - CONTRACTORS AND VISITORS.....	93
SECTION 7-5-11 - NOT A CONTRACT	93
CHAPTER 8.....	94
TERMINATION OF EMPLOYMENT	94
POLICY 8-1 - EMPLOYMENT END	94
SECTION 8-1-1 - SERVICE RETIREMENT.....	94
SECTION 8-1-2 - DISABILITY RETIREMENT	94
SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION.....	94
SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION.....	94
SECTION 8-1-5 - DISCHARGE.....	94
SECTION 8-1-6 - LAYOFF AND RECALL	94
POLICY 8-2 - EXIT PROCESS	95
SECTION 8-2-1 - EXIT CLEARANCE.....	95
SECTION 8-2-2 - EXIT INTERVIEW	95
SECTION 8-2-3 - FINAL PAYCHECK	95
SECTION 8-2-4 - CONTINUATION OF BENEFITS	95
POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT	96
POLICY 8-4 - RE-EMPLOYMENT	96
SECTION 8-4-1 - ELIGIBILITY.....	96

SECTION 8-4-2 - COMPENSATION AND BENEFITS97

CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Camp Verde provides equal employment opportunities to all employees and applicants without regard to age, race, religion, national origin, gender, sexual orientation, veteran status, disability, or political affiliation in accordance with applicable Federal laws.

SECTION 1-1-1 - NON-DISCRIMINATION

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

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

SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT

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

SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Officer (Human Resources Director) shall undertake the following actions to ensure equal employment opportunities in the Town:

- A) Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
- B) Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.
- C) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion, and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability or status as a veteran in accordance with applicable federal laws.
- D) Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:
 - 1. Regular full-time jobs must be open for a minimum of 10 working days.
 - 2. Jobs must be advertised to the broadest audience available and appropriate for the position.

- E) Provide orientation for new employees that specifically emphasizes how the Town assures equal opportunity and encourages all employees to avail themselves of equal employment services.
- F) Distributes the Equal Opportunity Policy to employees, contractors, and suppliers.
- G) Include an equal employment opportunity phrase on applications and job announcements.

SECTION 1-1-4 - PROGRAM RESPONSIBILITY

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

- A) The Equal Employment Opportunity Officer shall be the focal point for the Town's equal opportunity efforts and shall advise staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies.
- B) The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies and procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

SECTION 1-1-5 - ANTI-HARASSMENT POLICY

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

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

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

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

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

3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

B) Offensive comments, jokes, innuendoes, and other sexually oriented statements. Example of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

1. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
2. Sexually suggestive touching;
3. Grabbing, groping, kissing, fondling;
4. Violating someone's "personal space";
5. Lewd, off-color, sexually oriented comments or jokes;
6. Foul or obscene language;
7. Leering, staring, or stalking;
8. Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;
9. Sexually oriented or explicit remarks;
10. Questions about one's sex life or experience;
11. Repeated requests for dates.

SECTION 1-1-6 - PLAN FOR HARASSMENT PREVENTION AND ELIMINATION

A) Education

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

B) Implementation

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

C) Enforcement

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

appropriate Department Head is responsible for thoroughly investigating and resolving any complaints.

SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT

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

SECTION 1-1-8- INVESTIGATION

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

SECTION 1-1-9 - NO REPRISALS

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

SECTION 1-1-10 - OPTION TO REPORT TO OUTSIDE AGENCY(IES)

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

SECTION 1-1-11 - EMPLOYEE DEVELOPMENT

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

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

SECTION 1-1-12 - COORDINATION WITH STATE AND FEDERAL LAWS

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

SECTION 1-1-13 - DEFINITIONS

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

POLICY 1-2 CODE OF CONDUCT

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

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

SECTION 1-2-1 - PERFORMANCE OF DUTIES

- A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.
- B) All Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties.
- C) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.
- D) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.

- E) Employees should perform their duties impartially in a manner consistent with law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.
- F) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, and State and Federal law.

SECTION 1-2-2 - ABUSE OF POSITION

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

SECTION 1-2-3 - CONFLICT OF INTEREST

Every employee has an obligation to diligently identify, disclose, avoid, and/or manage conflicts of interest. Potential conflicts of interest exists when an employee or an employee's immediate family has a substantial financial or ownership interest that may be favorably or detrimentally impacted by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system. A violation of conflict-of-interest rules may result in criminal penalties under state law. For purposes of this policy, immediate family members or relatives have the same definition as "relatives" under state law A.R.S. § 38-502 (spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse).

- A) Outside Contracts: Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain or to secure valuable things or benefits for themselves that would not ordinarily accrue in the performance of the employee's official duties, apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.
- B) Nepotism: Employees should not be involved in the decision to hire or provide any other benefits or anything of value to members of their immediate family. Further, employees should not be in a position to have any authority over the decisions made by their immediate family. or in the supervision of any member of their immediate family.
 1. Immediate family or employees who reside in the same household will be allowed to work in the

same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other, overseeing any decisions made by the other, or holding any other authority over the other.

2. If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.
3. If no transfer opportunity exists after 90 days, one of the employees will be required to resign from employment with the Town.

C) Business with Private Party or Vendor: Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.

D) Acceptance of Gifts, Gratuities, and Hospitality: Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value (\$25 or less).

SECTION 1-2-4 - OUTSIDE EMPLOYMENT

A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict-of-interest situations addressed above, employees should avoid:

1. Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.
2. Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.
3. Performance of work for any governmental entity within the State of Arizona without written consent of both employers.
4. Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
5. Outside employment that the public may view as work on behalf of the Town of Camp Verde.

B) An exception to restrictions on outside employment pertains to the police. Outside employment of

police must conform to the Marshal's Office Policies and Procedures.

- C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

SECTION 1-2-5 - VOLUNTEER ACTIVITIES

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

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

SECTION 1-2-6 - CONFIDENTIALITY

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

SECTION 1-2-7 - POLITICAL ACTIVITY

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

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

leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by Federal funds; in which case the employee must resign. If elected, he or she must resign.

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

C) Political Activism

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

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

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

SECTION 1-2-8 - USE OF PUBLIC/TOWN-OWNED VEHICLES

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

1. Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.
2. All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona driver's license when driving on Town business.
3. Town vehicles shall not be used for transportation to an employee's place of residence as a take-home vehicle unless the employee lives within the town limits or is an emergency services employee with less than a thirty-minute response time back to the Town limits, and is required by the Town to commute in the vehicle for the following reasons:
 - a) The department assignment of the vehicle shall be to a position that is responsible for responding to an emergency situation related to public health or safety and the protection of property on a 24-hour basis.
 - b) Use of a Town vehicle to commute between home and work, under U.S. Internal Revenue Service (IRS) regulations, is required to be reported as auto fringe benefit compensation unless the vehicle is a qualified non-personal use vehicle. Examples of qualified non-personal use vehicles include clearly marked police vehicles and unmarked police vehicles used by law enforcement officers if the officer is authorized to carry a firearm, execute search warrants, and make arrests.

- B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.
- C) Authorized personnel use includes taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Manager on a case-by-case basis.

SECTION 1-2-9 - DRIVER'S LICENSE STATUS

- A) The Town reserves the right to authorize the Human Resources Director to verify annually the driver's license status of employees who use Town vehicles in performing their job duties.
- B) Any Town employee who drives Town vehicles as part of their job duties and has their license suspended or revoked must report this fact to their Department Head.
 - 1. The employee will be automatically suspended from driving a Town vehicle followed by a notice to the employee to explain the revocation or suspension of his/her license.
 - 2. An inadequate explanation could be grounds for dismissal.
- C) If a Town employee drives Town vehicles as part of their job duties, has their license suspended or revoked and they do not report this fact to their Department Head, this could be considered grounds for dismissal.
- D) Department Heads will advise the Human Resources Director and the Town Manager of such revocation or suspension.

SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY

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

SECTION 1-2-11 - RESTRICTION ON CHILDREN AND NON-EMPLOYEES IN THE WORKPLACE

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

- 3. Occasional Town-sanctioned activities, such as bringing your child to work day.
- B) An employee should not permit children and non-employees to use Town computers, Town issued equipment and vehicles to include transporting family members in a Town issued vehicle.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-1 - HIRING PROCESS

Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy, a current employee must have completed the initial evaluation period in order to be eligible for a vacancy. After each recruitment or promotion and subsequent appointment, the employment list established for that purpose may be destroyed after six (6) months.

POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES

When job openings arise, qualified internal candidates will be given full consideration in filling those openings where possible. However, internal posting is not required, and the Town may recruit directly from outside sources. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply. If the internal candidate pool consists of less than two candidates, the job posting must be reposted externally to attract any and all qualified applicants. Vacancies for exempt positions will be posted internally and externally.

SECTION 2-2-1 - ELIGIBILITY

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

SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

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

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

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

SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR

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

POLICY 2-3 - JOB ANNOUNCEMENT

SECTION 2-3-1 - FULL-TIME POSITIONS

After all internal recruitment options have been exhausted through the job posting program for non-department head positions only, all positions, other than temporary positions, shall be publicized to the general public by advertisement in a variety of job posting sites; by posting announcements in the Town building; through electronic means such as the Internet; or other methods determined by the Human

Resources Director.

- A) The announcements may specify the title of the position, the nature of the work to be performed, minimum requirements for the position, the manner of making application, salary range, and other pertinent information. The announcement shall indicate that the Town is an equal opportunity employer.
- B) The announcement will be open for 10 working days and contain a closing date for receipt of applications as determined by the Human Resources Director in conjunction with the Department Head or Town Manager. The Human Resources Director may extend the application deadline.
- C) If a position vacancy occurs within 60 calendar days of the closing date of a previously advertised position in the same classification, the position will not require re-advertisement. If there are not a sufficient number of qualified applications received for position openings, the position may be re-advertised.

SECTION 2-3-2 - PART-TIME POSITIONS

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

SECTION 2-3-3 - TEMPORARY POSITIONS

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

POLICY 2-4 - APPLICATION

SECTION 2-4-1 - DEFINITION OF APPLICANT

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

SECTION 2-4-2 - APPLICATION FORMS

- A) Application forms shall be accepted for positions that are open.
- B) An Applicant may apply for more than one position, provided that each position is open for applications.
- C) Application forms require information regarding training, work experience, other pertinent personal and employment information, and employment references. Each applicant, including senior management, must submit a completed application.
- D) Each application must be signed by the person submitting the application and filed with the Human Resources Department. All applications, together with accompanying materials, become the property of the Town.
- E) The employment process may require that applicants submit to a physical examination in

compliance with the American with Disabilities Act and/or to fingerprint background investigations as defined in the Fingerprinting Policy. When recruiting for key leadership positions, the employment process shall require the Human Resources Director to form a hiring committee that will be responsible for objectively evaluating and rating the qualifications of all applicants and making recommendations of which applicants shall move forward in the process.

SECTION 2-4-3 - REJECTION OF APPLICATION

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

SECTION 2-4-4 - APPLICATION RETENTION

Applications shall be kept active for six months and may be destroyed pursuant to the A.R.S. Retention Schedule.

POLICY 2-5 - EXAMINATION

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

SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS

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

SECTION 2-5-2 - PRE-EMPLOYMENT DRUG TEST

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

SECTION 2-5-3 - TEST DEVELOPMENT

The hiring department develops the examination contents with assistance provided by the Human Resources Department. Examination contents are confidential, and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

SECTION 2-5-4 - TEST ADMINISTRATION

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

SECTION 2-5-5 - REASONABLE ACCOMMODATION

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

POLICY 2-6 - DISABILITY PREFERENCE

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

POLICY 2-7 - INTERVIEWING

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

SECTION 2-7-1 - INTERVIEW PROCESS

- A) The Human Resources Director shall coordinate the interview process unless otherwise designated to the hiring department.
- B) An interview panel will be selected and confirmed by the Human Resources Director with input by the hiring department. The panel shall generally consist of personnel who have expertise with the technical elements of the position and other persons who can professionally contribute to the process. A Human Resource representative may also be present. Relatives or personal friends of the applicant will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.
- C) The Department Head or designee and the Human Resources Director shall be responsible for the development of interview questions and standards for measurement of candidate responses.
 - 1. Consistency will be maintained in the questions asked of all candidates.
 - 2. The questions must be job related.
 - 3. Questions that pertain to race, religion, sex, marital status, or other protected classes or other inquiries that directly or indirectly disclose such information are prohibited.
 - 4. Inquiries about an applicant's ability to read, write, or speak a foreign language are permitted when such inquiries are based on job requirements.
 - 5. The Human Resources staff will provide the interview panel with copies of the applications of final candidates prior to the interview, along with proposed interview questions and a schedule of interviews. The Human Resources staff will also meet on an as-needed basis with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.
 - 6. Each panel member will score the candidates independently.

7. Following the interview, the interview panel shall reach consensus and report the interview results and recommendations to the Human Resources Director.

POLICY 2-8 - REFERENCE CHECK

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

SECTION 2-8-1 - PROCEDURE

- A) After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department. The Human Resources Department shall issue a conditional offer of employment, contingent upon the successful completion of background and reference checks.
- B) Certain safety-sensitive positions designated by the Human Resources Department will undergo a thorough background check. The background process will include: 1) the completion of a background questionnaire and interview; 2) psychological examination; 3) polygraph examination; 4) drug screening; and 5) medical examination.
- C) Applicants are required to sign a release authorizing the respective employer or educational institution to release the appropriate information to the Town.
- D) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

POLICY 2-9 - VETERAN'S PREFERENCE

SECTION 2-9-1 - ELIGIBILITY

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

SECTION 2-9-2 - SPOUSE ELIGIBILITY

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

POLICY 2-10 - SELECTION

The Town Manager will approve the selection and hiring process used by the Human Resources Department to include conditions of extending an offer of employment.

SECTION 2-10-1 - NOTIFICATION

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

SECTION 2-10-2 - APPOINTMENT

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

SECTION 2-10-3 - APPLICANT EXPENSES

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

SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS

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

POLICY 2-11 - FINGERPRINTING

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

SECTION 2-11-1 - AFFECTED POSITIONS

- A) All potential employees, current employees, and volunteers will need to be background checked and fingerprinted if they:
 - 1. Are being appointed to a position that involves the supervision or working with children, (i.e., managing, coaching, refereeing, teaching,) and/or
 - 2. Appointed to a position that involves public safety/ security sensitive positions, and/or
 - 3. Appointed to a position that involves the handling of town funds, and/or

4. Discloses on their application that they have a prior criminal conviction.

- B) The Human Resources department has the responsibility for ensuring that fingerprints are taken, and a background investigation is completed before an employee or volunteer is appointed.

SECTION 2-11-2 - FAILURE TO COMPLY

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

POLICY 2-12 - EMPLOYEE ORIENTATION

All new full-time and part-time employees will be scheduled to meet with Human Resources staff for general orientation and onboarding no later than their start date. Each employee will be provided with information on employee benefits and Town policies. Human Resources staff will distribute and explain the benefits enrollment forms and their completion deadlines.

SECTION 2-12-1 - CITIZENSHIP

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

SECTION 2-12-2 - LOYALTY OATH

All Town employees shall take the oath or affirmation as prescribed by state law.

SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES

The hiring department provides additional information, including:

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

SECTION 2-12-4 - DATE OF HIRE/LENGTH OF SERVICE ANNIVERSARY

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

POLICY 2-13 - INITIAL EVALUATION PERIOD

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

SECTION 2-13-1 - LENGTH OF TIME

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

SECTION 2-13-2 - COMPLETION OF INITIAL EVALUATION PERIOD

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

SECTION 2-13-3 - EXTENSION OF INITIAL EVALUATION PERIOD

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

SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE

When the employee successfully completes the initial evaluation period, they will become a regular employee.

SECTION 2-13-5 - DISMISSAL DURING INITIAL EVALUATION PERIOD

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

personnel file.

POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS

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

SECTION 2-14-1 - ISSUANCE, USE AND RETURN OF CARD

- A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.
- B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.
- C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed, it is the responsibility of the employee to report to the Human Resources Department so that it can be replaced.
- D) All cards remain the property of the Town and shall be returned to the Human Resources Department upon termination of employment or upon special request by the employee's Department Head or the Human Resources Department.

CHAPTER 3

COMPENSATION

POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE

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

SECTION 3-1-1 - CLASSIFIED POSITIONS

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

SECTION 3-1-2 - UNCLASSIFIED POSITIONS

- A) Unclassified employees are part of a management team designed to carry out the goals and policies of the Town.
- B) The following are unclassified employees:
 - 1. All Town Officers appointed by the Town Council:
 - a. Town Manager
 - b. Town Attorney
 - c. Town Magistrate
 - 2. All Town Officers appointed by the Town Manager pursuant Article 3-2 of Town Code.
- C) The Camp Verde Town Code states:
 - 1. The Town Manager and Town Attorney (if serving as an employee) may be removed from their positions for cause or removed by the Council other than for cause, by offering severance pay of six (6) months' salary. All other department heads and classified employees report to the Town Manager and may be removed for cause.
 - 2. The Town Magistrate shall serve for a term of either two or four years. During such a term, a magistrate may be removed only for cause.

POLICY 3-2 - CLASSIFICATION PLAN

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

SECTION 3-2-1 - PURPOSE

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

SECTION 3-2-2 - PLAN AMENDMENT

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

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

- A) Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions.
- B) Position descriptions are descriptive only and are not restrictive in nature. Examples of essential tasks listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of tasks does not exclude them from the position if the work is similarly related or a logical assignment to the position. Supervisors may assign different tasks to a position when the duties are similar in type and responsibility to those described in the classification description.
- C) The position description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job change.
- D) When the duties or responsibilities of positions have changed significantly, the Town Manager will ensure that the position is reclassified accordingly.
- E) Each employee's position description is maintained as part of his/her Personnel File.
- F) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.
- G) A position may be reclassified to a lower-level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.
- H) Abolished Positions
 - 1. The Town Manager may abolish any position not established by Title 9, Arizona Revised Statutes.
 - 2. Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS

- A) Work Schedule Classifications
 - 1. Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 30 to 40 hours per week.
 - 2. Part-time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 30 hours per week.
 - 3. Initial Evaluation – An employee hired for an indefinite period in a position for which the normal work schedule is up to 40 hours per week whose performance is being evaluated to determine if further employment in a specific position or with the Town is appropriate.

4. Promotion Evaluation – An employee who has been promoted and is being evaluated to determine if the promotion is appropriate.
5. Regular – An employee who has successfully completed his or her initial evaluation period.
6. Temporary – An employee hired for a position for which the scheduled work week can range from any number of hours up to 40 hours, but the position is required for only a specific, known duration, usually less than 3 months. Employment beyond any initially stated period does not in any way imply a change in employment status.

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

POLICY 3-3 - SALARY PLAN

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

SECTION 3-3-1 - NEW EMPLOYEES

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

SECTION 3-3-2 - GENERAL INCREASES

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

SECTION 3-3-3 - SALARY SCHEDULE

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

SECTION 3-3-4 - ANNIVERSARY DATES

- A) Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.

- B) An employee who is promoted, demoted, or transferred will have his/her performance evaluation anniversary date changed to the effective date of the promotion, demotion, or re-employment.
- C) An employee returning from a leave of absence without pay will have his or her performance evaluation anniversary date extended by the same length of time the employee was on leave without pay.
- D) There will be no change in an employee's performance evaluation anniversary date where there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt, and/or significant changes in tasks and responsibilities.
- E) An employee reinstated to the same position or a position in the same class following layoff from the Town will have his/her performance evaluation anniversary period extended by the same length of time as the duration of the layoff.

SECTION 3-3-5 - PLAN AMENDMENT

- A) The salary plan may be amended from time to time by action of the Town Council. Amendments and revisions shall be submitted to the Town Council through the Town Manager.
- B) In the event that a salary of any position is re-evaluated by the Town Manager, and the Town Council authorizes implementation, and results in an increased salary range for the position, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

SECTION 3-4 - MERIT PAY POLICY

The purpose of merit pay is to reward individual employees' efforts and contributions.

SECTION 3-4-1 ELIGIBILITY

- A) Employees must be in a regular full-time or part-time position with at least twelve months of continuous service to be considered for a merit increase.
- B) Employees must have completed evaluation on file with Human Resources for the most recent performance cycle.
- C) Employees must receive an overall rating of "Meets Expectations" or "Exceeds Expectations" in their annual performance evaluation.
- D) Employees who have an overall rating of "Needs Improvement" or "Unsuccessful" are not eligible for a merit increase.
- E) Employees whose pay is at the maximum of their position's salary range may not be granted a merit increase that would cause the base salary to exceed the maximum of the position's range. An employee who is at the maximum of the pay grade within his/her salary range is eligible for a merit bonus based on performance. The merit bonus shall be awarded as an annualized one-time lump sum payment

equivalent to 2% of their pay. The employee's base rate of pay shall remain unchanged.

F) Salary increases for Council-appointed positions shall be at the discretion of the Council.

G) In addition to the overall evaluation rating, merit pay shall also be based on the following criteria:

Performance: Commendable performance of job duties or contributions.

Work Behavior: Attitude toward the job, including initiative and dependability, and cooperation with others. Disciplinary action that occurs before a merit increase becomes effective or an employee's placement on performance improvement plan may be cause to withhold a merit increase as determined by the Department Director in collaboration with Human Resources.

Additional responsibilities: Taking on additional responsibilities, employees, and/or projects due to new programs/services and/or increased skills and abilities.

Education achievement: An employee's completion of a degree program, certification, or licensing program related to the employee's position, duties, and responsibilities, and/or career development plan.

SECTION 3-4-2 MERIT PAY PROCESS

- A) Merit increase funding levels are recommended by the Town Manager and approved by the Town Council during the fiscal year budget process.
- B) Eligibility requirements must be met as a condition of receiving merit pay.
- C) Merit pay may vary according to each employee's contributions, performance, and work behavior.
- D) Department Directors shall make a written recommendation to Human Resources outlining the proposed increase and its justification for each employee.
- E) Recommendations must be reviewed by Human Resources and authorized by the Town Manager.
- F) Merit increases are not subject to appeal or grievance.

SECTION 3-4-3 MERIT PAY AMOUNT

Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating, as measured by a performance review, plus the additional factors outlined above.

Rating "meet expectations" will allow an employee to be recommended for up to 75% of the allotted increase, not to exceed 75% of the allotted amount.

Rating "exceeds expectations" will allow an employee to be recommended for 75-100% of allotted increase.

POLICY 3-5 - PERFORMANCE EVALUATION

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

SECTION 3-5-1 - TIMELY EVALUATIONS

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

SECTION 3-5-2 - PROCESS

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

SECTION 3-5-3 - RATING DEFINITIONS

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

SECTION 3-5-4 - APPEAL OF EVALUATION

- A) If, after discussion of the evaluation between the employee and the supervisor, there is disagreement about the evaluation, the supervisor's comments shall take priority. The employee may submit a separate page that explains the employee's disagreement and includes documentation, if available, to support the employee's comments.
- B) Evaluations may be appealed within 3 working days of the completion date of the evaluation to the next higher supervisor, with final appeal to the Town Manager or the Town Manager's appointee.

POLICY 3-6 - PAY PERIODS AND PAY DATES

SECTION 3-6-1 - PAY PERIODS

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

SECTION 3-6-2 - TIME SHEETS AND PAYROLL RECORDS

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

SECTION 3-6-3 - PAY DATES

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

SECTION 3-6-4 - PAY CHECKS

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

SECTION 3-6-5 - PAY ADVANCES

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

POLICY 3-7 - OVERTIME/COMPENSATORY TIME

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

SECTION 3-7-1 - NONEXEMPT EMPLOYEES

- A) Whenever any nonexempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of either:
 - 1. Pay for Service – One and one-half (1 ½) times the regular rate of pay at which such person is employed; or
 - 2. Compensatory Time Off – One and one-half (1 ½) hours of compensatory time off for each hour worked in lieu of cash payment.
- B) The determination of whether an employee receives Pay for Service or Compensatory Time Off for overtime worked will depend on the current budget capacity. In all cases, the Department Head's decision is final. Department Heads may adjust the weekly work schedule to avoid overtime at the end of the workweek.
- C) "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.
- D) Time shall begin once the employee is at the workstation or at the call origination for emergencies as outlined in the Time and Attendance Policy.
- E) Employees who participate in the required training are paid only for actual time in training sessions and, if the training is off-site, for travel time to and from the training. Overtime will be compensated for travel time only if travel time is compensable under the FLSA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked during the trip.
- F) Vacation, sick, and other leave shall not be considered time worked and shall be deducted from "hours worked" during overtime calculation for each workweek.
- G) The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime if possible.
- H) The Town Manager will ensure that all overtime is recorded and that work schedules that will allow all employees full opportunity to use accumulated compensatory time off within reasonable periods of time are developed as delineated under the Town's Compensatory Leave Policy.
 - 1. An employee may accumulate no more than 120 hours of compensatory time.
 - 2. Accumulated compensatory time in excess of that permitted must be used within 60 calendar

days from the date the compensatory time is recorded.

3. The Town Manager may make an exception in the accumulated compensatory time as recommended by the Department Head, such exceptions shall be documented in writing and filed in personnel file.
4. Upon termination of employment or change in status (classification) and/or an employee being placed on an additional duty assignment resulting in a change of pay rate, compensatory time shall be paid out at the same pay rate as when the compensatory time was accumulated.

SECTION 3-7-2 - EXEMPT EMPLOYEES

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

POLICY 3-8 – HOLIDAY PAY

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

- A) Holidays recognized by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Rights Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	
- B) The Town Administration shall establish an annual calendar designating the observance of recognized holidays.

SECTION 3-8-1 - ELIGIBILITY

- A) Employees eligible for holiday pay are:
 1. Full-time employees
 2. Employees in their initial evaluation period
 3. Other classifications of employees approved by the Town Manager
- B) Holidays will be observed without loss of pay. Regular full-time employees in active pay status will receive an amount equivalent to their regularly scheduled shift for each Designated Holiday in the pay period in which the Holiday is observed at their base rate, not to exceed 10 hours.
- C) Regular full-time employees on unpaid leave are not eligible for holiday pay.
- D) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.
- E) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible for the holiday pay and shall lose pay for the day absent.
- F) Offices will only be closed for observed holidays that occur on regularly scheduled workdays (Monday through Friday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

Designated Holidays observed while an employee is on Paid Time Off (PTO) will be counted as a holiday and not as PTO.

SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

- A) Public Safety and other essential service employees may be required to work on holidays. For other positions, work on a holiday shall only be scheduled as result of an emergency or unusual and extraordinary circumstance or in cases where the nature of the Town's operations cannot be interrupted by the observance of the holiday.
- B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one-half) for the time actually worked. The employee may request to have the additional and half-time hours converted to compensatory time in lieu of additional pay.
- C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.
- D) If an eligible employee is required to work on an actual holiday, the employee will receive the employee's overtime rate of pay for that usual shift. Any hours worked on an actual holiday over 40 hours in that workweek will be paid at an overtime rate. Working on an Observed Holiday, as opposed to an actual Holiday, will be treated as a normal workday with hours paid at the employee's regular hourly rate.

POLICY 3-9 - PAYROLL DEDUCTIONS

SECTION 3-9-1 - MANDATORY DEDUCTIONS

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

SECTION 3-9-2 - VOLUNTARY DEDUCTIONS

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

POLICY 3-10 PROMOTION

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

SECTION 3-10-1 - ELIGIBILITY

- A) Regular employees who have completed the designated initial evaluation period in the current position at a satisfactory level of performance may apply for promotion outside the employee's current department. An exception to this policy may be granted with prior approval of the Town Manager.
- B) Selection of an employee for a promotion is based on past work record and performance appraisal,

education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service, or other pertinent evidence of increased service value of an employee to the Town.

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

SECTION 3-10-2 - PROCEDURE

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

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

SECTION 3-10-3 - SALARY FOR PROMOTION POSITION

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

SECTION 3-10-4 - PROMOTION PERFORMANCE EVALUATION PERIOD

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

- F) Promotions do not change the person's date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.
- G) Promoted employees who fail to meet the standards for the promoted positions may be reinstated to a position in the classification in which he or she most recently completed an evaluation period, within the department in which that evaluation period was completed, and at the same salary that he or she received prior to promotion. This may take place only if the previously held position is available with the approval of the Town Manager. The employee's performance evaluation date prior to his or her promotion will be reinstated if requested. Promoted employees who fail to meet the standards for the promoted positions are subject to the progressive disciplinary system outlined in Section 5-5 of the employee manual.
- H) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

POLICY 3-11 LATERAL TRANSFER

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

SECTION 3-11-1 - ELIGIBILITY

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

SECTION 3-11-2 - PROCEDURES

- A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.
- B) If the employee meets the stated requirements for the position, and is in good standing, she/he will proceed through the regular hiring process with all other general public applicants.
- C) The Personnel File of the transfer applicant will be made available to the Department Head responsible for filling the open position.
- D) If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.
- E) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

SECTION 3-11-3 - SALARY FOR TRANSFER POSITION

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

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

SECTION 3-11-4 - TRANSFER EVALUATION PERIOD

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

POLICY 3-12 DEMOTION

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

SECTION 3-12-1 - ANNIVERSARY DATE CHANGE

- A) Demotions do not change the person's date of hire. However, the performance evaluation anniversary date for future salary adjustments changes to the effective date of the demotion.
- B) Employee in position classifications that are downgraded or upgraded in salary to reflect changes in market conditions will retain their existing anniversary date for future performance-based adjustments.

SECTION 3-12-2 - PROCEDURE

- A) No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

- B) An employee being demoted shall be notified two weeks prior to the effective date of demotion except in emergency situations.
- C) Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.
- D) Persons demoted to new positions will be subject to the standard evaluation period for the new position, unless specifically waived by the Town Manager.

POLICY 3-13 RECLASSIFICATION PROCEDURE

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

SECTION 3-13-1 - PROCEDURE

- A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.
- B) The request will be reviewed by the Human Resources Director. A job audit, which is an analysis of the critical elements of a position and placement in the Town's classification/salary schedule, will be undertaken.
- C) If the request is justified, the budget impact will be determined, and a report prepared for review by the Town Manager and Town Council.
- D) Any reclassification involving an upgrade of salary that is not requested and approved as part of the budget process must have specific Council approval.
- E) If approved, the Human Resources Department will take the necessary steps to implement the reclassification.
- F) If the requested action is for downgrading of a position, and the Town Manager agrees, the Human Resources Director shall coordinate implementation steps.
- G) If the Town Manager does not concur with the request for the downgrade, the Department Head will be provided with reasons. The decision of the Town Manager is final.
- H) As a result of reclassification, the salary range shall be increased or decreased.
- I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION

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

SECTION 3-14-1 - JUSTIFICATION

- A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.
- B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.
- C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and approval of the Town Manager. Recommendation and approval shall be accomplished prior to the assumption of the higher or professional classification responsibilities.
- D) The employee's compensation will increase to the starting salary of the higher or professional classification in which the employee is substituting, or 5% whichever is greater.
- E) When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including general salary increases and performance-related adjustments, if the out-of-classification pay had not been made.
- F) The employee's date of hire anniversary and performance evaluation anniversary will remain unchanged throughout the temporary assignment.

POLICY 3-15 TIMEKEEPING PROCEDURES

SECTION 3-15-1- PURPOSE

The Town of Camp Verde is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employees' wages and hours are designed to ensure that employees are paid as specified, within these regulations.

SECTION 3-15-2- DEFINITIONS

Exempt Employees: Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employees: Non-exempt employees are not exempt from FLSA standards. Under the FLSA, these employees must be paid for travel time, on-call time, and overtime. Non-exempt employees may also be referred to as "hourly" employees.

Hours Worked: Hours worked include scheduled hours worked and, for all non-exempt employees, overtime

Commented [JK1]: The policy title has been updated to improve clarity and precision; no changes have been made to the policy content.

hours and compensable travel and on-call time (refer to the applicable collective bargaining agreement or non-union handbook for definitions and eligibility).

Paid time off: Paid time off refers to the specific type of paid time off provided by Town employees in accordance with the Town Employee Manual.

Meal Periods: Bona fide meal periods (30 minutes) are not compensated as work time, may also be referred to as “meal breaks”. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties while eating.

Rest Periods: Rest period of 10 minutes are paid for as working time, may also be referred to as “rest break”.

Clock in, Punch in (or out) all denote the same meaning. They all refer to the action whereby an employee utilizes the electronic time and attendance software system and associated hardware to record their commencement or termination time from compensable work. This function may also be referred to as a “punch.”

Travel Time: Time spent by an employee in travel as part of his/her principal activity, such as travel from jobsite to jobsite or to attend trainings, conferences, or meetings during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work travel. This is not considered hours worked.

Time Collection Device – Employees will be required to punch using one of several devices that may include a computer web portal, electronic timeclock, smartphone app or other input device.

FLSA - Fair Labor Standards Act.

Grace Period - The period of time, 7 minutes, before and after a punch.

Time Off Request - Time off requests can be generated in Time and Attendance System using the timeclock or computer via the “Request Time Off” module. The automated leave request must be properly approved by the supervisor, prior to the time being taken by the employee. Once approved, Time approver will apply the time off to the timecard.

SECTION 3-15-3- PROCEDURES

Time Recording - Non-exempt employees are expected to record their hours worked accurately and completely. Knowingly falsifying time records for yourself or another person will result in immediate disciplinary action up to and including termination for all employees involved. Various departments may choose to use different time collection devices such as physical time clock devices, web portal on a workstation or phone application. Personnel not using time collection device as assigned, clocking in for someone else or having other people clock in for them may be subject to disciplinary action, up to and including termination for all those involved.

Paid time off shall be used when an employee does not reach her or his regularly scheduled hours in a work week. Unpaid leave may be granted if no accrued leave is available at the discretion of the Town Manager.

Time Window for Clocking In/Out - Employees should attempt to clock in/out as close to their designated start/end time as possible. However, in large work groups, it may not be possible for all employees to clock in at their exact designated start time. Therefore, a time window of a seven-minute grace period before and after the designated start time has been created so that the employee will not be docked pay or paid overtime.

Clocking In Late - Employees are expected to clock in and out at times designated by their manager/supervisor. Employees clocking in past the grace period are considered late. Absenteeism and tardiness will be handled by the employee's manager or supervisor.

Clocking In Early - Employees may not clock in before the grace period of seven minutes before their scheduled work time without authorization from their manager or supervisor.

Clocking Out Late - Employees may not clock out more than the grace period of seven minutes after the scheduled work end time without authorization from their manager or supervisor.

Failure to Properly Clock In and Out - For hourly employees, it is each employee's responsibility to clock in and out. If an employee fails to punch, it is the responsibility of the employee to notify his/her supervisor no later than one day after it occurred. If the employee fails to notify their supervisor by the payroll deadline, missed pay may not be paid until the following payday.

Tardiness - Tracking tardies will be the responsibility of managers and supervisors. Employees are expected to be ready to work at their designated/scheduled start times.

Rest Periods

For every four hours worked, an employee will receive one fifteen (15) minute paid rest period each day. These breaks are scheduled by the supervisor and breaks not taken are lost at the end of each day. If an employee works in a department where breaks are not directly assigned, he/she must co-ordinate with co-workers to maintain adequate coverage at all times. Employees must return to work on time. These breaks are provided to enable associates to take care of their personal needs and may not be extended, tacked onto lunch hours, or used to compensate for late arrivals or early departures. Employees must remain on the job site during paid rest periods. Reasonable break times will be afforded to nursing mothers in accordance with the mandates of the Patient Protection and Affordable Care Act.

Meal Periods

- A) A non-exempt employee who works six (6) hours or more will receive a thirty (30) minute unpaid meal period. This meal period will normally be scheduled approximately midway through the employee's shift. Employees are required to clock out at the beginning of the meal period and clock back in at its conclusion. If the shift can be completed in six (6) hours or less, the employee may waive the meal period, by mutual consent with his/her supervisor. Employees are relieved of all active responsibilities and restrictions during meal periods and not compensated for that time. While supervisors will advise their employees about their rest breaks and meal period schedules it is the employee's responsibility to ensure that all breaks are taken and properly recorded on their time records.
- B) It is a violation of the Time and Attendance Policy for non-exempt employees to work through their meal period without supervisor's approval.
- C) CVMO employees in certain positions designated by the Town Marshal, shall receive a paid meal period. In order to qualify for paid meal breaks, employees must be on call during their entire work shift and not leave the work premises unless authorized and must respond to duty calls during meal periods if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

On-call Pay

- A) On-call status begins after the completion of the workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time the call commences. Each job title that The Town of Camp Verde classifies as exempt (under the Fair Labor Standards Act) will not be eligible to receive call pay.
- B) Employees will be considered engaged by The Town of Camp Verde from the time they leave home (or when they receive the call) until the work is completed. This time will be considered worked time and will be recorded as such on the time record by the employee. Circumstances causing an increase in travel time should not be included in the time worked.
- C) Call pay cannot be taken when an employee is taking vacation, holiday, birthday, or personal day; absent for illness; absent for funeral leave; on a leave of absence; not able or available for work.
- D) An employee's compensation for on-call status will be paid at the rate approved by the administrative staff.
- E) An employee who is on call must meet the following criteria to receive the pay
 - 1. When notified by must answer the call within five minutes.
 - 2. Arrive in the work unit within 30 minutes or less after receiving the call.
 - 3. Arrive in a condition "fit" for duty. If an employee does not meet this criterion, he or she will forfeit the call pay from the time of the first attempt to contact him or her to the end of the call period.
 - 4. When an employee is called back to work, this work time will be paid at the employee's regular rate of pay or at his or her overtime rate if the employee has already worked the required hours.
 - 5. The Town of Camp Verde reserves the right to validate the availability of an employee receiving on-call pay. Two attempts will be made to contact the call employee.
- F) An employee will receive a minimum of two hours' pay for each time the employee is called out to perform emergency or needed services.

SECTION 3-15-4- TAMPERING AND FALSIFICATION

Any attempt to tamper with and/or falsify the timekeeping hardware, software, or any associated records is a serious offense that could result in termination of employment. Any attempt by an employee to record time for another employee or alter or modify in any way the time record of another employee may be subject to disciplinary action up to and including termination.

CHAPTER 4

EMPLOYMENT BENEFITS

POLICY 4-1 - BENEFITS CONTINUATION/COBRA

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

SECTION 4-1-1 - WHO PAYS

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

SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY

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

POLICY 4-2 - COMPENSATORY LEAVE

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

SECTION 4-2-1 - NONEXEMPT EMPLOYEES

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

SECTION 4-2-2 - EXEMPT EMPLOYEES

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

POLICY 4-3 FAMILY AND MEDICAL LEAVE

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

SECTION 4-3-1 - DEFINITION OF SERIOUS HEALTH CONDITION

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

SECTION 4-3-2 - ELIGIBILITY

- A) Employees in the following employment classifications are eligible to request FMLA leave as described in this policy:
 - 1. Regular full-time employees who have worked for the Town at least 52 weeks (12 months).
 - 2. Regular part-time employees who have worked for the Town at least 1,250 hours in the previous 12 months.
- B) Eligible employees should make written requests for FMLA leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events or within no more than two working days after learning of the unforeseen need for leave. An employee requesting unforeseen FMLA leave has the obligation to comply with the Town's regular reporting requirements.
- C) It is the responsibility of the employee to notify the Human Resources Department of the need to take leave for a serious health condition. The notice must make clear that the serious health condition makes the employee unable to perform his job functions.
- D) Department Heads must notify the Human Resources Department of all absences for medical leave reasons that exceed three working days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Human Resources Director will determine if the absence is under the FMLA.

SECTION 4-3-3 - VERIFICATION OF NEED

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

SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE

- A) Eligible employees may request up to a maximum of twelve (12) weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the Nation Guard or Reserves, with a

serious injury or illness may be granted up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member.

- B) Eligible spouses who both work for the Town shall be restricted to a combined total of twelve (12) weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.
- C) If this period of absence proves insufficient, consideration may be given to a written request for an extended (administrative) leave without pay, which shall not exceed one year.

SECTION 4-3-5 - HOW FMLA LEAVE IS MEASURED

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

SECTION 4-3-6 - USE OF ACCUMULATED LEAVE

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

SECTION 4-3-7 - CONTINUATION OF HEALTH INSURANCE BENEFITS

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

SECTION 4-3-8 - SUSPENSION OF ACCUMULATION OF OTHER TOWN-PROVIDED BENEFITS

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

SECTION 4-3-9 - RETURN TO WORK

- A) So that an employee's return to work can be properly scheduled, an employee on FMLA leave is required to provide the Town with at least two days' advance notice of the date the employee intends to return to work.
- B) If the employee was on FMLA leave due to a serious health condition, before returning to work, the employee must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Human Resources Department prior to the employee returning to work.

- C) When an FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- D) The only exception may be for a highly compensated position. The employee in this position will be notified when he/she requests leave that the Town may choose to fill the position because it is key to the Town's operations. If the Town chooses to fill the position, it will first offer the employee the opportunity to return to work immediately.

SECTION 4-3-10 - INTERMITTENT LEAVE OR REDUCED WORK WEEK

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

SECTION 4-3-11 - TERMINATION OF EMPLOYMENT

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

POLICY 4-4 – WORKER'S COMPENSATION

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

SECTION 4-4-1 - REPORTING REQUIREMENT

- A) Any employee involved in an industrial injury, or an occupational illness as defined by the State Worker's Compensation laws must report the incident to his or her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.

- B) Hours lost due to the injury or illnesses are reported on the employee time sheet as "industrial disability."

SECTION 4-4-2 - PAYMENTS

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

SECTION 4-4-3 - USE OF PAID LEAVE WHILE ON INDUSTRIAL LEAVE

- A) An employee receiving disability payments under the Worker's Compensation laws may use accumulated paid leave in order to continue to maintain regular income. Arrangements to maintain regular income may be made through the Human Resources Department.
- B) Sick leave or vacation leave may be used to supplement any payments that an employee is eligible to receive from State disability insurance. The combination of any such disability payments and Town paid sick or vacation leave benefits shall not exceed the employee's normal weekly earning. The purpose of this policy is to ensure that an employee does not suffer economic hardship as a result of a work-related injury or illness; however, the employee should not realize a financial gain as a result of injury or illness.
- C) Lost time for worker's compensation in excess of seven days will run concurrent with Family Medical Leave (FMLA). While out due to an injury or illness covered by worker's compensation for over seven days, employees will be placed on FMLA leave up to twelve weeks.
- D) No employee shall receive sick leave or use vacation time as a result of a job injury, illness, or disease incurred while employed by another employer.

SECTION 4-4-4 - RETURN TO WORK

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

POLICY 4-5 - MILITARY LEAVE

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

SECTION 4-5-1 - NO BREAK IN SERVICE

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

SECTION 4-5-2 - LIMIT OF PAID TIME OFF

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

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment.

Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

SECTION 4-6-1 - SPECIAL LEAVE OF ABSENCE WITH PAY

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

SECTION 4-6-2 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY

- A) A special leave of absence without pay for a period not to exceed 90 calendar days may be granted by the Town Manager to any full-time employee who has completed one year of employment. The granting of such an extended leave without pay must be for the benefit of the Town and must be approved by the Town Manager after recommendation from the respective Department Head. Such leave may be granted only after accrued vacation leave and compensatory leave has been exhausted.
- B) Under extenuating circumstances, the Town Manager may grant an extension of a leave period upon written request by the employee. Such an extension may not exceed 3 months and will be based on departmental, as well as employee consideration.
- C) Any employee who has been granted leave without pay shall retain his/her original date of hire but shall not accumulate any vacation or paid leave time during the unpaid leave of absence, nor be entitled to holiday pay.
- D) Any employee who is on a leave without pay at the time of his/her performance evaluation anniversary may not be eligible for a regular annual review of job performance nor for an

adjustment in pay until the performance evaluation anniversary immediately following the return to active employment.

- E) Employees on leave without pay may elect to continue group insurance coverage. However, the employee must bear the entire cost of both employee coverage and dependent coverage. Payment must be submitted to the Finance Department by the 10th of each month to ensure continued coverage.
- F) The Town is not obligated to hold the employee's position open while the employee is on leave without pay. The position may be filled on a temporary or regular basis. The employee's right to return to the Town from leave without pay shall depend on the availability of an appropriate position.

POLICY 4-7 - BEREAVEMENT LEAVE

If a full-time or part-time employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Seasonal employees are not eligible for bereavement leave.

Commented [JK2]: The policy has been updated to include language addressing employee status, providing clear guidelines on employee eligibility for bereavement leave.

SECTION 4-7-1 - APPROVAL

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

SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED

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

POLICY 4-8 - SICK LEAVE

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

SECTION 4-8-1 - ELIGIBILITY

In an effort to follow the Fair Wages and Healthy Families Act all employees are entitled to sick leave.

SECTION 4-8-2 - RATE OF ACCUMULATION

Regular full-time employees and employees who are in an initial evaluation period shall accumulate sick leave at a rate of 3.69 hours per pay period, equivalent to 12 days per year. Part-time employees accrue sick leave at the rate of one hour for every 30 hours worked up to 40 in a calendar year. Up to 40 unused, accrued hours will be carried over at the end of the year. Notwithstanding, part-time employees may only use up to 40 hours of paid sick leave per calendar year.

SECTION 4-8-3 - ALLOWABLE USES

- A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury. Sick leave shall be allowed for:
 - 1. Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;
 - 2. Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or
 - 3. Illness, injury, examination, or treatment by a health care provider of a member of the employee's immediate family.
- B) The immediate family shall consist of the spouse, children, parents, grandparents, brothers, sisters, or other individuals whose relationship to the employee is that of a dependent.
- C) An employee may be granted use of sick leave to care for an ill or injured immediate family member in compliance with the Family Medical Leave Act.
- D) Sick leave cannot be used to care for well family members.

SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR

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

SECTION 4-8-5 - PHYSICIAN'S VERIFICATION

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

SECTION 4-8-6 - ADDITIONAL CONDITIONS

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

SECTION 4-8-7 - NO SICK LEAVE AVAILABLE

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

SECTION 4-8-8 - TRANSFER OF HOURS TO VACATION

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

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

SECTION 4-8-9 - TERMINATION OF EMPLOYMENT

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

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

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

POLICY 4-9 - SICK LEAVE BANK

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

SECTION 4-9-1 - DEFINITIONS

- A) Serious Personal Illness or Injury: Is an illness or injury as defined by the Family and Medical Leave Act of 1993 that requires an employee to be absent from work for more than (3) three consecutive days.
- B) Eligible member employee means all regular employees eligible to accrue sick leave who have enrolled in the Sick Leave Bank after six months of continuous employment.
- C) Sick Leave Bank is a common pool of hours to which employees contribute hours on an annual basis to become members.

SECTION 4-9-2 - ELIGIBLE RECIPIENT

- A) A recipient of donated hours must currently be on an approved medical leave of absence without pay and possess a physician's certification specifying that the recipient is not yet able to return to work.
- B) The recipient:
 - 1. Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts; and
 - 2. Is absent from work due to a condition that otherwise would meet FMLA standards; and
 - 3. Is not eligible to receive benefits through an insurance program paid by the Town; and
 - 4. Is not eligible to receive payments from the retirement system, which he/she is a member; and
 - 5. Is not eligible to receive payments from Social Security; and
 - 6. Has elected membership in the Sick Leave Bank.

SECTION 4-9-3 - GENERAL PROVISIONS

- A) The maximum award a Sick Leave Bank member may receive is 240 hours per year as measured forward from the date of the last request.
- B) The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:
 - 1. Full-time (30 – 40 hours a week) employees donating eight (8) hours of sick leave annually.
 - 2. Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.
- C) Requests for Sick Leave Bank hours shall be made through the Department Head with the Finance Department; administration of these provisions shall be done by the Town Manager.
- D) Sick Leave Bank hours are intended to support employees in their recovery and return to work. Once it is determined that an employee will not be returning, Sick Leave Bank hours will no longer be available.

POLICY 4-10 - VACATION LEAVE

Vacation leave is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

SECTION 4-10-1 - ELIGIBILITY

Employees in the following employment classification are eligible to earn vacation leave as described in this policy:

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

SECTION 4-10-2 - BENEFIT YEAR

- A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.
- B) The benefit year for all eligible employees begins on the employee's effective date of hire.
- C) An employee benefit year may be extended for any significant leave of absence except military leave of absence.
- D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.
- E) During the initial evaluation period employees can request use of vacation leave to the extent of available balance.

SECTION 4-10-3 - RATE OF ACCUMULATION

- A) The amount of paid vacation time employees receive each year increases with the length of their employment as shown on the following charts:

1. Eligible nonexempt employees:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	80 hours	3.08 hours
5 to less than 10	104 hours	4.00 hours
10 or more to less than 15	120 hours	4.62 hours
15 or more	160 hours	6.15 hours

2. Eligible exempt employees:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	120 hours	4.62 hours
5 to less than 10	144 hours	5.54 hours
10 or more	160 hours	6.15 hours

- B) The maximum allowed accrued vacation time will be equal to double (x2) the employee's annual accrual based on years of service. Accrual will not continue if the employee is over maximum allowed.
- C) Vacation leave will not accumulate while an employee is on leave of absence without pay.
- D) Employees in good standing who leave Town employment and become re-employed with the Town within 120 days will use their original Date of Hire anniversary for calculating years of service.
- E) A Exempt positions, at the discretion of the Town Manager, may be given years of service credit, not to exceed twelve (12) years, only for the purpose of accruing the proper level of leave commensurate with experience upon hire.

SECTION 4-10-4 - REQUEST FOR LEAVE

- A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.
- B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

SECTION 4-10-5 - TERMINATION OF EMPLOYMENT

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

POLICY 4-11 - CIVIC DUTY

The Town of Camp Verde encourages employees to fulfill their civic responsibilities as citizens. In accordance with Arizona Revised Statutes, the periods of civic duty absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

SECTION 4-11-1 - JURY DUTY

- A) The Town of Camp Verde encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 10 days of paid jury leave over a one-year period. Employee classifications that qualify for paid jury duty leave are:
 - 1. Regular full-time employees
 - 2. Employees who are in an initial evaluation period
- B) Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
- C) Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury duty fee amounts to the Finance Department.
- D) Mileage and per diem amounts may be kept by the employee.
- E) If employees are required to serve beyond the period of paid jury duty leave, they may use any available paid leave balances (i.e., vacation, comp time) or may request an unpaid jury duty special leave of absence.
- F) Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.
- G) Employees are expected to report to work whenever the court schedule permits.
- H) Either the Town of Camp Verde or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

SECTION 4-11-2 - WITNESS DUTY

The Town of Camp Verde encourages employees to appear in court for witness duty when subpoenaed to

do so.

- A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.
- B) Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.
- C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.
- D) The employee is expected to report for work whenever the court schedule permits.
- E) Time spent in court on personal matters will not be paid.

SECTION 4-11-3 - VOTING

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

- A) The employee may be absent for three hours with pay on the day of the election for the purpose of voting after notifying his/her supervisor or Department Head.
- B) The Department Head may specify the hours during which the employee may be absent for the purpose of voting. Before leaving their assigned duties or workplace, the employee shall notify his/her supervisor or department Head that they are leaving for the purpose of voting.
- C) An employee may be required to provide evidence of eligibility to vote prior to approval for time off.

POLICY 4-12 - GROUP BENEFITS

The Town of Camp Verde provides group benefits coverage, which may change from time to time for eligible employees. The Town contributes toward all mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, etc. The Human Resources Department is responsible for the implementation and administration of all group insurance plans.

SECTION 4-12-1 - ELIGIBILITY

- A) Regular employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.
- B) Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.
- C) Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

SECTION 4-12-2 - GROUP INSURANCE COVERAGE

The Town contributes to the cost of providing group insurance coverage for full-time employees who participate in the group insurance programs offered by the Town, depending upon the restrictions and limitations of the particular benefit plan.

SECTION 4-12-3 - VOLUNTARY BENEFITS

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits are offered by the Town through the Human Resources Department, depending upon the limitations and restrictions of the particular plan. Voluntary benefits are offered at the discretion of the Town Manager. Voluntary benefits are fully paid by the employee.

SECTION 4-12-4 - RETIREMENT PLAN

- A) Employees whose normal workweek is 20 hours or more and who have met the eligibility requirement of the retirement plan are required to participate in a retirement plan offered by the Town.
 - 1. Certified police personnel participate in the Public Safety Personnel Retirement System (PSPRS).
 - 2. All other eligible employees participate in the Arizona State Retirement System (ASRS).
- B) Retirement benefits accumulate from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.
- C) Employees are vested in accordance with the retirement plan in which they are enrolled.
- D) If an employee terminates service without retiring, accumulated vested contributions, with earned interest, are refundable upon request.
- E) Employees that are retired through the Public Safety Retirement System and therefore, ineligible to participate in the ASRS or PSPRS, the Town will match up to 3% of gross wages for alternate retirement plans.

SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM

- A) The Town provides an employee assistance program (EAP) to all full-time employees.
- B) When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. The Town will not be informed that help has been sought unless the employee requests that the information be released.
- C) When stress or personal problems interfere with job performance, the Town will encourage and may require participation in the EAP to deal with job-related performance issues. When participation is required, confidentiality is maintained. The EAP will only verify that the employee has participated as required.
- D) Use of the EAP may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.
- E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.

SECTION 4-12-6 – TRAUMATIC EVENT COUNSELING FOR PUBLIC SAFETY EMPLOYEES

- A) The purpose of this benefit is to meet the requirements of A.R.S. §38-672 and §38-673 to provide up to twelve visits of licensed counseling to certified peace officers and police dispatchers who are exposed to certain events, as described below, while in the course of duty:
1. Visually (or audibly) witnessing the death or maiming or visually (or audibly) witnessing the immediate aftermath of such a death or maiming of one or more human beings.
 2. Responding to or being directly involved in a criminal investigation of an offense involving a dangerous crime against children as defined in section A.R.S. §13-705.
 3. Requiring rescue in the line of duty where one's life was endangered.
 4. Using deadly force or being subjected to deadly force in the line of duty, regardless of whether the peace officer was physically injured.
 5. Witnessing the death of another peace officer while engaged in the line of duty.
 6. Responding to or being directly involved in an investigation regarding the drowning or near drowning of a child.
- B) If the licensed mental health professional determines that the certified peace officer and/or police dispatcher needs additional visits of licensed counseling beyond that which the certified peace officer and/or police dispatcher are entitled to (12 visits) and that the additional visits are likely to improve the certified peace officer's and police dispatcher's condition, upon receiving a written recommendation including supporting evidence from the licensed mental health professional, the Town shall pay for up to an additional twenty-four (24) visits if the visit(s) occur within one (1) year after the first visit pursuant to this section.
- C) If the employee leaves work to attend a treatment visit, they will be paid regular wages instead of using paid time off. Time off work for appointments and/or time off work during a no-work status may run concurrent with FMLA (Family Medical Leave Act).

POLICY 4-13 – SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES

The purpose of this Supplemental Benefits Plan for Public Safety Employees ("SBP" or "plan") is to meet the requirements of A.R.S. §38-961 and provide additional economic benefits to police employees who are injured and eligible for a specific category of workers' compensation benefits.

SECTION 4-13-1 - ELIGIBILITY

The Town has discretion to determine the eligibility of an employee to participate or continue in this plan. To be eligible for supplemental benefits under this plan initially and to continue in the plan as described in this policy, the employee must meet all of the following criteria:

- A) Be a police officer employed full-time by the Town at the time of injury.
- B) Be injured and eligible for workers' compensation benefits pursuant.
- C) Be receiving workers' compensation lost-time wage replacement benefits.
- D) Follow all other procedures for requesting benefits as outlined in this policy or related documents.
- E) Participate in all risk management activities related to his or her workers' compensation injury.
- F) Be physically unable to return to work for the Town in any capacity, including alternative work assignments or light duty, as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town directly or through its workers' compensation insurance provider. The employee's inability to work in a capacity assigned by the Town, including inability to work light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible under this supplemental benefits plan.

- G) Remain a Town full-time employee during the time period the employee is receiving the supplemental benefits.

SECTION 4-13-2 – PLAN DESCRIPTION

All benefits under this plan will be provided while the employee meets all eligibility criteria, for a period up to six months from the date the employee receives first payment of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1041.

- A) Payment by the Town of the difference in salary between the employee's base pre-injury salary, less taxes and the workers' compensation benefit paid to the employee, and any other voluntary deductions on the part of the employee.
- B) Continued payment of the Town's employer portion of premium for health care benefits as was paid pre-injury and/or as is paid for other similarly enrolled employees. The employee remains responsible for paying the same portion of his/her health care benefits as was paid pre-injury and/or as is paid by similarly enrolled employees.
- C) Payment by the Town of both employer and employee contributions to the Public Safety Personnel Retirement System as based on the employee's pre-injury salary.
- D) Credit for service in the Public Safety Personnel Retirement System at the same accrual rate as pre-injury.
- E) Maintenance of accrued Town leave balances at pre-injury level, including sick and vacation leave, and/or PTO.

To the extent the employee is eligible for and receives salary or benefit changes while receiving benefits under this plan, the plan benefits will be adjusted accordingly. If all employees are provided automatic salary adjustments as part of an annual process, the employee will receive benefits under this plan based on his/her new adjusted salary as he/she would receive if not injured. Such adjustments may or may not benefit the employee. If during the benefit period under this plan the Town changes employer health care benefits contributions, the employee may be required to pay additional premiums as would any other similarly situated employee.

SECTION 4-13-3 – PROCEDURE

The Town Manager's Office will receive all requests for plan benefits, in writing from the employee outlining the request and any relevant information needed for decision making by the Town. Such requests must be made within 30 days of the employee's receipt of his or her first lost-time wage replacement benefit paid under workers' compensation. The Town Manager's Office will provide the request to the employer-designated SBP administrator. Failure to make a request within the timeframe established herein shall be construed as a waiver of any rights under A.R.S. §38-961.

- A) The Town SBP administrator will review the written request, the circumstances surrounding the injury, employee eligibility for workers' compensation, and any other relevant factors. Within 30 days of receipt of request for benefits under this plan, the SBP administrator shall provide the employee with written determination of benefits eligibility under this plan.
- B) Supplemental benefits under the plan will be provided from the date of an employee's injury for a period not to exceed six months, as long as the employee continues to meet all eligibility criteria.
- C) Employees granted benefits under this plan will cooperate fully with the Town, SBP administrator, and others working to coordinate benefits.
- D) The employee's Town leave accounts will be frozen as of date of injury until conclusion of

participation in the plan.

E) If an employee is denied participation in the plan for any reason, he or she has a right to appeal such denial. The process for doing so is, exclusively, the following:

1. Within ten (10) working days from receipt of denial letter file a written appeal with the Town Manager stating the reason for the appeal and facts that the employee wishes to have considered.
2. Within five (5) working days the Town Manager will render a written opinion affirming or denying eligibility based upon the information provided.
3. If the Town Manager is also the SPB administrator, the appeals process shall be to the Town Council. Under such provision, the Town Council shall have up to thirty (30) days to render a written opinion.

CHAPTER 5

WORK RULES

POLICY 5-1 - HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of evaluation periods and continued employment with the Town.

SECTION 5-1-1 - NORMAL WORK WEEK AND WORK HOURS

- A) The basic work week is generally 40 hours of work pursuant to the Town Code. This begins for most employees at 12:01 AM Sunday and ends at 12:00 midnight on Saturday.
- B) Modifications to the workweek and work schedule may be made by the Department Head to provide essential Town services, subject to any federal and State statutory or constitutional limitations relating to hours of work.

SECTION 5-1-2 - ABSENCES AND TARDINESS

- A) Advanced notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor or Department.
- B) Advanced notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.
- C) Notification of an absence or tardiness by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.
- D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.
- E) Employees who fail to report to work for three consecutive business days without notifying the Town of the absence will be considered as having voluntarily resigned by job abandonment.

POLICY 5-2 - PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources staff.

SECTION 5-2-1 - ACCESS TO OFFICIAL PERSONNEL FILE

Access to information in an employee's personnel file is confidential to the extent permitted by federal and state law. During the normal course of employment, the following individuals are authorized to review an employee's personnel file: The Town Manager, Department Head, immediate supervisor, the employee, Town Attorney (or his/her designee) or a state or federal enforcement employee conducting an official

investigation.

SECTION 5-2-2 - UPDATING PERSONNEL RECORDS

- A) Department Heads are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their department.
- B) To ensure that personnel files are up to date at all times, employees should notify their supervisor or Human Resources staff of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency and so forth.
- C) Each employee may inspect audit or copy, his or her personnel file to ensure accuracy and completeness of the file. A Human Resources representative must be present when a file is reviewed or copied.
- D) The following portions of the employee's personnel file are matters of public record: Name of the employee, date of employment, current and previous duties and dates received, name, location, and dates of previous assignments, current and previous salaries, and dates of each change, and the name of the employee's current or last known supervisor. It is recognized that personal privacy is an exception to the public records disclosure requirements. Private sensitive information that is not freely available to the public and encompasses the individual's control of information concerning his/ her person such as social security numbers, personal addresses and personal phone numbers, birth dates, emergency point of contact, tax information, bank account information.
- E) Personnel records do not include records of an individual relating to the conviction, arrest or investigation of conduct constituting a violation of criminal laws of this State or another state or the United States, confidential reports from previous employers or records maintained in compliance with Arizona Revised Statutes (consent of, access to, and control of personnel records).

SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES

- A) The Human Resources Director is responsible for maintaining personnel files and must approve materials for inclusion in a file.
- B) An employee may submit a written statement for inclusion in his/her personnel file if he or she believes that any of the included materials requires correction and/or clarification.
- C) Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings unless the employee falsified a time sheet or other information.

SECTION 5-2-4 - RECORDS RETENTION

- A) An employee's personnel file will be retained during the tenure of the employee and for a minimum of 5 years after the employee's employment with the Town has terminated unless a longer period is required by law. During this retention period, nothing will be removed from the personnel file.
- B) Name, position, the date of hire, and the date of termination will be retained indefinitely.

SECTION 5-2-5 - RECORDS RELEASE

- A) Human Resources treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.

- B) Other information contained in the personnel file will be released with express written permission of the employee or to the extent allowed by law.

POLICY 5-3 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town of Camp Verde presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads are responsible for determining and enforcing the dress code for their respective areas of responsibility.

SECTION 5-3-1 - ACCEPTABLE ATTIRE

Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness, and good grooming that are applicable to all employees.

SECTION 5-3-2 - UNACCEPTABLE ATTIRE

- A) Extravagance and extremes of style and attire are not in good taste in a public service environment. The Town of Camp Verde reserves the right to advise any employee at any time that his or her grooming, attire, or appearance is unacceptable.
- B) After having been advised, the employee will be expected to comply with the suggested change. Failure to do so will result in the employee's suspension without pay until corrective action by the employee is taken.
- C) Repeated lack of compliance may result in further disciplinary action, up to and including discharge.

SECTION 5-3-3 - UNIFORMS

- A) Employees who are required to wear a uniform of any type in the performance of their duties will either be provided such uniforms by the Town or provided with a uniform allowance.
- B) Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.
- C) Laundering, cleaning, and general upkeep of uniforms is the responsibility of each employee.
- D) Employees should be aware that furnishing of uniforms and maintenance or replacement allowance, if any, might under certain circumstances, be considered a taxable benefit.

POLICY 5-4 MAIL, ELECTRONIC MAIL, COMPUTER, AND ONLINE SERVICES USAGE

SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT

As a condition of employment and continued employment, employees agree as follows:

- A) All electronic storage and communication systems and all information transmitted by, received from or stored in these systems are the property of the Town;

- B) These systems are to be used solely for job related purposes and not for personal purposes;
- C) Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in the equipment;
- D) The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mails entering, leaving, or stored in these systems, as well as listening to any voice mail messages;
- E) No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and
- F) To obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system.

Mail received or distributed at the Town is the property of the Town. The Town may monitor, open, and review all mail at any time at its discretion.

SECTION 5-4-2 – SOFTWARE COPYRIGHT

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement. Employees with questions or concerns regarding the use of software or its related documentation should contact their Department Head.

SECTION 5-4-3 - PROHIBITED USE

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state, or local law or regulation (including copyright material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious, or political causes, outside organizations, games, multimedia, or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters, or material that is otherwise disruptive to the orderly operation of the Town.

SECTION 5-4-4 - PASSWORDS

Employees should remember that log-on and other passwords should not be shared with anyone else, unless an authorized town official requests such information. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications system is a violation of the policy and shall result in discipline, up to and including termination of employment.

SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE

Any violation of this policy shall result in disciplinary action, up to and including termination of employment.

POLICY 5-5 - DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for

disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure.

It is the express policy of the Town that disciplinary actions be imposed in a fair and consistent manner.

SECTION 5-5-1 - DISCIPLINE PROCESS

- A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.
- B) This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.
- C) A Performance Improvement Plan (PIP) may be utilized by supervisors as a non-disciplinary tool to address some performance issues and provide a framework to assist employees to improve performance through informal discussions and the establishment of goals and objectives. A PIP may also be used in conjunction with progressive discipline.
- D) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.
- E) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of the management, an employee's job performance or conduct threatens the wellbeing of the Town, its employees or its citizens.

SECTION 5-5-2 - DEFINITIONS

- A) Employee: Includes all Town employees of any status or classification, except elected officials.
- B) Initial evaluation employee: new employee whose continued regular employment depends upon the successful completion of an initial evaluation period. An employee may be terminated at any time with or without cause during the initial evaluation period.
- C) Notice of proposed disciplinary action: A written five (5) day advanced notice given to an employee documenting the proposed disciplinary action and the proposed effective date.
- D) Pre-action meeting: A meeting with the employee, the employee's representative, if desired, and the Department Head where the employee may present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
- E) Progressive Discipline: A series of increasingly severe disciplinary actions, ranging from oral counseling to discharge.
- F) Termination: Used interchangeably with the word "discharge," meaning dismissal from employment. This does not include a layoff.

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

- A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:
1. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.
 2. Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.
 3. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.
 4. Theft or removal of Town money, merchandise, or property, including property in custody of the Town without permission.
 5. Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.
 6. Conviction of a felony or gross misdemeanor. Failure to notify the Town within reasonable amount of time of being charged with a criminal offense while employed by the Town.
 7. Other reasons deemed valid by Town officials.
- B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:
1. Being absent from work without permission or failure to report to the supervisor or Department when one is absent;
 2. Being habitually absent or tardy for any reason;
 3. Failure to follow reasonable orders of one's supervisor(s);
 4. unwillingness and/or lack of sufficient competency to perform the assigned job; failure to perform assigned work in an efficient or effective manner;
 5. Participation in prohibited political activities;
 6. Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;
 7. Any action, on or off the job, bringing discredit to the Town;
 8. Violations of any of the Town-wide and department specific policies, Town ordinances, State or federal law;
 9. Violating safety rules and regulations;

10. being wasteful of material, property or working time; through negligence, recklessness, or carelessness.
11. Two written reprimands or other disciplinary actions in 24 consecutive months;
12. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;
13. abusive attitude, language, behavior, or conduct towards a fellow employee or member of the general public while performing official duties as a Town employee;
14. Engaging in behavior that has resulted in physical harm, or threat thereof, to another employee or the public.
15. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;
16. Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;
17. Concealing or failing to properly report or document any information or incident required to be reported to federal and/or state agencies, and/or Town management as part of the employee's job duties and responsibilities.
18. Refusal to cooperate in a Town investigation or official inquiry.
19. Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;
20. Such other act, error or omission detrimental to the mission of the Town;
21. Other reasons deemed valid by Town officials.

SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION

- A) Oral Warning or Counseling: A verbal notice to the employee discussing a problem of relatively minor degree of the employee's performance. The oral warning or counseling shall be given in private. The supervisor shall inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A written notation of the warning is to be included in the employee's personnel file after acknowledgement by the employee (See 5-5-4. B.3).
- B) Written Reprimand:
 1. A written reprimand is issued if the initial measure of oral warning is not sufficient or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file.

2. Written reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor or ten days after completion of an administrative investigation. The contents of this notice will be explained to the employee in an interview.
 3. The original will be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the acknowledgement, then the supervisor and one other witness shall note on the reprimand that the employee received a copy and refused to sign it.
 4. A copy will be given to the employee and included in the employee's department file.
- C) Suspension with Pay: A suspension with pay is involuntary time off without loss of pay as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may often be given after the employee has received a written warning.
1. Employee Decision-Making Suspension: The employee shall be instructed to decide during this "decision-making" suspension if he or she will commit to the correction of each performance deficiency and meet the Town's expected standards. Upon return to work, the employee will be required to submit, in writing, to the Department Head if and how he/she intends to meet the expected standards or has decided to leave the Town's employment. This type of suspension will not exceed one working day.
 2. Town Investigative Suspension: This action may be used to remove an employee from the work site in order to allow for an investigation by the Town of behavior that is suspected of being illegal, that is not in the best interests of the Town, or that places other employees or citizens in jeopardy.
 - a) If charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense and may include recovery of salary and benefits paid during the suspension.
 - b) If charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.
 - c) This type of suspension is normally paid and shall ordinarily not exceed 21 calendar days. The Town Manager, however, may authorize an extension when a comprehensive investigation will require more time to reach a conclusion.
- D) Suspension without Pay: Suspension without pay is involuntary time off with loss of pay. This type of action may be taken when the offense is of a serious enough nature to warrant discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspension should not exceed 15 working days. The number of days of suspension, whether a specific number of days or indefinitely, will depend on the severity of the infraction.
- E) Involuntary Demotion: An involuntary demotion consists of a reassignment to a lower position classification. This type of action may be taken for serious improper conduct and/or consistent inability to meet job performance expectations. Generally, it will occur in a situation in which it is determined the employee is either unwilling or unable to perform his or her responsibilities of that position. Demotion is not a substitute for dismissal when dismissal is warranted. Employees who are returned to their previous assignments before completing a promotion evaluation period are not considered to have been involuntarily demoted.

F) Discharge:

1. Discharge is the involuntary, permanent removal or termination of an employee from employment. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination; theft; serious, illegal, or destructive acts while on the job; or other substantial reasons deemed appropriate by the Town Manager. An employee may also be discharged after repeated offenses of a less serious nature if the supervisor has documented the offenses and appropriate performance-related changes have not resulted from previous progressive disciplinary action. This does not include a layoff.
2. During the initial evaluation period, employees may be terminated at any time with or without cause and without the right of appeal. Written notification of dismissal shall be signed by the employee who has not completed the initial evaluation period and placed in the employee's personnel file, with a copy given to the employee. The dismissal of such employees requires the concurrence of the Department Head, the Human Resources Director, and the Town Manager.

SECTION 5-5-5 - NOTICE TO EMPLOYEE

An employee who has completed the initial evaluation period shall receive a 5-day written notice of intent whenever the Town intends to take a disciplinary action resulting in termination, reduction in pay, demotion, or suspension without pay. Notice under this section is not required for layoffs, assignments, transfers, or reassignments, including those to or from lead positions. The notice will generally provide the following information:

- A) Notice of the intended disciplinary action and the proposed date of implementation.
- B) The reasons for the action.
- C) The date and time, not more than 3-days after the notice is given to the employee, of a pre-action meeting with the Department Head (or his or her designee), for the employee to present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
 1. The affected employee may have a non-attorney co-worker of the employee's choosing present during the pre-action meeting. The co-worker may not speak on behalf of the employee but may advise the employee during the meeting.
 2. Any relevant information presented by the employee regarding the proposed disciplinary action shall be considered.
- D) Failure by the employee either to attend the pre-action meeting or to timely submit reasons in writing why the proposed disciplinary action should not be taken will be deemed a waiver of the employee's right to do so and the proposed disciplinary action will be implemented as written.

POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

SECTION 5-6-1 - PURPOSE

The Town of Camp Verde provides personnel action review procedures as a means to:

- A) Ensure all employees fair and equitable treatment;
- B) Promote harmonious relations among employees, supervisors, and managers;

- C) Encourage the settlement of disagreements informally at the employee-supervisor level;
- D) Provide an orderly procedure to handle disagreements through the various supervisory levels when necessary;
- E) Resolve grievances as quickly as possible.

SECTION 5-6-2 - SOLE REMEDY

Policy 5-6 is the sole and exclusive internal remedy available to employees for resolving disputes arising from Town employment.

SECTION 5-6-3 - INFORMAL PERSONNEL ACTION REVIEW PROCEDURES

- A) An employee who has a problem or complaint, which does not qualify as a reviewable issue as defined below, should promptly inform, and discuss it with his or her immediate supervisor, endeavoring to resolve the matter expeditiously and informally at the employee-supervisor level.
- B) If informal discussion does not resolve the problem or complaint to the employee's satisfaction, the employee should discuss it with his or her supervisor's immediate supervisor, if any, the Department Head, the Human Resources Director, or the Town Manager or designee.
- C) Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision.

SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW

Except where formal review of the employment matter is not authorized by these procedures, any regular employee, not appointed by the Town Council, may file a request for formal review of an employment action involving termination, reduction in pay, involuntary demotion, or suspension without pay in accordance with the Formal Personnel Review Procedures set forth in Section 5-6-7. The employee may also file a request for formal review of an employment action involving Written Reprimand up to and including steps through Section 5-6-7 (c).

SECTION 5-6-5 - EMPLOYMENT MATTERS NOT SUBJECT TO REVIEW

The following employment matters are not subject to formal review:

- A) Placement of an employee in, or the content or structure of, the Town's Classification Plan;
- B) Placement of an employee in, or the content or structure of, the Town's Salary Plan;
- C) The content or structure of the Town's benefits programs;
- D) An employee's performance evaluation;
- E) Extension of an evaluation period;
- F) Assignments, transfers, or reassignments, including those to or from lead positions or special positions.
- G) Municipal finance or budgetary issues; and
- H) Layoffs;

- I) Oral warning or counseling.

SECTION 5-6-6 MISCELLANEOUS RULES

- A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.
- B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.
- C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee.
- D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review.
- E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend.
- F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness, or other participant, whether testifying or not, in these personnel action review procedures by reason of such participation.
- G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law.
- H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview.
- I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes.
- J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person.
- K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked.
- L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step.
- M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred.

SECTION 5-6-7 – FORMAL PERSONNEL ACTION REVIEW PROCEDURE STEPS

- A) Step One: Appeal to Department Head

1. Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.
2. The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.
3. If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Two.

B) Step Two: Appeal to Town Manager

1. If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Town Manager.
2. The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.
3. The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.
4. The Town Manager may delegate the duties under Step Two.

C) Step Three: Appeal to a Hearing Officer

1. If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step Three appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.
2. Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involve termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step Three appeal to a Hearing Officer.
3. An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.

SECTION 5-6-8 - RULES OF APPEAL TO THE QUALIFIED HEARING OFFICER

- A) The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.
- B) Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place

for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.

- C) If an appeal is made the Human Resources Director, in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.
- D) Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.
- E) The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.
- F) Both the Town and the appellant will have the opportunity to present witnesses and evidence, to cross-examine witnesses, and to be heard in person.
- G) The findings and recommendation of the Hearing Officer shall be made to the Town Manager and shall include a written statement as to the evidence relied upon by the Hearing Officer and the reasons for his or her decision. The Town Manager has the final decision on all personnel appeals, and can modify, accept, or reject the recommendations of the Hearing Officer. If the Town Manager rejects the Hearing Officer's recommendation, he or she must state the reasons therefore in writing.

CHAPTER 6

EMPLOYMENT DEVELOPMENT

POLICY 6-1 - EDUCATION ASSISTANCE

SECTION 6-1-1 - PURPOSE

The Town of Camp Verde recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Town.

SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION

- A) All regular full-time employees with satisfactory work and attendance standards who have successfully completed the initial evaluation period are eligible to participate.
- B) Employees who are receiving grants, scholarships, or veteran's benefits are eligible to participate, but only to the extent that employee's course tuition costs are not covered by these external funds.
- C) Only those courses beginning after the new employee's initial evaluation period ends will be considered for reimbursement.
- D) Employees participating in the program are required to achieve grade C or higher in order to remain eligible.
 - 1. An original grade report or transcript must be provided to Human Resources within 45 days of the completion of each course. Failure to submit the grade report or transcript within the time limit will result in disqualification for tuition assistance.
 - 2. Courses taken on a pass/fail basis must be "passed." Non-graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade. No courses may be audited.
 - 3. Courses will only be reimbursed one time through this program. If the employee elects or is required to retake the course, the employee will be responsible for the cost, regardless of time in between reimbursement, location of course, or reason for retaking the course.
- E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.

SECTION 6-1-3 - CRITERIA FOR APPROVAL

- A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will administer the educational assistance program. Tuition assistance funding levels are recommended by the Town Manager and approved by the Town Council through the fiscal year budget process.
- B) The program provides tuition assistance for courses that are:
 - 1. Directly related either to the employee's present job or to a position within the Town to which

the employee could logically progress in the future; or

- C) A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g., accounting, engineering, criminal justice, management). The course must be:
 - 1. Taken on the employee's own time and
 - 2. Approved by the applicable Department Head, and the Town Manager.
- D) Courses may be taken at Town-approved:
 - 1. Accredited colleges, universities, community colleges;
 - 2. State or public-school systems, adult education systems, vocational and trade schools.

SECTION 6-1-4 - REIMBURSEMENT

- A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.
 - 1) To ensure fund availability, employees are required to submit a Tuition Reimbursement request during the fiscal budget planning process.
 - 2) During limited funding periods, reimbursements are granted on a first-come-first-served basis.
- B) The employee must bear all other expenses, which include but are not limited to books, supplies, parking, transportation, transcripts, application and administrative fees, lab fees, and other non-tuition expenses.

SECTION 6-1-5 - TERMINATION OF EMPLOYMENT

- A) Each employee will be required to sign an agreement stating that if he or she separates from Town employment for any reason within two years of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage of Reimbursement Withheld from Final Paycheck
Under 6 months after receiving reimbursement	100%
6 to 12 months after receiving reimbursement	75%
12 to 18 months after receiving reimbursement	50%
18 to 24 months after receiving reimbursement	25%
24+ months after receiving reimbursement	0%

- B) If the amount of the employee's final paycheck is not sufficient to cover costs, the individual will be required to reimburse the Town for the amount due at the time of termination.

POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING

It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services performed by the Town will be more efficient and effective. Training is defined as any work-related seminar, conference, convention, or workshop attended by an employee whose registration and expenses are funded in whole or in part by the Town.

SECTION 6-2-1 - PROCEDURES

- A) Attendance at training programs within the state will be approved at the Department Head level.
- B) Attendance at training programs out-of-state require approval by the Town Manager prior to registration.
- C) After returning from a training program, employees will normally summarize for the Department Head what new expertise they have gained that may be shared with other employees. The Department Head will disseminate the information as appropriate.
- D) Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Required training shall be recorded as time worked within the meaning of this policy.
- E) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Department so the information can be noted in the employee's personnel file. A copy of any certificates awarded should be forwarded for inclusion in the employee's personnel file.
- F) The Human Resources Department shall maintain an employee training history and shall periodically audit training attendance and policy compliance.

SECTION 6-2-2 WAGE ADJUSTEMENTS FOR TRAINING AND CERTIFICATIONS

Some training and certifications may allow for the employee's wage adjustment.

- A) Pay increases for obtaining any newly acquired certifications must be directly related to the employee's current position or a higher position within the same field of work to prepare the employee for potential promotional opportunities.
- B) To be eligible for a wage adjustment for training and certification, an employee must be employed on a full-time basis and have a history of satisfactory work and attendance standards after successful completion of the initial evaluation period.
- C) Pay increase amounts and funding levels are approved by the Town Manager during the annual fiscal year budget process.
- D) Certifications and training that are required to perform essential job functions do not qualify for wage adjustments.
- E) Certifications and training that are not evaluated by way of assessment (i.e. certificate of attendance) do not qualify for wage adjustments.

CHAPTER 7

SAFETY AND HEALTH

POLICY 7-1 - SAFETY AND LOSS MANAGEMENT

The Town is committed to providing a safe and healthy working environment. In this connection, the Town makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health and safety risks.

SECTION 7-1-1 - EMPLOYEES SUPPORT FOR SAFE WORK PRACTICES

- A) All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.
- B) The responsibilities of all employees in this regard include:
 - 1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
 - 2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
 - 3. Reporting unsafe conditions, equipment, or practices to supervisors;
 - 4. Using safety equipment provided by the Town at all times;
 - 5. Observing conscientiously all safety rules and regulations at all times;
 - 6. Notifying their supervisor, before the beginning of the work day, of any medications they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers; and
 - 7. Participating in appropriate safety training.

SECTION 7-1-2 - SAFETY COORDINATOR

The Town designates a full-time employee as its Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, Supervisors, and Human Resources staff, will monitor and encourage compliance with safety and loss prevention programs, including education and training.

SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE

Employees are rated on appropriate safety performance as part of their performance evaluation.

SECTION 7-1-4 - USE OF TOWN EQUIPMENT AND VEHICLES

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, shall result in disciplinary action up to and including termination of employment.

POLICY 7-2 RETURN - TO – WORK PROGRAM

Employees of the Town who are, or could be, on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last more than 180 days.

SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS

A restriction identifies a physical condition that prevents an employee from performing the full scope of his or her job duties as outlined in the job description. There are two types of restrictions.

- A) Temporary restrictions are defined as those limitations placed on an injured employee by a physician that are of a relatively short duration (less than 180 days) and the employee is expected to fully recover and to return to normal working conditions.
- B) Permanent restrictions are defined as those limitations placed on an employee by a physician that are expected to be long term (more than 180 days) or from which recovery is not expected. Employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment or file for a “reasonable accommodation” under the Americans with Disabilities Act.

SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT

- A) When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee’s department and normal job duties.
- B) A secondary consideration will be alternative placement into another department or another assignment. That may mean an assignment that is a lower classification than the normal job assignment and commensurate wages for the duration of the temporary assignment.
- C) A critical consideration is to place the employee in a position to perform productive work that is both useful to the Town and achievable within the restrictions placed on the employee. Under no circumstances will a position be created solely for the purpose of providing work for an employee who is eligible to return to work under a temporary restriction. If there is no work available within the employee’s department or in another department or assignment, the employee may remain on industrial leave.
- D) An employee shall not be returned to work to any job that is punitive in nature.

SECTION 7-2-3 - PLACEMENT NOT SUBSTITUTE FOR FILLING VACANCIES

Alternative placement will not be used to avoid the filling of vacancies within the department in question.

SECTION 7-2-4 - PARTICIPANT REQUIRED TO OBEY RULES

An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies, and procedures of the Town and the specific department.

SECTION 7-2-5 - PROCEDURE

- A) An employee must submit a written request and a written certification signed by a physician, noting the employee's restrictions and length of those restrictions. The Department Head and the Human Resources Director will evaluate the request in order to determine whether or not an employee is able to return to the assigned position.
- B) If authorized to participate in the Return-to-Work Program, the employee will be notified by the Department Head of the date he or she is expected to return to work.
- C) In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town, other staff, or the injured employee.

POLICY 7-3 - NO SMOKING

Smoking is prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

SECTION 7-3-1 - SMOKING AREAS

Employees who smoke may do so outside of the Town buildings in the properly designated areas. State law prohibits smoking in places of employment as well as within 20 feet of entrances/exits, windows, and ventilation intakes.

SECTION 7-3-2 - SMOKING BREAKS

Smoking breaks shall be limited to the same number of breaks that other Town employees receive.

SECTION 7-3-3 - SMOKING CESSATION

Employees who smoke, but who want to quit should contact Human Resources staff for information on possible medical insurance carrier and community resources, literature, or smoking cessation programs that may be available.

POLICY 7-4 - VIOLENCE IN THE WORKPLACE

SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are entirely unacceptable and are cause for immediate dismissal, even for a first offense. This policy holds for any threats made on Town property, at Town events or under other circumstances that may negatively impact the Town's ability to conduct its business.

SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE

- A) Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures, or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.
- B) Possession of firearms, explosives, or weapons not authorized by the Town is considered threats of violence and is prohibited. The consequences of such prohibited possession is disciplinary action, up to and including immediate discharge.

SECTION 7-4-3 - COMPLAINT PROCEDURE

Any employee who believes that he or she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources Director, or the Marshal's Office immediately.

POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of the Town of Camp Verde that its employees be free of substances and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries, and fatalities.

SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Illegal drug use, alcohol abuse, and failure to participate in drug screening are grounds for discipline up to and including discharge, even for a first offense.

SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT

- A) Illegal Drug Use includes possessing, using, purchasing, distributing, or selling illegal drugs, or reporting to work impaired by illegal drugs. Under this policy, "illegal drugs" include any drug or drug-like substance that:
 - 1. Is not legally obtainable;
 - 2. May be legally obtainable but has not been legally obtained; or
 - 3. Is being used in a manner or for a purpose other than prescribed.
- B) Alcohol Abuse includes possessing, using, purchasing, distributing, or selling alcoholic beverages at any time during the hours between the beginning and ending of the employee's workday, or reporting to work or working impaired by alcohol in any way.
- C) Failure to participate in the Town's drug and alcohol testing policy includes:
 - 1. Failure to submit to drug or alcohol testing;
 - 2. Failure to report immediately for drug or alcohol testing when requested to do so;
 - 3. Refusal to sign all appropriate consent forms; or
 - 4. Any other failure to cooperate to the Town's complete satisfaction.

SECTION 7-5-3 - USE OF LEGAL DRUGS

- A) While this policy does not prohibit the use of legal drugs, employees are required to notify the Human Resources if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell the Human Resources Department if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.
- B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

- C) Anyone who fails to notify his or her supervisor about the use of legal drugs will be subject to disciplinary action up to and including discharge, even for a first offense.

SECTION 7-5-4 - TYPES OF TESTS

The Town has implemented four circumstances for drug and alcohol testing.

- A) Pre-employment Testing
1. Candidates selected for "safety-sensitive" positions must submit to a drug test. Any potential hire who tests positive for illegal drug use will be ineligible for employment with the Town.
 2. "Safety-sensitive" positions include those positions involving work that may pose a great danger to the public, the employee, or other employees (i.e., peace officers, work involving the operation of dangerous instrumentalities, or any position that requires an employee to operate heavy duty vehicles or transport others).
- B) Post-Accident Testing for all employees
1. Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:
 - a) A fatality is involved;
 - b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
 - c) Any vehicle involved incurs "disabling damage" (for example, must be towed away).
 2. Following any accident, the employee must notify the Town as soon as possible.
 3. Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.
 4. In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.
 5. In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.

- C) Random Testing for certain Safety-Sensitive employees
1. Any employee who holds a CDL or is assigned to a Narcotics Enforcement Unit shall be subject to random drug and alcohol testing. The Town or its agents will submit all the required names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year.
 2. To meet DOT requirements, the Town will test the average number of employee positions requiring a CDL in each calendar year at a rate established by the Department of Transportation (DOT) for the given year.
 3. Random selection, by its very nature, may result in employees being selected in successive selection or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.
 4. If an employee is selected at random for either drug or alcohol testing, a Town supervisor will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.
- D) Reasonable Suspicion Testing
1. The Town will require an employee to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that the employee is engaged in illegal drug use or alcohol abuse.
 2. For purposes of this policy, "reasonable suspicion" will be based on specific observations concerning the appearance, behavior, speech, or body odors of an employee, including, without limitation, slurred speech, red eyes, dilated pupils, incoherence, unsteadiness, unexplained carelessness or accidents, erratic behavior, inability to perform the job and other unexplained behavior changes.
 3. These observations will be made by a supervisor, a peace officer, or other Town official who has been trained to recognize signs of alcohol and/or drug use.

SECTION 7-5-5 - AUTHORIZATION FOR PREVIOUS TEST RECORDS OF CDL HOLDERS

As a condition of employment, any employee who is required to hold a commercial driver's license (CDL) for the position shall sign a release authorizing the Town to obtain drug and alcohol testing records from the employee's previous employers for the previous two years. The Town will verify that no prior employer of the employee has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two years.

SECTION 7-5-6 - DRUG TESTING

Drug and alcohol testing will be performed through means of breath, urinalysis, or blood testing. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances.

- A) The collection of samples shall be performed under reasonable and sanitary conditions.
1. Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services. Breath tests will be administered on an instrument approved by the Arizona Department of Health Services or the United States Department of Transportation.
 2. Sample collections shall be documented, and these documentation procedures shall include the following:
 - a. Samples shall be labeled in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test provided.
 - b. Samples shall be split at the time they are collected and both splits shall be sent to the lab together.
 - c. The person being tested shall present reliable individual identification to the person collecting samples.
 - d. Sample collection, storage, and transportation shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, alteration, or misidentification.
 - e. Drug use testing shall include confirmation of any positive drug test results for employees. Confirmation of positive drug test results for employees shall be by use of a different chemical process than was used in the initial drug use test. The second or confirmatory drug use test shall be a chromatographic technique such as a gas chromatography-mass spectrometry or another comparable reliable analytical method.
 - f. A drug use test shall be considered positive after the test is reviewed by a medical review officer and the MRO makes a determination. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol impairment test shall be considered positive when an employee's breath alcohol amount tests at .02% or greater.
- B) Laboratory Results: All laboratory results will be reported to the Human Resources Director for the Town. At the Human Resources Director's sole discretion, a determination will be made as to whether a result is positive or negative.
1. Negative test results will be reported to the Department Head.
 2. Before reporting a positive test result, the Human Resource Director will contact the employee to discuss the test results. After being contacted, the employee shall report to the Human Resources Director immediately. The employee has the right to explain the test result in a confidential setting. If the employee fails to report to the Human Resources Director within five days after notification, the Human Resources Director may verify the test is positive.
 3. After any positive verification, the employee may petition the Human Resources Director to reopen the case for reconsideration.

- C) Confidentiality: Individual test results for employees will be released to the Town and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.
- D) Request for Results: Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of the drug testing upon a timely written request.

SECTION 7-5-7 - ALCOHOL TESTING

- A) The Town will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) conforming products list (CPL) and meets the DOT's testing requirements. This may be a breath-testing device, a saliva-testing device or any other approved device and may be provided through a trained supervisor or the Camp Verde Marshal's Office.
 - 1. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating.
 - 2. The employee shall report to the alcohol-testing site as notified by the Town. The employee shall follow all instructions given by the alcohol technician.
- B) Any initial test indicating a Blood Alcohol Concentration (BAC) of .02 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test.
 - 1. In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer.
 - 2. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which shall result in disciplinary action up to and including termination, even for a first offense.
- C) All alcohol tests shall be performed just prior to, during, or just after duty.

SECTION 7-5-8 - SUBSTANCE ABUSE EVALUATION, RETURN-TO-DUTY, AND FOLLOW-UP TESTING

- A) Any employee who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become requalified for employment with the Town, the employee must be evaluated by SAP and submit to any treatment the SAP prescribes.
- B) Following evaluation and treatment, if any, in order to become requalified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.
- C) The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.

- D) The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

SECTION 7-5-9 - DISCIPLINE AND APPEALS

- A) The disciplinary procedures included in this policy are subject to the notice provisions of the Discipline System Policy and appeal provisions included in the Problem Resolution Policy.
- B) The disciplinary guidelines contained in this policy supersede the progressive discipline policies of the Discipline System Policy.

SECTION 7-5-10 - CONTRACTORS AND VISITORS

Contractors and their employees or representatives and visitors will be notified that the Town of Camp Verde prohibits the use, possession, sale or distribution of drugs or alcohol on its property or at its work sites. Any person who is reasonably suspected to have drugs in his or her system or to be impaired by alcohol while on Town of Camp Verde property or work site is in violation of this policy. Contractors and their employees or representatives and visitors violating this policy will be refused entry onto Town property or Town work sites. In addition, appropriate legal entities may be contacted as required and appropriate.

SECTION 7-5-11 - NOT A CONTRACT

This policy is not intended, nor should it be construed as a contract between the Town and the employee. This policy may be changed at any time at the sole discretion of the Town Council.

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 - EMPLOYMENT END

Employment with the Town of Camp Verde may be ended voluntarily or involuntarily.

SECTION 8-1-1 - SERVICE RETIREMENT

Service retirement is voluntary termination after having satisfied the employment requirements of applicable retirement system procedures.

SECTION 8-1-2 - DISABILITY RETIREMENT

Disability retirement is voluntary termination necessitated by an injury or illness that renders the employee incapable of performing the essential tasks of his or her usual job. The termination is preceded by a letter from the employee to his or her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency verifying the disability and approving the retirement.

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

- A) An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.
- B) An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Paid Time Off, without approval from the Town Manager.

SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION

During the initial evaluation period, an employee may be terminated at any time, with or without cause, by the Department Head after consultation with the Human Resources Director and the Town Manager.

SECTION 8-1-5 - DISCHARGE

Discharge is involuntary termination or dismissal of an employee by the Town.

SECTION 8-1-6 - LAYOFF AND RECALL

- A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.
- B) A Department Head may lay off an employee with the approval of the Town Manager because of material change in duties or organization or because of shortage of work or funds. Affected employees shall be given written notice as soon as possible, but not later than a minimum of 14 calendar days prior to the effective date of a proposed layoff.
- C) Layoff decisions, recall and filling of regular job vacancies may be made based on documented ability and performance of the duties required in the job and consideration of an employee's length of continuous service with the Town in the classification. Where documented performance,

experience, and qualifications are equal, decisions to lay off, recall, and fill vacancies will be normally be made on seniority within the affected classification within the department.

- D) Layoff decisions shall be coordinated among the various Town departments to provide possible transfer of employees to positions for which the employees qualify.
- E) An employee who has been laid off by the Town may be recalled within one year of the layoff if the employee's previously held job is reopened or if a similar job for which the laid off employee is qualified becomes available. The Town is not required to follow the competitive hiring process to recall a laid off employee.

POLICY 8-2 - EXIT PROCESS

The Department Head is responsible for coordinating the exit process with the Human Resources Department.

SECTION 8-2-1 - EXIT CLEARANCE

Included in the final clearance is a verification that all Town equipment, materials, and supplies, such as keys, identification card, Town credit cards, and uniforms, depending upon the department, etc., have been returned.

SECTION 8-2-2 - EXIT INTERVIEW

Regular full-time and regular part-time employees can participate in an exit interview. The interview will be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.

SECTION 8-2-3 - FINAL PAYCHECK

- A) The Finance Department shall be notified of the employee's separation date through the Personnel Action Form. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town policy and laws governing such payments.
 - 1. Involuntarily terminated employees must be issued their final paycheck within 3 working days of the termination. It is the responsibility of the Department Head to forward to Human Resources all completed paperwork to meet this federal requirement.
 - 2. All other employees who leave the employment of the Town will be paid at the next regular pay period.
 - 3. Costs of unreturned Town property will be deducted from the final paycheck.
- B) Before the final paycheck is issued to the employee, it is the responsibility of the Department Head to ensure that the employee has completed final clearance. Verification of clearance must accompany the Personnel Action Form.

SECTION 8-2-4 - CONTINUATION OF BENEFITS

- A) Benefits continue through the time actually worked by the employee. If the employee works any part of the month, Town-provided insurance benefits will continue through the last day of the month.
- B) Employees eligible to continue health benefits through C.O.B.R.A. and H.I.P.A.A. will be notified

by the Town's Health Insurance Administrator within the time limit determined by law.

- C) For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.

POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

- A) All inquiries regarding a current or former Town employee must be referred to the Human Resources Department.
- B) Human Resources will only disclose dates of employment, job title of last position held, salary verification and eligibility for rehire when responding to requests for employment verification on current and former employees. No other information will be provided without signed consent from the current or former employee authorizing the Town to release additional information to the specifically named organization. To be acceptable, the consent form must indicate the specific type(s) of information that may be released and release the Town from all potential liability related to the authorized disclosure. The Human Resources Department reviews and handles these requests on a case-by-case basis.
- C) Employees may be listed as personal character references and may be requested to provide personal opinions regarding former or current employees. Employees are not required or prohibited from providing this information. If an employee elects to provide information as a personal character reference, the employee will clearly indicate that they are providing the information as an individual and that their statements do not reflect the official position of the Town. Employees shall not use Town or departmental letterhead, envelopes or postage to provide personal character reference information.

POLICY 8-4 - RE-EMPLOYMENT

SECTION 8-4-1 - ELIGIBILITY

- A) Regular employees who resign from Town service in good standing after completing their initial evaluation period may be re-employed, upon approval of the Department Head, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within 120 days are considered to have continuous service for purposes of benefits. Employee will retain the original hire date.
- B) Promoted employees who resign during their promotion evaluation period are not eligible for re-employment in that position class but may be re-employed in the position occupied before promotion.
- C) Persons interested in re-employment should file a completed Town application form with the Human Resources Department. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.
- D) The individual's previous personnel file will be re-activated once re-employed by the Town, provided re-employment is within five years after the original resignation.

- E) The date of hire will take the person's previous service with the Town into account; however, future performance pay increases will coincide with the re-employment date.
- F) Re-employed individuals must serve the required initial evaluation period.

SECTION 8-4-2 - COMPENSATION AND BENEFITS

- A) An individual re-employed in his or her former position may be paid at the same pay at the time he or she left the Town, provided that the re-employment is within 120 days of the previous resignation.
- B) Compensation of an employee re-employed to a position other than the former position will be subject to provisions for new hires.
- C) Re-employment after 30 days requires employees to serve the required waiting period for insurance benefits.
- D) Vacation leave eligibility will be based on previous Town service if re-employment occurs within 120 days of the previous resignation.

SUMMARY OF REVISIONS TO THE TOWN PERSONNEL MANUAL

Please find below the revisions and amendments to the Personnel Manual policies. Please note that the content provided includes only excerpts from the policies, specifically those sections that have been revised.

POLICY 1-2 CODE OF CONDUCT

SECTION 1-2-1 - PERFORMANCE OF DUTIES

- A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.
- B) All Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties.

POLICY 2-8 - REFERENCE CHECK

SECTION 2-8-1 - PROCEDURE

After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department. ~~No offer of employment shall be made to the applicant selected until the reference and/or background checks are completed and meet Town standards. The Human Resources Department shall issue a conditional offer of employment, contingent upon the successful completion of background and reference checks.~~

POLICY 2-11 – FINGERPRINTING

SECTION 2-11-1 - AFFECTED POSITIONS

- B) The ~~Human Resources~~ hiring department has the responsibility for ensuring that fingerprints are taken, and a background investigation is completed before an employee or volunteer is appointed.

SECTION 3-2-2 - PLAN AMENDMENT

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

H) Abolished Positions

1. The Town ~~Manager~~Council may abolish any position not established by Title 9, Arizona Revised Statutes.

POLICY 3-8 – ~~PAID~~ HOLIDAY ~~PAY~~LEAVE

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

- A) Holidays ~~recognized~~ observed by the Town are:
- | | | |
|------------------|------------------|------------------------|
| New Year's Day | Independence Day | Day after Thanksgiving |
| Civil Rights Day | Labor Day | Christmas Eve |
| President's Day | Veteran's Day | Christmas Day |
| Memorial Day | Thanksgiving Day | |

- B) The Town Administration shall establish an annual calendar designating the observance of

recognized holidays.

SECTION 3-8-1 - ELIGIBILITY

- A) Employees eligible for holiday pay are:
1. Full-time employees
 2. Employees in their initial evaluation period
 3. Other classifications of employees approved by the Town Manager

~~B) Paid holiday leave for non-exempt employees is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to 88 hours per year. Paid holiday leave for exempt positions is applied automatically within the regular work week the Holiday falls on. During the initial evaluation period an employee may borrow necessary holiday leave hours if requested and approved by the Department Head. No holiday leave may be borrowed after the first 6 months of employment. Holidays will be observed without loss of pay. Regular full-time employees in active pay status will receive an amount equivalent to their regularly scheduled shift for each Designated Holiday in the pay period in which the Holiday is observed at their current rate, not to exceed 10 hours.~~

~~C) Regular full-time employees on unpaid leave are not eligible for holiday pay.~~

~~B)D)~~ The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification with no waiting period.

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

~~D) Paid holiday leave that is not utilized to supplement employees' regular work hours when the Town offices are closed may be used at a later date in place of vacation leave.~~

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

F) Offices will only be closed for observed holidays that occur on regularly scheduled workdays ~~(Monday through Friday)~~. Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

~~G) If a recognized holiday falls during an eligible employee's paid absence (i.e., vacation, sick leave) paid holiday leave may be utilized for the holiday instead of the paid time off benefit that would otherwise have been applied. Designated Holidays observed while an employee is on Paid Time Off (PTO) will be counted as a holiday and not as PTO.~~

~~H) Paid holiday leave is cumulative with a maximum year end accumulation of 40 hours. Hours in excess of 40 hours on December 31 of each year shall be forfeited.~~

SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

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

positions, work on a holiday shall only be scheduled as result of an emergency or unusual and extraordinary circumstance or in cases where the nature of the Town's operations cannot be interrupted by the observance of the holiday.

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

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

~~D) If an eligible employee is required to work on an actual holiday, the employee will receive the employee's overtime rate of pay for that usual shift. Any hours worked on an actual holiday over 40 hours in that workweek will be paid at an overtime rate. Working on an Observed Holiday, as opposed to an actual Holiday, will be treated as a normal workday with hours paid at the employee's regular hourly rate.~~

SECTION 3-8-3 - TERMINATION OF EMPLOYMENT

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

POLICY 4-7 - BEREAVEMENT LEAVE

~~If a full-time or part-time~~ an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. ~~Seasonal employees are not eligible for bereavement leave.~~

Commented [JK1]: The policy has been updated to include language addressing employee status, providing clear guidelines on employee eligibility for bereavement leave.

POLICY 4-9 - SICK LEAVE BANK

SECTION 4-9-3 - GENERAL PROVISIONS

C) Requests for Sick Leave Bank hours shall be made through the Department Head with the processing and verification completed by the Human Resource Finance Department, administration of these provisions shall be done by the Town Manager.

POLICY 5-1 - HOURS OF WORK

SECTION 5-1-2 - ABSENCES AND TARDINESS

D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

E) ~~Employees who fail to report to work for three consecutive business days without notifying the Town of the absence will be considered as having voluntarily resigned by job abandonment.~~

POLICY 5-5 - DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure. It is the express policy of the Town that disciplinary actions be imposed in a fair and consistent manner.

SECTION 5-5-1 - DISCIPLINE PROCESS

A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.

~~B)~~ — This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.

~~B)~~

C) A Performance Improvement Plan (PIP) may be utilized by supervisors as a non-disciplinary tool to address some performance issues and provide a framework to assist employees to improve performance through informal discussions and the establishment of goals and objectives. A PIP may also be used in conjunction with progressive discipline

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:

1. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.

2. Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.

3. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.

4. Theft or removal of Town money, merchandise, or property, including property in custody of the Town without permission.

5. Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.

6. Conviction of a felony or gross misdemeanor. Failure to notify the Town within reasonable amount of time of being charged with a criminal offense while employed by the Town.

7. Other reasons deemed valid by Town officials.

B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:

1. Being absent from work without permission or failure to report to the supervisor or Department when one is absent;

2. Being habitually absent or tardy for any reason;

3. Failure to follow ~~reasonable the~~ orders /~~directive~~ of one's supervisor(s);
4. ~~Inability or~~ unwillingness ~~and/or lack of sufficient competency~~ to perform the assigned job; failure to perform assigned work in an efficient or effective manner;
5. Participation in prohibited political activities;
6. Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;
7. Any action, on or off the job, bringing discredit to the Town;
8. Violations of any of the Town-~~wide and department specific~~ policies, Town ordinances, State or federal law;
- ~~9.~~ Violating safety rules and regulations;
- ~~9-10.~~ being wasteful of material, property or working time ~~through negligence, recklessness, or carelessness; failure to observe security or safety procedures;~~
- ~~10-11.~~ Two written reprimands or other disciplinary actions in 24 consecutive months;
- ~~11-12.~~ Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;
- ~~13.~~ ~~The use of profanity or abusive language~~ Abusive attitude, language, behavior, or conduct towards a fellow employee or member of the general public while performing official duties as a Town employee;
- ~~12-14.~~ Engaging in behavior that has resulted in physical harm, or threat thereof, to another employee or the public.
- ~~13-15.~~ Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;
- ~~16.~~ Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;
- ~~17.~~ Concealing or failing to properly report or document any information or incident required to be reported to federal and/or state agencies, and/or Town management as part of the employee's job duties and responsibilities.
- ~~14-18.~~ Refusal to cooperate in a Town investigation or official inquiry.
- ~~15-19.~~ Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;

~~46-20.~~ Such other act, error or omission detrimental to the mission of the Town;

~~47-21.~~ Other reasons deemed valid by Town officials.

POLICY 8-1 - EMPLOYMENT END

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

A) An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

B) An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Paid Time Off, without approval from the Town Manager.

POLICY 8-2 - EXIT PROCESS

POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

~~A) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law. All inquiries regarding a current or former Town employee must be referred to the Human Resources Department.~~

~~B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing. Human Resources will only disclose dates of employment, job title of last position held, salary verification and eligibility for rehire when responding to requests for employment verification on current and former employees. No other information will be provided without signed consent from the current or former employee authorizing the Town to release additional information to the specifically named organization. To be acceptable, the consent form must indicate the specific type(s) of information that may be released and release the Town from all potential liability related to the authorized disclosure. The Human Resources Department reviews and handles these requests on a case-by-case basis.~~

~~A) Employees may be listed as personal character references and may be requested to provide personal opinions regarding former or current employees. Employees are not required or prohibited from providing this information. If an employee elects to provide information as a personal character reference, the employee will clearly indicate that they are providing the information as an individual and that their statements do not reflect the official position of the Town. Employees shall not use Town or departmental letterhead, envelopes or postage to provide personal character reference information.~~

[Page intentionally left blank]



Town Council

Agenda Information Memorandum

Meeting Date: July 1, 2026

Agenda Item Type:

- ☒ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of a renewal of a facilities use agreement with Yavapai College authorizing the use of designated Town-owned facilities for educational classes, meetings, and related public benefit activities.

Attached Documents:

- Facilities Use Agreement

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Finance ☐ Other:

Financial Review (if applicable): The agreement authorizes the waiver of facility use fees during the term of the agreement in recognition of the educational opportunities and community benefits provided by Yavapai College to Town residents.

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information

The Town of Camp Verde and Yavapai College have maintained a longstanding partnership that allows the College to utilize designated Town facilities for educational classes, meetings, and other activities that benefit Town residents and support access to higher education opportunities within the community. Under the agreement, Yavapai College may utilize approved Town facilities, including rooms and meeting spaces within facilities managed by Camp Verde Parks & Recreation and the Camp Verde Community Library. In return, Yavapai College agrees to maintain the facilities in good condition, comply with all applicable laws and Town policies, and provide the required insurance coverage and indemnification protections outlined in the agreement.

The current agreement is scheduled to expire on June 30, 2026. Staff seek to extend the partnership for an additional two-year term beginning July 1, 2026 and ending June 30, 2028.

Connection to the [FY27 Strategic Plan](#)

Continued collaboration with Yavapai College helps expand access to educational programming and workforce development opportunities while maximizing the use of existing Town facilities.



Town Council Agenda Information Memorandum

Question(s) before the Council

- Does Council have any questions for staff?

Proposed Motion

Move to **APPROVE** the renewal of a facilities use agreement with Yavapai College authorizing the use of designated Town-owned facilities for educational classes, meetings, and related public benefit activities.

Town of Camp Verde

Facilities Use Agreement



Between
The Town of Camp
Verde And
Yavapai County Community College District DBA: Yavapai College

The Parties to this Facilities Use AGREEMENT (herein referred to as "AGREEMENT") are the Yavapai County Community College District, (herein referred to as the "Yavapai College") and the Town of Camp Verde, Yavapai County, Arizona, a municipal corporation of the State of Arizona (herein referred to as the "Town").

The parties agree that the point of contacts for the respective parties are as follows:

For the Town:
Miranda Fisher, Town Manager
Town of Camp Verde
473 S Main Street #102
Camp Verde, AZ 86322

For Yavapai College:

Kelsey Ream, Senior Procurement Specialist Procurement & Contract Services
Yavapai College, 1100 E Sheldon Street
Prescott, AZ 86301

Purpose of this AGREEMENT: To facilitate certain uses of Town property, to support and promote the Yavapai College, and opportunities that benefit the public, the College and the Town.

This Agreement is made with reference to the following factors:

- 1. Property and Use:** The Town agrees that the “Yavapai College” is authorized to utilize certain Town-owned properties and facilities within the corporate limits of the Town, for the Yavapai College classes, meetings, and other activities to promote the College and benefit the public.

The authorized Town facilities that “Yavapai College” is authorized to utilize include rooms, bathrooms, and other spaces including parking lots assigned through Camp Verde Parks & Recreation or the Camp Verde Community Library.

“Yavapai College” agrees to conduct all activities associated with this AGREEMENT in a professional, careful, and safe manner. When using any Town-assigned facility, or any portion thereof, the “Yavapai College” agrees to comply with all applicable State, Federal or Town ordinances and regulations. It is further understood that the “Yavapai College” will adhere to all written Town policies concerning the use and occupancy of any particular Town-assigned facility. Upon the completion of any use related herein, the “Yavapai College” agrees to leave any Town-assigned facility in as good order and condition as existed prior to the “Yavapai College” use thereof.

- 2. Relocation of Use:** The parties agree that under certain circumstances i.e., an emergency or an event beyond the Town’s control that may necessitate the relocation of any of the “Yavapai College” use herein provided that such use can be relocated. This decision shall be so determined at the sole discretion of the library concerning which particular Town-owned properties and facilities can be utilized under certain circumstances for the “Yavapai College” use.

- 3. Cancellation of use:** The Town reserves its right to cancel the use of any preset

time and place of usage for Town-assigned facility if the facility becomes unavailable for any reason, including emergencies. The Town will timely notify the “Yavapai College” by verbal notification and/ or electronic mail (email) (as well as in writing “Yavapai College”, if time allows) of any changes affecting the times, dates or places of use of said Town facility; based upon the prevailing facts and circumstances, as soon as the Town is made aware that the requested facility is no longer available to the “Yavapai College” for the preset time and place of said Town- assigned facility.

“Yavapai College” also reserves the right to cancel the use of any preset time and place of usage of Town-assigned facility if the “Yavapai College” cannot hold their activities for any reason, including emergencies. “Yavapai College” will timely notify the Town by verbal notification and/ or email (as well as in writing to the Town, if time allows) of any changes affecting the times, dates or places of use of said Town assigned facility; based upon the prevailing facts and circumstances, as soon as the “Yavapai College” is made aware that they will not meet at the pre-set time and place of said Town-assigned facility.

4. Term: The term of the AGREEMENT shall be for a period of two (2) years commencing on this 1st day of July 2026, and end on this 30th day of June 2028. A similar AGREEMENT may be renewed upon the mutual agreement of both parties, under the same terms and conditions or re-negotiated. The Town shall complete any future AGREEMENT based on the then prevailing facts and circumstances and transmit it to “Yavapai College” for review well in advance of the Council meeting in which a future AGREEMENT will be considered. “Yavapai College” shall help coordinate this process through the Town of Camp Verde Parks & Recreation Department or the Camp Verde Community Library and shall clearly identify the dates and times needed for use of Town facilities.

5. Facility User Fees: In consideration of “Yavapai College” making educational opportunities available to Town residents and in consideration of “Yavapai College’s” duty to maintain any Town-assigned facility as required by Section 1 of this AGREEMENT, the Town waives any payment of user fees(s) during the term of the AGREEMENT.

6. Improvements: “Yavapai College” shall not make any modifications or improvements to Town facilities without prior consent of the Town. Any office equipment, supplies or other materials brought to Town facilities by

the “Yavapai College” shall remain the property of the “Yavapai College”.

- 7. Insurance:** In connection to “Yavapai College” use of Department or Division-assigned facilities the “Yavapai College” shall:

Procure at its own expense and maintain during the term hereof, an insurance policy of General Liability Insurance of at least:

\$1,000,000.00 per occurrence
\$2,000,000.00 in aggregate

Against claims for the bodily injury, death and property damage. Insurance provided by the “Yavapai College” shall be primary and insurance provided by the Town shall not contribute to liability covered by the “Yavapai College” insurance coverage.

The “Yavapai College’s “Certificate of Insurance/Description of Operations Box must: 1) name the Town as Additional Insured for all “Yavapai College” activities on Town premises.

The “Yavapai College” shall provide, simultaneously, to the Town: 1) a Certificate of Insurance evidencing such insurance coverage; and 2) the Corresponding Endorsement relative to the Town being named as additionally insured; and 3) the fully executed copy of this AGREEMENT.

The receipt of any Certificate of Insurance and Endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

The “Yavapai College” shall keep said policy in force for the duration of this AGREEMENT, and for any extension thereof. Additionally, the Certificate of Insurance and corresponding endorsements relative to the Town being named as additionally insured shall be provided to the Town, annually, when the “Yavapai College” renews its insurance policies. These documents shall be mailed to the Town Manager at 473 S. Main St., Ste. 102, Camp Verde, AZ 86322 or emailed to miranda.fisher@campverde.az.gov

8. Indemnification: To the extent permitted by law each part (As “Indemnitor”) agrees to indemnify, defend, and hold harmless the other party (as “Indemnitee”) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney’s fees) (hereinafter collectively referred to as “Claims”) arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims are caused by the act, omission, negligence, misconduct or other fault of the indemnitor its officers, officials/agents/employees or volunteers.

If a Claim or Claims by third parties become subject to this indemnity provision, the parties to this Agreement shall expeditiously meet to discuss a common and mutual defense, including possible proportionate liability and payment of possible litigation expenses and damages. The obligations under this Section 8 shall survive termination of this Agreement.

Nothing in this agreement shall be construed to make either party the legal representative or agent of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of, or on behalf of, the other party. The relationship created by this AGREEMENT shall not be read so as to change the independent nature of either party.

9. Damage to Facility: If any damage occurs to the facilities by “Yavapai College”, “Yavapai College” must compensate the Town in order to repair the facilities. Town must notify “Yavapai College” within ten (10) days of the time at which any such damage is believed to have occurred. Failure of the Town to notify “Yavapai College” within ten (10) days shall be considered by both parties to be a waiver of “Yavapai College’s” responsibility to compensate Town for any such damages.

10. Entire Understanding: This AGREEMENT embodies the entire understanding and obligations between “Yavapai College” and the Town for all uses of Department or Division-assigned facilities pursuant to this AGREEMENT. The parties shall not be bound by, nor is either Party liable for, any statement or representations, of any nature, not set forth in this AGREEMENT. Changes of any of the provisions of this AGREEMENT shall not be valid unless completed in writing and signed by both parties.

Suspension and Termination: A non-breaching Party may terminate this AGREEMENT for the failure of the other Party to comply with the provisions of this AGREEMENT by giving the other Party thirty (30) days written notice of the failure to comply. Either Party may terminate this AGREEMENT immediately if the other Party files for bankruptcy or receivership, or takes any action relating to insolvency, such as assignment for the benefit of creditors.

- 11. Assignment and Subletting:** “Yavapai College” shall not have the right to assign this AGREEMENT, nor shall it allow any other person or entity to use or occupy a Town-assigned facility that has been authorized to be used by the “Yavapai College” pursuant to this AGREEMENT.
- 12. Arbitration:** In the event of a dispute hereunder, either Party may exercise its right to cancel this AGREEMENT in writing. At the Town's sole discretion, it may choose to resolve any dispute pursuant to A.R.S. § 12-1518, utilizing the services of the American Arbitration Association.
- 13. Conflict of Interest:** The parties understand that this AGREEMENT is subject to cancellation pursuant to A.R.S. § 38-511, without penalty or further obligation on the part of “Yavapai College” or the Town, if any person significantly involved in initiating, negotiating, securing, drafting or creating this AGREEMENT on behalf of the “Yavapai College” or Town, and said employee or agent of the Town or “Yavapai College” in any capacity, or a consultant to the Town or the “Yavapai College”, with respect to the subject matter of this AGREEMENT, and such association creates a conflict of interest or presents an appearance of impropriety at any time while this AGREEMENT, or any extension hereof, is in effect.
- 14. Governing Law:** The laws of the State of Arizona shall govern this AGREEMENT, the courts of which shall have jurisdiction of the subject matter hereof. If any portion of this AGREEMENT is found by a court of record to be invalid, the remaining portions shall remain in full force and effect.
- 15. Authority:** The individual signing below on behalf of the Department or Division hereby represents and warrants that he/she is duly authorized to execute and deliver this AGREEMENT on behalf of the Town and avows that this AGREEMENT is binding upon the Town in accordance with its terms.

16. Non-Discrimination: Town will comply with all applicable state and federal law, rules, regulations and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. If applicable, the Parties will abide by the requirements of 41 CFR § 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, age, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national original, protected veteran status or disability. “Yavapai College” also prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status, disability, veteran status or genetic information.

17. Compliance with Immigration Laws; Legal Worker’s Act: Town warrants compliance with all federal immigration laws and regulation that relate to their employees and A.R.S. § 23-214 (A). A breach of this warranty shall constitute a material breach of this AGREEMENT that is subject to penalties up to and including termination of this Agreement at the sole discretion of the non-breaching party. “Yavapai College” retains the legal right to inspect the papers of any contractor or subcontractor employee of the other party who works on this AGREEMENT to ensure that the contractor or subcontractor is complying with this warranty. Town will not be considered in material breach of this AGREEMENT if the Town establishes it has complied with the employment verification provision prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

18. Forced Labor of Ethnic Uyghurs in the People’s Republic of China: In compliance with A.R.S. § 35-394, to the extent applicable, Town warrants that it does not use, and agrees not to use during the term of the AGREEMENT any of the following:

- Forced labor of ethnic Uyghurs in the People’s Republic of China;
- Any goods or services produced by the forced labor of Ethnic Uyghurs in the People’s Republic of China; or
- Any Contractors, Subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China.

For The Town:

Marie Moore, Mayor

Date

Attest:

Approved as to form:

Leah Rhodes, Town Clerk

Date

Trish Stuhan, Town Attorney

Date

For Yavapai County Community College District, DBA: Yavapai College

_____	_____
Kelsey Ream, CPPB	Date
Senior Procurement Specialist	
Procurement & Contract Services	



Meeting Date: July 1, 2026

Agenda Item Type:

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Development Services

Staff Resource: Development Services Director Christian Green

Agenda Title: Consideration and possible approval of a renewal lease agreement with the Camp Verde Historical Society authorizing the use of space at the Visitors Center and Museum.

Attached Documents: Draft Lease

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: Courts special funds:
- Approved in the FY26 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Built in 1914 from locally sourced white limestone, the historic building serves as the Camp Verde Historical Society's headquarters, museum, gift shop, and research library. Prior to the Historical Society's occupancy, the building served a variety of community purposes, including use as a public library and later by the local Lions Club under a lease that expired in 2001.

The Town of Camp Verde first entered into a lease agreement with the Camp Verde Historical Society in 2010, allowing the organization to occupy and preserve the facility. Since that time, Historical Society volunteers have dedicated thousands of hours toward restoring and maintaining the building, helping preserve an important piece of Camp Verde's history for residents and visitors alike.

The most recent lease agreement remained in effect through March 2024. Following the expiration of that agreement, the lease renewal was inadvertently overlooked. The proposed lease renewal will formalize the Historical Society's continued use and stewardship of the facility, ensuring uninterrupted operation of the museum, research library, and related historical preservation activities while maintaining a longstanding partnership between the Town and the Historical Society.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does the Council approve the lease agreement between the Camp Verde Historic Society and the Town of Camp Verde?

Proposed Motion(s):



Town Council Agenda Information Memorandum

Move to **APPROVE** the renewal lease agreement with the Camp Verde Historical Society authorizing the use of space at the Visitors Center and Museum.

**LEASE AGREEMENT
BETWEEN
THE TOWN OF CAMP VERDE
AND
CAMP VERDE HISTORICAL SOCIETY**

1. This Lease, dated, for reference purposes on June 1, 2026, is made by and between the Town of Camp Verde, Arizona, a municipal corporation and political subdivision of the State of Arizona ("Landlord"), located at 473 S. Main Street, Camp Verde, Arizona 86322, and Camp Verde Historical Society ("Tenant") located at 395 S. Main Street, Camp Verde, Arizona 86322.
2. **PREMISES.** Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord a portion of the building located at 395 S. Main Street, Camp Verde, Arizona 86322 ("Premises") that houses the Historical Museum and Visitors Center.
3. **TERM.** The term of this Lease shall commence on the 1st day of June 2026, and ending on the 30th day of June 2031, unless sooner terminated as provided under the terms of this Lease.
4. **POSSESSION.**
 - 4.1. If Landlord cannot deliver possession of the Premises to Tenant at the commencement of the term for any reason as a result of causes beyond its reasonable control, this Lease shall not be voidable, nor shall Landlord be liable to Tenant for any loss or damage resulting, nor shall the expiration date of the above term be in any way extended. But in that event, no rent will be due during the period between the commencement of said term and the time when Landlord delivers possession. If Landlord does not deliver possession of the premises to Tenant by 1st day of June 2026. Tenant may terminate this Lease by giving notice to Landlord at any time before the date Landlord delivers possession of the Premises to Tenant.
 - 4.2. If Landlord permits Tenant to occupy the Premises prior to the commencement date of the term, such occupancy shall be subject to all the provisions of this Lease. Early possession shall not change the termination date provided under this Lease.
5. **RENT AND SECURITY DEPOSIT.** Tenant agrees to pay Landlord One Dollar (\$1.00) per year for rental of the Premises. Tenant shall provide payment on or before the 1st of June each year, without prior notice or demand.
6. **IMPROVEMENTS AND ALTERATIONS.** With Landlord's prior written approval, Tenant may improve and alter the Premises at Tenant's expense. All improvements and alterations installed or made by Tenant shall be maintained at Tenant's expense. Further, Tenant shall deliver to Landlord the plans, specifications, names and addresses of contractors, copies of proposed contracts and the necessary permits, all in a form and substance satisfactory to Landlord and further furnish indemnification against liens, costs, and damages as may be reasonably required by Landlord.

- 6.1. Prior to the expiration of the Lease, Tenant shall, at its expense, remove from the Premises all equipment and materials placed on the Premises by Tenant. Tenant shall not be permitted to leave behind or abandon any equipment or materials without the prior written consent of Landlord. Any permanent structures constructed on the Premises shall become the property of Landlord upon the expiration of the Lease. Tenant shall subsequently supply Landlord with copies of any environmental tests or reports generated in connection with such removal, as well as with the certification from a licensed engineer demonstrating that the Premises are free of contamination from any and all hazardous materials on the property or which may have escaped from equipment on the property.
- 6.2. Tenant agrees, at its expense, to return the Premises at the conclusion of the Lease term to Landlord in a condition that is equal to or better than the condition at the inception of the Lease and free from the presence of pollutants, contaminants and Regulated Substances which result from Tenant's use or occupancy of the Premises as defined below in Paragraph 7 of this Agreement.
7. **USE.** Tenant shall use the Premises for the Historical Society storage, meetings, and working space, and house the Historical Museum and the Town operated Visitor Center. The Tenant shall not use or permit the Premises to be used for any other purpose without the prior written consent of Landlord. Tenant shall not use or allow the Premises to be used for any improper, immoral, unlawful, or objectionable purpose, nor shall Tenant cause, maintain or permit any nuisance in, on or about the Premises. Tenant shall not damage or allow damage to be done to the Premises.
- 7.1. Tenant recognizes that protecting public health, welfare, and the environment from activities upon the Premises during the Lease Term is an important consideration for Landlord, and during the Lease Term the federal, state, and local laws, rules, regulations, and ordinances relating to pollution, protection of the environment, public health, safety, or industrial hygiene (collectively, "Applicable Laws") may change. Throughout the Lease Term, Tenant shall comply with all Applicable Laws.
- 7.2. Tenant further guarantees that it will not use or allow the use of any substances on the Premises, including liquid, solid, semi-solid or gaseous substances, which are, or during the Lease Term may become, regulated under Applicable Laws (collectively, "Regulated Substances"), unless the Landlord has been informed and agreed to such use. Further, Tenant shall not keep any Regulated Substances on the Premises. Regulated Substances include, but are not limited to, any and all substances, materials or wastes regulated under the Resource Conservation and Recovery Act, 42 U.S.C. § 6901, *et. seq.*; the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601, *et. seq.*; the Toxic Substances Control Act, 15 U.S.C. § 2601, *et. seq.*; the Arizona Hazardous Waste Management Act, A.R.S. § 49-921, *et. seq.*; the Arizona Underground Storage Tank Regulation Act, A.R.S. § 49-1001, *et. seq.*; and the rules and regulations adopted, and guidelines promulgated pursuant to the Applicable Laws.

- 7.3. In addition to the other requirements of this section, Tenant shall not release, discharge, leak or emit, or permit to be released, discharged, leaked or emitted into the atmosphere, ground, soil, sewer system, surface water or groundwater any substance if such substance (as reasonably determined by Landlord, or any governmental authority) does or may pollute or contaminate the same, or may adversely affect (a) the environment, (b) the health, welfare or safety of persons whether located on the Premises or elsewhere, or (c) the condition, value, use or enjoyment of the Premises or any other real or personal property. Tenant must have or timely obtain, maintain, and ~~comply with all provisions of all permits, licenses and other authorizations which are~~ required under the Applicable Laws ("Permits").
- 7.4. Tenant shall immediately notify Landlord, orally and in writing, of any allegations by any governmental authority or other person or entity of any event of non-compliance with the Applicable Laws or Permits of this section. Tenant shall also immediately notify Landlord, orally and in writing, of any allegations by any governmental authority or other person or entity, of any events, conditions, circumstances, activities, practices, incidents, actions or plans that may interfere with or prevent continued compliance with Applicable Laws, Permits or the provisions of this section, or which may give rise to any common law or legal liability, or otherwise form the basis of any ~~claim, action, suit, proceeding, hearing or investigation, based on or related to the~~ generation, manufacture, distribution, use, treatment, storage, disposal, transport, or handling, or the emission, discharge, release or threatened release into the environment, of any pollutant, contaminant or Regulated Substance.
- 7.5. Landlord, or its authorized representative, agent, or contractor, shall have the right, upon reasonable notice, to inspect the Premises and to review and copy documents, records, and data maintained by Tenant relating to substances used and stored on the Premises or disposed of, released, or otherwise removed from the Premises, in order to confirm that Tenant is in compliance with the provisions of this Paragraph.
- 7.6. ~~Landlord has the right, at its expense, to perform periodic environmental inspections as Landlord deems necessary. Landlord shall use the services of qualified and licensed environmental engineers, approved by Tenant but whose approval may not be unreasonably withheld. The engineers shall conduct sampling and testing of soils, water, substances, and emissions as Landlord deems necessary to confirm that Tenant is in compliance with the provisions of this Section. If the results of the inspection indicate a need for further testing and/or remediation due to Tenant's use of the Premises in order to comply with ADEQ or EPA remediation standards or guidelines, then Tenant agrees to reimburse Landlord for its reasonable inspection costs and to pay for such additional testing and remediation that is required due to Tenant's use of the Premises. Should remediation be required due to Tenant's use of Premises, Tenant shall immediately undertake the necessary remediation to restore Premises and diligently complete the work. Failure to do so will be considered a material breach of this Lease, and Tenant's obligations under this Paragraph shall continue beyond the expiration or termination of this Lease. Nothing in this Paragraph shall constitute a waiver of any right of Tenant, including without limitation, the right to receive~~

contribution from any individual or entity responsible for contamination of any part of the Premises.

- 7.7. Any instance of non-compliance with Applicable Laws, Permits or the provisions of this Paragraph shall be grounds for immediate termination of this Lease by Landlord.
- 7.8. To the fullest extent permitted by law, Tenant agrees to indemnify, defend and hold Landlord harmless for any and all costs of legally required remediation of environmental contamination and from any and all claims, demands, actions, suits, proceedings, hearings, investigations, responsibility, liability, orders, injunctions, judgments, fines, damages and losses of any nature whatsoever, arising out of or relating in any way to Tenant's present or future use of, or activities or operations on or at, the Premises, or arising from or relating to any breach of the provisions of this Paragraph. Tenant also agrees to indemnify and hold Landlord harmless for any and all costs and expenses incurred in connection therewith, including without limitation, any and all attorneys' and expert witness fees, investigation, clean up, removal, disposal, remedial, corrective, or mitigating action costs, fines and penalties related in any way to Tenant's use of the Premises. These indemnities shall survive the termination of this Lease.
8. **COMPLIANCE WITH LAW.** Tenant shall not use the Premises in a way that violates any law, statute, ordinance or governmental rule or regulation now in force or which may be later enacted or promulgated. Tenant is solely responsible at its own costs for complying with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may later be in force, as well as with any requirements of the board of fire insurance underwriters or other similar bodies now or hereafter constituted, relating to, or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Tenant's improvements or acts. If a court in a competent jurisdiction finds or Tenant admits to violating any laws, rules, or regulations, this will be considered conclusive evidence of such violation, even if Landlord is not a party to the legal action.
9. **ALTERATIONS AND ADDITIONS.** At its own cost and without Landlord's consent, Tenant is permitted to make non-structural alterations to the interior of the Premises that are required in order to conduct its business on the Premise. In making any of these alterations:
- 9.1 Tenant shall submit reasonably detailed final plans and specifications and working drawings of the proposed alterations and the name of its contractor to the Landlord at least thirty (30) days before the date it intends to commence the alterations.
- 9.2 Tenant shall not begin any alterations until two days after Landlord has received notice from Tenant stating the date on which the alterations are scheduled to commence in order to allow Landlord to post and record a notice of non-responsibility.
- 9.3 The alterations shall be approved by all appropriate government agencies, and all applicable permits and authorizations shall be obtained before commencement of the alterations.

9.4 All alterations shall be completed with due diligence in compliance with the plans and specifications and working drawings and all applicable laws.

9.5 If the estimated cost of the alterations exceeds Five Thousand Dollars (\$5,000.00) before the commencement of the alterations, Tenant, at its cost, shall provide Landlord a performance and completion bond issued by an insurance company qualified to do business in Arizona in a sum equal to the cost of the alterations (as determined by the construction contract between Tenant and its contractor) guaranteeing the completion of the alterations free and clear of all liens and other charges, and in accordance with the plans and specifications.

9.6 The alterations shall be performed in a manner that will not interfere with the quiet enjoyment of the other tenants in the building in which the Premises are located.

Any alterations made shall be surrendered with the Premises upon the expiration or termination of the Lease, except that Landlord can elect within thirty (30) days before the expiration of the Lease, or within five (5) days after termination of the Lease, to require Tenant to remove any alterations that Tenant has made to the Premises. If Landlord so elects, Tenant, at its cost, shall restore the Premises to the condition designated by Landlord in its election, before the last day of the term, or within thirty (30) days after notice of election is given, whichever is later.

If Tenant is not in default of any provisions of this Lease, Tenant shall have the right to remove any alterations made to the Premises before the end of the Lease term or within (30) days after termination of the term. The removal must not cause any structural damage to the Premises, and Tenant, at its cost, must promptly restore any damage caused by the removal.

10. REPAIRS. By taking possession of the Premises, Tenant accepts the Premises as being in good, sanitary order, condition, and repair. Tenant shall, at its cost, keep the Premises in good condition and repair, besides damages that are outside of the reasonable control of Tenant and ordinary wear and tear. Upon the expiration or termination of this Lease, the Tenant must surrender the Premises to Landlord in good condition, ordinary wear and tear and damages from causes beyond the reasonable control of Tenant excepted. Except as specifically provided in an addendum, if any, to this Lease, Landlord shall have no obligation whatsoever to alter, remodel, improve, repair, redecorate or paint the Premises. The parties affirm that Landlord has made no representations to Tenant regarding the condition of the Premises except as specifically set forth.

11. LIENS. Tenant shall keep the Premises and the property in which the Premises are situated free from any liens arising out of any work performed, materials furnished, or obligations incurred by Tenant. Landlord has the right to ask Tenant, at Tenant's own expense, to obtain a lien and completion bond to insure Landlord against any liability for mechanics' and materialman's liens and to insure completion of the work. The bond should be in an amount that is one and a half (1.5) times the estimated cost of any improvements, additions, or alterations made by Tenant to the Premises.

12. ASSIGNMENT AND SUBLETTING. Tenant shall not either voluntarily or by operation of law, assign, transfer, mortgage, pledge, hypothecate or encumber this Lease or any interest

therein, and shall not sublet said Premises or any part of the Premises, or any right or privilege appurtenant of the Premises, or suffer any other person (the employees, agents, servants and invitees of Tenant excepted) to occupy or use the Premises, or any portion thereof without the written consent of Landlord first had and obtained, which consent shall not be unreasonably withheld, and a consent to one assignment, subletting, occupation or use by any other person shall not be deemed to be a consent to any subsequent assignment, subletting, occupation or use by another person. Any such assignment or subletting without such consent shall be void, and shall, at the option of Landlord, constitute a default of this Lease.

13. HOLD HARMLESS. Tenant agrees that Landlord shall not be liable or responsible for any loss, injury, death or damage to persons or property which at any time may be suffered or sustained by Tenant, customers, invitees, or licensees using or coming onto the Premises, except for Landlord and its agents and assigns, and except for loss, theft or damage to property or injury or death of Tenant or other person which results from Landlord's negligence. Tenant agrees to indemnify and hold Landlord harmless from any and all claims, liabilities, losses, damages, costs, and expenses whatsoever, arising from the use of the Premises by Tenant's agents, employees, customers, invitees, or licensees.

13.1. If any person not a party to this Lease shall institute an action against Tenant which is subject to this indemnity in which Landlord involuntarily and without cause shall be made a party defendant, Tenant shall indemnify and defend Landlord through legal counsel reasonably satisfactory to Landlord and shall save Landlord harmless from all liabilities, including reasonable attorneys' fees and all costs incurred by Landlord in such action.

14. WAIVER OF SUBROGATION.

14.1. The parties release each other, and their respective authorized representatives, from any claims for damage to any person or to the Premises and its improvements, and to the fixtures and personal property that are caused by or result from risks covered by insurance policies in effect at the time of such damage.

14.2. Each party is responsible for obtaining insurance policies that protect against damage caused by any risks covered under the policy. The policy must include a waiver of subrogation against either party in connection with any damage covered by the policy. Neither party shall be liable to the other for any damage caused by fire or any of the risks insured against under any insurance policy required by this Lease. If the waiver of subrogation cannot be included in the insurance policy cannot or can only be available at a higher cost, the party responsible for obtaining the insurance shall notify the other party of this fact. The other party shall have ten (10) days after receiving the notice either to place the insurance with a company that is reasonably satisfactory to the other party and that will carry the insurance with a waiver of subrogation, or to agree to pay the additional cost. If the insurance cannot be obtained or the party in whose favor a waiver of subrogation is desired refuses to pay the additional premium charged, the other party is relieved of the obligation to obtain a waiver of subrogation.

15. LIABILITY INSURANCE. During the entire term of the Lease, Tenant shall keep in full force and effect a policy of public liability and property damage insurance with respect to the premises and the businesses conducted by Tenant, in which the limits of public liability shall not be less than \$1,000,000 per person and \$1,000,000 per occurrence, and in which the property damage liability shall not be less than \$1,000,000 per occurrence. The policy shall name Landlord as an additional insured and shall contain a clause that the insurance company will not cancel or materially change the insurance without giving Landlord thirty (30) days prior written notice. The insurance shall be in an insurance company authorized to do business in the State of Arizona and a copy of the policy or certificate of insurance shall be delivered to Landlord.

16. SERVICES AND UTILITIES. Tenant shall pay for all water, sewer, gas, electricity, telephone, materials, and services which may be furnished to or used in or about the Premises during the term of this Lease before delinquent. Landlord shall not be liable for, and Tenant shall not be entitled to, any reduction of rental by reason of Landlord's failure to furnish any utility services when such failure is caused by accident, breakage, repairs, strikes, lockouts or other labor disturbances or labor disputes of any character, or by any other cause, similar or dissimilar called beyond the reasonable control of Landlord. Landlord shall not be liable under any circumstances for a loss of or injury to property, however occurring, through or in connection with or incidental to failure to furnish any of the utility services.

17. PROPERTY TAXES. Tenant shall pay, or cause to be paid, before delinquency, any and all taxes levied or assessed, and which become payable during the term hereof upon all Tenant's leasehold improvements, equipment, furniture, fixtures, and personal property located in the Premises. In the event any or all of Tenant's leasehold improvements, equipment, furniture, fixtures, and personal property shall be assessed and taxed with the Premises, Tenant must pay its share of those taxes to Landlord within ten (10) days of receiving a written statement from Landlord specifying the amount of taxes that apply to Tenant's property.

18. HOLDING OVER. If Tenant remains in possession of the Premises or any part of the Premises after the expiration of the term hereof, with the express written consent of Landlord, such occupancy shall be a tenancy from month to month at a rental in the amount of the last monthly rental, plus all other charges payable hereunder, and upon all the terms hereof applicable to a month-to-month tenancy.

19. ENTRY BY LANDLORD.

19.1. Landlord shall have the right to enter the Premises at any reasonable time to inspect the Premises, supply service to Tenant, to submit said Premises to prospective purchasers or tenants and to post notices of non-responsibility. Tenant waives any claim for damages or for any injury or inconvenience to quiet enjoyment of the Premises, and any other loss occasioned that result. Tenant shall provide landlord keys to any structures erected on the Premises.

19.2. Landlord shall not be required to repair any injury or damage by fire or other cause, or to make any repairs of the Premises, of improvements and property of Tenant. Tenant shall not be entitled to any compensation or damages from Landlord for loss of the use

of the whole or any part of the Premises, Tenant's personal property or any inconvenience or annoyance occasioned by such damage.

20. DEFAULT. The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant.

20.1. The vacating or abandonment of the Premises by Tenant.

20.2. The failure by Tenant to make any payment of rent or any other payment required to be made by Tenant under the Lease, as and when due, where such failure shall continue for a period of three (3) days after written notice by Landlord to Tenant.

20.3. The failure by Tenant to observe or perform any of the covenants, conditions, or provisions of this Lease to be observed or performed by Tenant, other than described in Paragraph 20.2. above where such failure shall continue for a period of thirty (30) days after written notice by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than thirty (30) days are reasonably required for its cure, then Tenant shall not be deemed to be in default if Tenant commences such cure within said thirty (30) day period and diligently prosecutes such cure to completion.

20.4. The Tenant makes a general assignment or general arrangement for the benefit of creditors; the Tenant files or has filed against them a petition for bankruptcy, reorganization or arrangement under any bankruptcy law, unless the petition is dismissed within sixty (60) days; or a trustee or a receiver is appointed to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, and the possession is not restored to Tenant within thirty (30) days; or substantially all of Tenant's assets located at the Premises or the interest in this Lease is seized by attachment, execution or other judicial and the seizure is not discharged in thirty (30) days.

21. LANDLORD'S REMEDIES IN DEFAULT. In the event of any such material default or breach by Tenant, Landlord shall give Tenant notice of intention to cancel this Lease at the expiration of five (5) days from the date of service of the notice. After five days, if Tenant has not cured the default or breach, the term of this Lease shall expire. The notice shall contain a statement of the facts constituting the default or breach by Tenant. Upon the expiration of the five (5) days, Landlord may:

21.1. Terminate Tenant's right to possession of the Premises by any lawful means, in which case this Lease shall terminate, and Tenant shall immediately surrender possession of the Premises to Landlord. In such event, Landlord shall be entitled to recover all damage incurred by the Landlord due to Tenant's default from Tenant including, but not limited to, the cost of recovering possession of the Premises; expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorney's fees, any real estate commission actually paid; the worth at the time of award by the court having jurisdiction thereof of the amount by which the unpaid rent for the balance of the term after the time of such award exceeds the amount of such rental loss for the same period that Tenant proves could be reasonably avoided; that portion of

the leasing commission paid by Landlord and applicable to the unexpired term of this Lease. Unpaid installments of rent or other sums shall bear interest from the date due at the rate of ten percent (10%) per annum. In the event Tenant shall have abandoned the Premises, Landlord shall have the option of (a) taking possession of the Premises and recovering from Tenant the amount specified in this Paragraph, or (b) proceeding under the provisions of the following Paragraph 20b.

21.2. Maintain Tenant's right to possession, in which case this Lease shall continue in effect ~~whether or not Tenant shall have abandoned the Premises. In such event, Landlord~~ shall be entitled to enforce all of Landlord's rights and remedies under the Lease, including the right to recover the rent as it becomes due under the Lease.

21.3. Pursue any other remedy now or later available to Landlord under the laws or judicial decision of the state in which the Premises are located.

22. TENANT'S REMEDIES AND DEFAULT.

22.1. Landlord shall be in default of this Lease if it fails or refuses to perform any provision of this Lease that it is obligated to perform and if the default cannot reasonably be cured within thirty (30) days after notice of the default has been given by Tenant to Landlord. If the default cannot reasonably be cured within thirty (30) days, Landlord shall not be in default of this Lease if Landlord begins to carry out the default within the 30-day period and diligently and in good faith commences to cure the default.

22.2. Tenant, at any time after Landlord defaults, can cure the default at Landlord's cost. If Tenant at any time, by reason of Landlord's default, pays any sum or does any act that requires the payment of any sum, the Landlord must pay Tenant immediately at the time the sum is paid. If Landlord pays the sum at a later date, a ten percent (10%) interest per annum from the date the sum is paid will be applied and must be reimbursed by Landlord. If Landlord fails to reimburse Tenant as required by this Paragraph, Tenant shall have the right to withhold from future rent due the sum Tenant has paid until Tenant is reimbursed in full for the sum and interest on it.

23. **OFFSET STATEMENT.** Tenant must provide written notice to Landlord at least ten (10) days in advance of executing a statement confirming (a) that this Lease is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying that this Lease as modified is in full force and effect), and the date to which the rental and other charges are paid in advance, if any, and (b) acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of Landlord. If there are defaults, the Tenant must specify the claimed defaults. This statement may be used and relied upon by any prospective purchaser or encumbrancer of all or any portion of the real property of which the Premises are a part.

24. GENERAL PROVISIONS.

24.1. **Plats and Riders.** Clauses, plats, and riders, if any, signed by Landlord and Tenant and endorsed on or affixed to this Lease are a part hereof.

- 24.2. Waiver.** The waiver by Landlord of any term, covenant or condition of this Lease shall not be deemed to be a waiver of such term, covenant, or condition on any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant, or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of such preceding breach at the time of the acceptance of such rent.
- 24.3. Notices.** All notices and demands shall be in writing. All notices and demands by Landlord to Tenant shall be sent by United States mail, postage prepaid, addressed to Tenant at the Premises, or to such other place as Tenant may from time to time designate in a notice to Landlord. All notices and demands by Tenant to Landlord shall be sent by United States mail, postage prepaid, addressed to Landlord at the office of the building on the Premises, or to such other person or place as Landlord may from time to time designate in a notice to Tenant.
- 24.4. Marginal Headings.** The marginal headings and paragraph titles of this Lease are not a part of this Lease and shall not affect the construction or interpretation of any part of the Lease.
- 24.5. Time.** Time is of the essence of this Lease and each and all of its provisions in which performance is a factor.
- 24.6. Successors and Assigns.** The covenants and conditions of this Lease, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors, administrators and assigns of the parties of this Lease.
- 24.7. Recordation.** Neither Landlord nor Tenant shall record this Lease or a short form memorandum hereof without the prior written consent of the other party.
- 24.8. Prior Agreements.** This Lease contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease, and no prior agreement or understanding pertaining to any such matters shall be effective for any purpose. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties to this Lease or their respective successors in interest. This Lease shall not be effective or binding on any party until fully executed by both parties of the Lease.
- 24.9. Inability to Perform.** This Lease and the obligations of Tenant shall not be affected or impaired because Landlord is unable to or is delayed in fulfilling any of its obligations under the Lease if caused by strike, labor troubles, acts of God or any other cause beyond the reasonable control of Landlord.
- 24.10. Attorneys' Fees.** In the event of any action or proceeding brought by either party against the other under this Lease, the prevailing party shall be entitled to recover all costs and expenses including reasonable attorneys' fees as determined by the court.

- 24.11. Sale of Premises by Landlord.** In the event of any sale of the Premises, Landlord shall be entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of the Premises shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of Landlord under this Lease.
- 24.12. Subordination, Attornment.** Upon request of Landlord, Tenant will in writing subordinate its rights under this Lease to the lien of any first mortgage, or first deed of trust to any bank, insurance company or other lending institution, now or hereafter in force against the land and building of which the Premises is a part, and upon any buildings later placed upon the land of which the Premises are a part, and to all advances made or hereafter to be made upon the security thereof. In the event any proceedings are brought for foreclosure, or in the event of the exercise of the power of sale under any mortgage or deed of trust made by Landlord covering the Premises, Tenant shall attorn to the purchaser upon any such foreclosure or sale and recognize such purchaser as Landlord under this Lease.
- 24.13.** The provisions of this Lease shall remain in full force in effect for the full term so long as Tenant is not in default of the Lease.
- 24.14. Severability.** Any provision of this Lease which proves to be invalid, void, or illegal shall not affect, impair, or invalidate any other provision of this Lease and such other provision shall remain in full force and effect.
- 24.15. Cumulative Remedies.** No remedy or election under this Lease shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
- 24.16. Choice of Law.** The laws of the State of Arizona shall govern this Lease.

[SIGNATURES ON FOLLOWING PAGE.]

The parties of this Lease executed this Lease on the dates next to their respective signatures:

Landlord

Tenant

By _____

By  _____

ATTEST:

Leah Rhodes , Town Clerk

APPROVED AS TO FORM:

By _____
Trish Stuhan, Town Attorney
Pierce Coleman PLLC



Town Council Agenda Information Memorandum

Meeting Date: July 1, 2026

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Administration of Oath of Office of Newly Hired Town Employees

Attached Documents: Oaths of Office

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: N/A
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The newly hired employees will take their Oath of Office at the Town Council Meeting.

[Page intentionally left blank]



Meeting Date: July 1, 2026

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation **Staff Resource:** Parks & Recreation Manager Shawna Figy

Agenda Title: Proclamation declaring the week of July 12-18 as Parks and Recreation Week

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: Courts special funds:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

July has been designated as National Parks & Recreation Month to honor local Parks & Recreation professionals that play a vital role in their communities in a variety of ways. Camp Verde Parks & Recreation works to offer quality programming for various demographics including softball, basketball, and summer camp, provide free community events, support local youth sports organizations and non-profits, manage facility rentals, encouraging physical activities, and so much more. Since Camp Verde will be celebrating Corn Fest July 18, it was decided to recognize the week of July 12-18 as Parks & Recreation week here in Camp Verde.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, parks and recreation encourages physical activity by providing space for popular sports, hiking trails, swimming pools, and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation programming and education activities such as summer day camp, youth sports, and environmental education, are critical to childhood; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outside; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation events support local businesses, encourage a sense of community, and celebrate our history and culture; and

WHEREAS, July is recognized as National Parks and Recreation Month by the National Recreation and Park Association with the third Friday of July being recognized as Parks and Recreation Professionals Day by Arizona Parks and Recreation Association.

NOW THEREFORE, I, Marie Moore, Mayor of Camp Verde, on behalf of the Town Council and the residents of Camp Verde Arizona, do hereby proclaim July 12-18, 2026, as

“Parks and Recreation Week”

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 1st day of July, 2026.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk



Town Council

Agenda Information Memorandum

Meeting Date: July 1, 2026

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: **Public Hearing:** Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 10, Beer and Wine Store Liquor License for US Market Camp Verde, located at 1102 S. Moonrise Drive, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

An application for a Series 10, Beer and Wine Store Liquor License, was submitted by Agent Sebastian Ernesto Velis for the US Market Camp Verde, located at 1102 S. Moonrise Drive. This non-transferable, off-sale retail privileges liquor license allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

Mr. Velis has submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control and has paid all fees associated with the application.

Per Arizona Revised Statute §4-201, the application and public notice were posted for 20 days in a conspicuous place on the subject property. No comments for or against the application were received.

A copy of the attached application was distributed to the necessary Town Departments for review. Town Staff has no objection to the license's approval.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have any questions for the applicant?



Town Council Agenda Information Memorandum

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 10, Beer and Wine Store Liquor License for US Market Camp Verde, located at 1102 S. Moonrise Drive, Camp Verde, Arizona, 86322.

OR

Move to **DENY** submitting to the Arizona Department of Liquor License and Control a recommendation of approval.

State of Arizona
Department of Liquor Licenses and Control

Created 05/27/2026 @ 11:50:46 AM

Local Governing Body Report

LICENSE

Number: _____ Type: 010 BEER AND WINE STORE

Name: US MARKET CAMP VERDE

State: Pending

Issue Date: _____ Expiration Date: _____

Original Issue Date: _____

Location: 1102 S MOONRISE DRIVE
CAMP VERDE, AZ 86322
USA

Mailing Address: [REDACTED]

Phone: [REDACTED]

Alt. Phone: [REDACTED]

Email: [REDACTED]

AGENT

Name: SEBASTIAN ERNESTO VELIS

Gender: Male

Correspondence Address: [REDACTED]
USA

Phone: [REDACTED]

Alt. Phone: [REDACTED]

Email: [REDACTED]

OWNER

Name: LV PETROLEUM LLC

Contact Name: SEBASTIAN ERNESTO VELIS

Type: LIMITED LIABILITY COMPANY

AZ CC File Number: 23508537 State of Incorporation: NV

Incorporation Date: 03/28/2014

Correspondence Address: [REDACTED]
USA

Phone: [REDACTED]

Alt. Phone: [REDACTED]

Email: [REDACTED]

Officers / Stockholders

6043
7-26-26

Name:
LISSETTE AMIEL

Title:
Manager

% Interest:
100.00

LV PETROLEUM LLC - Manager

Name: LISSETTE AMIEL
Gender: Female
Correspondence Address:

[REDACTED]

USA

Phone: (888) 845-6051
Alt. Phone: ()
Email: L

[REDACTED]

MANAGERS

Name: LISSETTE AMIEL
Gender: Female
Correspondence Address:

[REDACTED]

USA

Phone:
Alt. Phone:
Email:

[REDACTED]

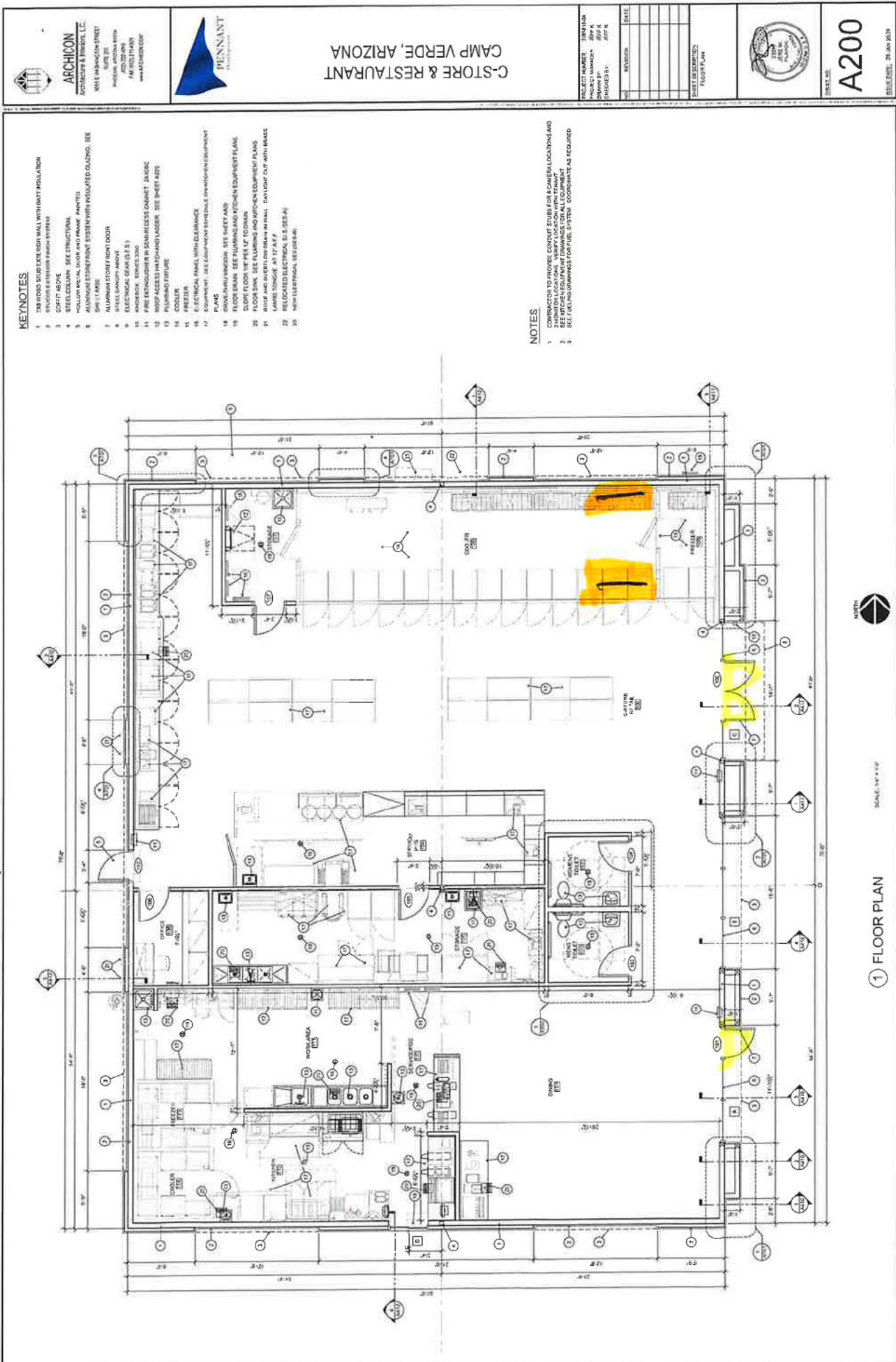
APPLICATION INFORMATION

Application Number: 399176
Application Type: New Application
Created Date: 05/04/2026

QUESTIONS & ANSWERS

010 Beer and Wine Store

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Provide name, address, and distance of nearest school.
(If less than one (1) mile note footage)
AKADEMI HIGH SCHOOL
1326 S MONTEZUMA CASTLE HWY, CAMP VERDE, AZ 86322
1.79 MILES
- 3) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 4) Is there a penalty if lease is not fulfilled?
No
- 5) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 6) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
N/A
- 7) Are there walk-up or drive-through windows on the premises?
No
- 8) Does the establishment have a patio?
No
- 9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
Yes
If yes, what is your estimated completion date?
02/01/2026



4,600 sq ft

Entrance & exit

Liquor Storage

30 APR '26 PM 09:16

26 APR 10 Lgr. Lic. AM 10:22



Arizona Department of Liquor Licenses and Control
<https://www.azliquor.gov>
 (602) 542-5141

DLLC USE ONLY

Job #:	399176
Date Accepted:	
LC:	
License #	

Personal Information Questionnaire

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

FP current until
7-19-2026

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and
A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☒ AGENT

☐ CONTROLLING PERSON

☐ MANAGER

- Name: VELIS, SEBASTIAN ERNESTO
 Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
 (NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: AZ
 (NOT a public record)
- Are you a resident of Arizona? ☒ Yes ☐ No Date of residency: 06 / 17 / 2024
- Email address: [REDACTED]
- Home Address: [REDACTED]
- Daytime phone #: [REDACTED] Alternative phone #: [REDACTED]

SECTION 2 – LICENSED BUSINESS INFORMATION

- License Number: NEW LICENSE
- Business Name (doing business as): US MARKET CAMP VERDE
- Business Address: 1102 S MOONRISE DR, CAMP VERDE, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☒ Agent ☐ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: SEBASTIAN VELIS

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 **YOU MUST** attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☒
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☒
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes ☐ No ☒
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)
A.R.S. §4-202, 4-210
**Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.* Yes ☐ No ☒
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒

SIGNATURE

I, (Print Full Name) SEBASTIAN VELIS hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: 

Date: 3/5/2026



Arizona Department of Liquor Licenses and Control
<https://www.azliquor.gov>
 (602) 542-5141

ALIEN STATUS

DLLC USE ONLY

Job #:

Date Accepted:

LC:

License #:

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) SEBASTIAN VELIS

SECTION II – CITIZENSHIP OR NATIONAL STATUS

Are you a citizen or national of the United States? ☒ Yes ☐ No - If yes, indicate place of birth:

City SECAUCUS State NEW JERSEY COUNTRY USA

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: ARIZONA DRIVER'S LICENSE

If you answered **No**, you must complete Sections III.

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identificationcard.
2. A driver license issued by a state that verifies lawful presence in the UnitedStates.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – QUALIFIED ALIEN

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

Name of document provided

Qualified Alien Status (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban/Haitian entrant.
- ☐ 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

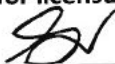
Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia. 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

SEBASTIAN VELIS

Print Name



Signature

3/5/2026

Date

30-APR '26 AM 09:17 '26 MAR 10 Ligr. Lic. AM 10:23
'26 MAR 10 Ligr. Lic. AM 1

'26 JAN 5 Ligr. Lic. AM 9:08

ARIZONA U.S.A.
The Grand Canyon State

DRIVER LICENSE





4d DLM [REDACTED]
4d ISS [REDACTED]
1 VELIS
2 SEBASTIAN
3 [REDACTED]
4b EXP 06/17/2032
1 DOB [REDACTED]
15 SEX M 16 HGT 5'-00" 18 EYES BRO 17 WGT 168 lb
9 CLASS D 10 ENDORSEMENTS NONE
12 RESTRICTIONS NONE
3 DO [REDACTED]

48101934920



9 CLASS D - Operator
10 ENDORSEMENTS
NONE

Rev 12/01/2021

12 RESTRICTIONS
NONE



You Must Report a Change of Address Within 10 Days

Certificate # ON-LINE

**Certificate of Completion
For
Title 4 BASIC Liquor Law Training**

☐ On-sale
☒ Off-sale
☐ On- and off-sale

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.
The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed at the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.
A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

Sebastian Velis

Full Name (please print)

Signature

06/24/2024

Training Completion Date

06/24/2027

Certificate Expiration Date
(three years from completion date)

Training Provider Information

US Liquor Laws

Company Name

P.O. Box 6965, Chandler, Arizona 85246

Mailing Address

(480) 709-8900

Daytime Contact Phone Number

I, Jared Repinski, certify that the above named individual did successfully complete
Instructor Name (please print)
Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.) R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Instructor Signature

06 / 24 / 2024
MO Date Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)	Government (series 5)	Bar (series 6)	Beer & Wine Bar (series 7)
Conveyance (series 8)	Liquor Store (series 9)	Private Club (series 14)	Hotel/Motel w/restaurant (series 11)
Restaurant (series 12)	In-state Farm Winery (series 13)		Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

July 11, 2013



Arizona Department of Liquor Licenses and Control
<https://www.azliquor.gov>
(602) 542-5141

DLLC USE ONLY

Job #:

Date Accepted:

LC:

License #

Personal Information Questionnaire

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, **MUST** INCLUDE THE FINGERPRINT VERIFICATION FORM. **MUST** BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

805-825

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and
A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT

☒ CONTROLLING PERSON

☐ MANAGER

1. Name: AMIEL, LISSETTE NMN

Last

First

Middle

2. Social Security #

Birth Date:

(NOT a public record)

(NOT a public record)

3. Driver's License #

State Issued: NV

(NOT a public record)

5. Are you a resident of Arizona? ☐ Yes ☒ No

Date of residency: ____/____/____

6. Email address:

7. Home Address:

8. Daytime phone #:

Alternative phone #:

SECTION 2 – LICENSED BUSINESS INFORMATION

1. License Number: NEW LICENSE

2. Business Name (doing business as): US MARKET CAMP VERDE

3. Business Address: 1102 S MOONRISE DR, CAMP VERDE, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☒ Agent ☐ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: SEBASTIAN VELIS

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☒ No ☐
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☒
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes ☐ No ☒
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)
A.R.S. §4-202, 4-210
**Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.* Yes ☐ No ☒
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☒

SIGNATURE

I, (Print Full Name) LISSETTE AMIEL hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: _____



Date: _____

3/5/2026

LV PETROLEUM LLC

7210 Placid St
Las Vegas, NV 89119
Phone: (702) 522-8513
FAX: (702) 522-8399

May 22, 2026

Arizona Department of Liquor and Control
800 W Washington, 5th Floor
Phoenix, AZ

To Whom It May Concern,

I Lissette Amiel, hereby state the following in response to Question 1 on the application form.

Entity Name: AZ Petroleum
Liquor License Number: 010080024551
Type of License: Alcohol
Agency Involved: State of Arizona Department of Liquor Licenses and Control
Dates of Ownership or Control: 08/11/2023-Present
Location of Licensed Entity: 3225 E Rincon Rd
Disposition/Outcome: Active

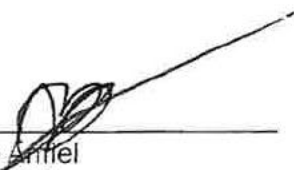
Entity Name: AZ Petroleum
Liquor License Number: 010080011837
Type of License: Alcohol
Agency Involved: State of Arizona Department of Liquor Licenses and Control
Dates of Ownership or Control: 05/12/2020-Present
Location of Licensed Entity: 19210 N HWY 93 #1
Disposition/Outcome: Active

Entity Name: AZ Petroleum
Liquor License Number: 010080011939
Type of License: Alcohol
Agency Involved: State of Arizona Department of Liquor Licenses and Control
Dates of Ownership or Control: 07/24/2023-Present
Location of Licensed Entity: 5405 US HWY 68 Golden Valley
Disposition/Outcome: Active

2026 MAY 22 PM 04:00

Entity Name: AZ Petroleum
Liquor License Number: 01008000688
Type of License: Alcohol
Agency Involved: State of Arizona Department of Liquor Licenses and Control
Dates of Ownership or Control: 07/29/2020-Present
Location of Licensed Entity: 950 Old Highway 66
Disposition/Outcome: Active

Entity Name: AZ Petroleum
Liquor License Number: 010070025991
Type of License: Alcohol
Agency Involved: State of Arizona Department of Liquor Licenses and Control
Dates of Ownership or Control: 11/21/2023-Present
Location of Licensed Entity: 2025 E Chandler Blvd
Disposition/Outcome: Active

Signed: 
Name: Lisette Anfel
Date: 5-22-24

Attention:

26 MAR 10 13:24 AM

Mailing Address:

County:

Pima

Principal Information

Title	Name	Attention	Address	Date of Taking Office	Last Updated
Member	Lisette Amiel			Clark County, USA	4/5/2023

Page 1 of 1, records 1 to 1 of 1

Address ⓘ

Attention:

Address:

County:

Last Updated:

Entity Principal Office Address

Attention:

Address: 4425 W Sunset Rd, LAS VEGAS, NV, 89118, USA

County: Clark

Last Updated: 4/5/2023

Foreign Jurisdiction Office Address

Attention:

Address: 4425 W Sunset Rd, LAS VEGAS, NV, 89118, USA

County: Clark

Last Updated: 4/5/2023

Back

Return to Search

Return to Results

Document History

Name/Restructuring History

Pending Documents

Microfilm History

'26 MAR 10 Ltr. Lic. AM10:24

'26 JAN 5 Ltr. Lic. AM9:16

ENTITY INFORMATION

Search Date and Time: 7/21/2025 5:55:24 PM

Entity Details

Entity Name:	LV PETROLEUM, LLC
Entity ID:	23508537
Entity Type:	Foreign LLC
Entity Status:	Active
Formation Date:	3/30/2023
Reason for Status:	In Good Standing
Approval Date:	4/5/2023
Status Date:	4/5/2023
Original Incorporation Date:	3/28/2014
Life Period:	Perpetual
Business Type:	Any legal purpose
Last Annual Report Filed:	Nevada
Domicile State:	
Annual Report Due Date:	
Years Due:	
Original Publish Date:	

Statutory Agent Information

Name:	Registered Agents Inc
Appointed Status:	Active 4/5/2023
Attention:	
Address:	
Agent Last Updated:	4/5/2023
E-mail:	

Attention:
 '26 MAR 10 Liq. Lic. AM 10:24
 30-APR '26 AM 09:17 Mailing Address:

County:

'26 JAN 5 Liq. Lic. AM 9:16

Pima

Principal Information

Title	Name	Attention	Address	Date of Taking Office	Last Updated
Member	Lisette Amiel		[REDACTED] Clark County, USA		4/5/2023

Page 1 of 1, records 1 to 1 of 1

Address ⓘ

Attention:

Address:

County:

Last Updated:

Entity Principal Office Address

Attention:

Address: 4425 W Sunset Rd, LAS VEGAS, NV, 89118, USA

County: Clark

Last Updated: 4/5/2023

Foreign Jurisdiction Office Address

Attention:

Address: 4425 W Sunset Rd, LAS VEGAS, NV, 89118, USA

County: Clark

Last Updated: 4/5/2023

Back

Return to Search

Return to Results

Document History

Name/Restructuring History

Pending Documents

Microfilm History

STATE OF ARIZONA



Office of the CORPORATION COMMISSION

CERTIFICATE OF REGISTRATION

I, the undersigned Executive Director of the Arizona Corporation Commission, do hereby certify that:

LV PETROLEUM, LLC

ACC file number: 23508537

a foreign limited liability company organized under the laws of Nevada, has been granted authority to transact business in Arizona as of 03/30/2023.

This Certificate relates only to the legal authority of the above named entity as of the date this Certificate is issued, and is not an endorsement, recommendation, or approval of the entity's condition, business activities, affairs, or practices.

IN WITNESS WHEREOF, I have hereunto set my hand, affixed the official seal of the Arizona Corporation Commission, and issued this Certificate on this date: **04/05/2023**.



A handwritten signature in blue ink, reading "Douglas Clark".

Douglas Clark, Executive Director

FOREIGN REGISTRATION STATEMENT OF FOREIGN LIMITED LIABILITY COMPANY

ENTITY INFORMATION

ENTITY NAME:	LV PETROLEUM, LLC
ENTITY ID:	23508537
ENTITY TYPE:	Foreign LLC
EFFECTIVE DATE:	03/30/2023
TRUE NAME IN FOREIGN DOMICILE:	LV PETROLEUM, LLC
FOREIGN DOMICILE STATE:	Nevada
DATE OF FORMATION IN FOREIGN DOMICILE:	03/28/2014
PURPOSE/CHARACTER OF BUSINESS:	Any legal purpose
MANAGEMENT STRUCTURE:	Member-Managed
PROFESSIONAL SERVICES:	N/A
DESIGNATING FOREIGN COMPANY NAME:	N/A
DESIGNATING FOREIGN COMPANY DOMICILE:	N/A
DESIGNATING FOREIGN COMPANY DATE OF FORMATION IN FOREIGN DOMICILE:	N/A

DESIGNATING COMPANY MANAGER/MEMBER INFORMATION

N/A

STATUTORY AGENT INFORMATION

STATUTORY AGENT NAME:
PHYSICAL ADDRESS:

Registered Agents Inc

MAILING ADDRESS

PRINCIPAL ADDRESS

4425 W Sunset Rd, LAS VEGAS, NV 89118

PRINCIPAL OFFICE OR STATUTORY AGENT ADDRESS IN JURISDICTION

DOES THE LAW OF YOUR JURISDICTION OF FORMATION
REQUIRE YOU TO MAINTAIN AN OFFICE IN THAT
JURISDICTION?

YES

PRINCIPAL OFFICE ADDRESS:

4425 W Sunset Rd, LAS VEGAS,
NV 89118

STATUTORY AGENT INFORMATION:
STATUTORY AGENT NAME:
PHYSICAL ADDRESS:
MAILING ADDRESS

N/A
N/A
N/A

PRINCIPAL INFORMATION

'26 MAR 10 Lir. Lic. AM1025

'26 MAR 10 Lir. Lic. 23033012322746
30-APR '26 AM09:17

'26 JAN 5 Lir. Lic. AM 9:17

Member: Lissette Amiel - [REDACTED], USA - - Date of Taking Office:

SIGNATURE

Authorized Agent: Robin Jones - 03/30/2023

SECRETARY OF STATE



CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, FRANCISCO V. AGUILAR, the duly qualified and elected Nevada Secretary of State, do hereby certify that I am, by the laws of said State, the custodian of the records relating to filings by corporations, non-profit corporations, corporation soles, limited-liability companies, limited partnerships, limited-liability partnerships and business trusts pursuant to Title 7 of the Nevada Revised Statutes which are either presently in a status of good standing or were in good standing for a time period subsequent of 1976 and am the proper officer to execute this certificate.

I further certify, that the following is a list of all organizational documents on file in this office for

LV PETROLEUM, LLC

Organizational Documents on File	Filing Date
----------------------------------	-------------

I further certify that the records of the Nevada Secretary of State, at the date of this certificate, evidence, LV PETROLEUM, LLC, as a corporation duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since 03/28/2014, and is in good standing in this state.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 03/30/2023

FV Aguilar

Certificate Number: B202303303511882

You may verify this certificate online at <http://www.nvsos.gov>

FRANCISCO V. AGUILAR
Secretary of State

'26 JAN 5 Ltr. Lic. AM917



State of Arizona

Department of State

TRADE NAME CERTIFICATION

US MARKET CAMP VERDE

I, Adrian Fontes, Arizona Secretary of State, do hereby certify that in accordance with the Trade Name Application filed in this Office, the Trade Name herein certified has been duly registered pursuant to Section 44-1460, Arizona Revised Statutes, on behalf of:

LV PETROLEUM LLC

1102 S MOONRISE DR CAMP VERDE, AZ 86322



Registration Date: July 15, 2025

Expiration Date: July 15, 2030

Date First Used: July 15, 2025

Filing Number: 9437434

Application Date: July 15, 2025

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Arizona. Done at the Capitol in Phoenix, on this day, August 14, 2025.

Adrian Fontes
Secretary of State

Verification URL: go.azsos.gov/4q6c

[Page intentionally left blank]



Town Council

Agenda Information Memorandum

Meeting Date: July 1, 2026

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager/Utilities **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: **Public Hearing** - Discussion, consideration, and possible approval of Ordinance 2026-A515 amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning.

Attached Documents:

- Ordinance 2026-A515
- Exhibit A – Clean & Redlined Versions
- Public Hearing Notices

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- | | | | | |
|---|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: N/A | | | | |
| • Approved in the FY26 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

Water availability is a critical component of public health, safety, and long-term community viability. As outlined in Article 17-6 of the attached Ordinance, the Town is not located within an Active Management Area and is therefore not subject to mandatory state-level assured water supply requirements for all development. However, pursuant to its authority under A.R.S. § 9-463.01(O) and other applicable statutes, the Town may adopt local standards to evaluate water system capacity, infrastructure, and long-term sustainability.

The proposed ordinance establishes a framework for evaluating high-demand water use, incorporating the Town Water Resource Model, and ensuring that development does not adversely impact aquifer conditions, system reliability, or existing users. It also clarifies that its provisions apply only to development connected to or seeking connection to the Town's municipal water system.

This ordinance was developed through the Rural Water Management Town Manager Working Group, which includes members of the Town Council and community stakeholders. The group has been actively working on this effort since September 2025, when the initial direction to pursue development of this ordinance was established. The proposed regulations reflect months of collaboration and refinement to



Town Council Agenda Information Memorandum

ensure a balanced, implementable approach that aligns with the Town's long-term water management goals. The ordinance has also been reviewed by the Town Attorney and the Town's Water Attorney to ensure legal sufficiency and consistency with applicable state law.

Key Components of the Ordinance:

- Adequate Water Supply Requirements (Article 17-6): Establishes criteria for evaluating water availability for high-demand developments, including use of the Town Water Resource Model and coordination with Arizona Department of Water Resources requirements.
- Water Conservation (Article 17-7): Introduces conservation standards, drought response stages, and requirements for efficient water use and fixtures.
- Water Infrastructure & Subdivision Authority (Article 17-8): Ensures that subdivisions are supported by adequate and sustainable water infrastructure.
- Water Metering and Monitoring (Article 17-9): Requires smart metering and monitoring to track usage, detect inefficiencies, and support long-term planning.
- Water Master Planning (Article 17-10): Establishes requirements for long-term infrastructure planning, including updates to the Water System Master Plan and alignment with the Capital Improvement Program.

Planning & Zoning Commissions

The Planning & Zoning Commission unanimously recommended approval of the ordinance on May 14, 2026, with the following amendments:

- "Section 17-7-3 A- add "timeframe" after reasonable.
- Section 17-7-4 D – add the following to the "Landscape Design and Water -Efficient Practices"
 - Passive water harvesting using berms and swales.
 - Appropriate irrigation techniques (water saving drip irrigation).

The Commission also recommended the development of a Drought Contingency Plan, which the Rural Water Management Working Group will be embarking on next.

Rural Water Management Town Manager Working Group

Following May 14th Planning and Zoning Commission meeting, the working group met to discuss the recommended amendments. While the group supported the Section 17-7-4 D adds, the group noted concerns with the addition of berms and swales as passive rainwater harvesting techniques because it could create drainage and/or flooding challenges. As such, it is recommended by the working group that those terms be removed.

The working group also discussed some feedback received from Luke Sefton and the Verde Valley Community Development Organization related to the requirement for a hydrological study and it being possibly cost prohibitive to projects like workforce housing. The recommended amendment noting that "the Utilities Director and hydrologist may waive the requirement for a Hydrologic Report if the



Town Council Agenda Information Memorandum

submitted materials provide sufficient information to adequately evaluate the impact of the proposed development on the aquifer using the Town Water Resource Model”, was an appropriate amendment to address the concerns.

Connection to the [FY25-FY30 Strategic Plan](#)

Water stability and resiliency are core tenets of the FY25–FY30 Strategic Plan. This ordinance advances those priorities by establishing a framework for sustainable water management, protecting existing resources, and ensuring that future growth is supported by reliable water supply and infrastructure.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council approve of the ordinance?

Proposed Motion:

Move to **APPROVE** Ordinance No. 2026-A515 amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning.

OR

Move to **APPROVE** Ordinance No. 2026-A515 amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning **with the following changes...**

OR

Move to **DENY** Ordinance No. 2026-A515.



ORDINANCE NO. 2026-A515

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE TOWN CODE BY ADOPTING ARTICLES 17-6 THROUGH 17-10 RELATED TO MANDATORY ADEQUATE WATER SUPPLY REQUIREMENTS, WATER CONSERVATION, WATER INFRASTRUCTURE, WATER METERING AND MONITORING, AND WATER MASTER PLANNING FOR DEVELOPMENT SERVED BY THE TOWN OF CAMP VERDE MUNICIPAL WATER SYSTEM.

WHEREAS, the Town Council finds that the availability of a reliable and sustainable water supply is essential to protecting the public health, safety, welfare, and economic vitality of the Town of Camp Verde; and

WHEREAS, the Town is located outside of an Active Management Area and is not subject to mandatory state assured water supply requirements for all development; and

WHEREAS, Arizona law authorizes municipalities to adopt regulations governing land use, subdivision development, public infrastructure, and municipal utility services to protect the public interest and ensure the orderly growth of the community; and

WHEREAS, the Town Council finds that continued population growth and development place increasing demands on limited water resources and municipal water infrastructure; and

WHEREAS, the Town Council further finds that responsible management of water resources requires consideration of long-term aquifer conditions, system capacity, infrastructure needs, conservation practices, and the cumulative impacts of development served by the Town's municipal water system; and

WHEREAS, the proposed regulations were developed through the Rural Water Management Town Manager Working Group with participation from Town Council members, community stakeholders, staff, legal counsel, and water resource professionals, and reflect a collaborative effort to establish practical and sustainable water management standards; and

WHEREAS, the Town Council finds that adoption of Articles 17-6 through 17-10 of the Town Code is necessary to establish a framework for evaluating adequate water supply, promoting water conservation, ensuring sustainable water infrastructure, implementing water metering and monitoring requirements, and guiding long-term water system planning.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AS FOLLOWS:

Section 1. Chapters 17-6 through 17-10 of the Town Code are hereby adopted as set forth herein to protect the long-term sustainability of the Town's municipal water system and ensure that future development served by the Town's water utility occurs in a manner consistent with the public health, safety, and welfare of the community.

PASSED, ADOPTED AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS ____ DAY OF _____, 20__.

Marie Moore

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, _____, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE ____ DAY OF _____, 20__, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 20__.

Leah Rhodes, Town Clerk

EXHIBIT A

ARTICLE 17-6. MANDATORY ADEQUATE WATER SUPPLY REQUIREMENTS

SECTION 17-6-1. FINDINGS AND PURPOSE

- A. Water availability is a critical determinant of public health, safety, welfare, economic vitality, and the long-term planning of the Town.
- B. The Town, located outside an Active Management Area, is not subject to mandatory state-level assured water supply requirements for High-Demand Water Use development; however, this Ordinance is intended to implement the Town's subdivision authority under A.R.S. § 9-463.01(O), and its land-use, utility, and police powers with respect to non-subdivision development, without duplicating or supplanting the Arizona Department of Water Resources' statutory adequacy determinations.
- C. Development without reliable water supply threatens the integrity of the Town's aquifers, public water systems, infrastructure investments, and ability to support existing residents.
- D. Regional growth and changing hydrologic conditions require the Town to evaluate the cumulative impacts of new development.
- E. The Town Water Resource Model provides a scientifically rigorous tool for evaluating water supply, aquifer conditions, projected demand, and system capacity, and should therefore be required for High-Demand Water Use development.
- F. It is necessary to establish uniform standards applicable to High-Demand Water Use development that ensure responsible water use consistent with Town policy and state law.
- G. The Town has a legitimate governmental interest in requiring applicants to demonstrate an Adequate Water Supply pursuant to A.R.S. § 45-108 in certain cases, supplemented by the Town's proprietary modeling requirements.
- H. The provisions of this Ordinance apply solely to development and water users that are served by, or seek to be served by, the Town of Camp Verde's municipal water system. This Ordinance is not intended to regulate or impose requirements on properties or developments that are not connected to the Town's water system, except where otherwise required by applicable law.

SECTION 17-6-2. DEFINITIONS

The definitions in this section apply to this Ordinance unless a term is expressly defined otherwise in a specific section.

Adequate Infrastructure means water infrastructure meeting Town engineering standards adopted by resolution, including minimum storage volume, pressure, and fire flow capacities.

Acceptable Hydrologic Conditions means model results demonstrating that 100-years of water supply is physically available and continuous in the specified aquifer, as established by ADWR or Utilities standards, whichever is stricter.

Fixture Count means the total number of plumbing fixtures as defined by the Town-adopted Plumbing Code, counted per structure and aggregated per parcel for all structures served by a common service connection.

High-Demand Water Use means any development, land use, or facility that is reasonably anticipated to require water quantities substantially greater than those associated with typical single-family residential uses. High-demand uses include development in industrial and manufacturing zones, subdivisions, and any residential or commercial development with over 80 sewer fixture counts.

Hydrologic Report means a report prepared by a qualified Arizona-licensed geologist or hydrologist that evaluates groundwater levels, recharge, aquifer characteristics, well performance, and long-term water availability.

Statement of Water Adequacy means a determination issued by Arizona Department of Water Resources pursuant to A.R.S. § 45-108 evaluating whether a 100-year supply of potable water is physically, legally, and continuously available pursuant to a Designation of Adequate Water Supply or Water Report Application.

Town means Town of Camp Verde.

Town Water Resource Model means a scientific modeling tool adopted by the Town to evaluate water supply, aquifer sustainability, projected demand, cumulative impacts, and infrastructure needs.

Typical Single-Family Residential Use means a detached single-family dwelling unit with a fixture count not exceeding 40 fixtures as calculated under the adopted Town Plumbing Code.

SECTION 17-6-3. APPLICABILITY

- A. This Ordinance applies to High-Demand Water Use development within the Town.
- B. For any High-Demand Water Use that constitutes a subdivision requiring preliminary or final plat approval, the Town's authority to require demonstration of adequate water supply is limited to the requirements of A.R.S. § 9-463.01(O) and A.R.S. § 45-108. The Town shall not impose water supply adequacy standards that are more restrictive than, or inconsistent with, a Statement of Water Adequacy issued by the Arizona Department of Water Resources.

- C. For High-Demand Water Uses that do not constitute a subdivision, the Town may evaluate water system capacity, infrastructure adequacy, and consistency with adopted water planning policies pursuant to its zoning, utility, and police powers, but shall not require an Arizona Department of Water Resources Statement of Water Adequacy unless otherwise authorized by state law.

SECTION 17-6-3. WATER SUPPLY REQUIREMENTS FOR HIGH-DEMAND WATER USE DEVELOPMENT

- A. High-Demand Water Use development that constitutes a subdivision must receive a Statement of Water Adequacy issued by the Arizona Department of Water Resources to ensure water is:
 - 1. Physically available
 - 2. Legally available
 - 3. Of adequate quality
 - 4. Continuously available for 100 years
 - 5. Supported by adequate infrastructure (or plans to build it)
- B. If the High-Demand Water Use development is a subdivision, upon review, the Arizona Department of Water Resources will issue either a:
 - 1. Statement of Water Adequacy, or
 - 2. Statement of Water Inadequacy
- C. A Statement of Water Adequacy may be issued if there is confirmation in the following areas:
 - 1. The development has a 100-year physically and legally available water supply.
 - 2. Water meets quality standards.
 - 3. Required infrastructure can be built.
 - 4. The project is compliant with applicable state rules.
 - 5. The water supply will not cause unreasonable harm to the aquifer.
- D. A Statement of Water Inadequacy may be issued if deficiencies are found in the following areas:
 - 1. Uncertain or invalid water rights.
 - 2. Inadequate quality.
 - 3. Excessive drawdown.

4. Insufficient infrastructure.
 5. Insufficient financial assurance.
- E. If the Arizona Department of Water Resources issues a Statement of Inadequacy for a subdivision, the applicable Town plat approval shall not be granted.

SECTION 17-6-4. TOWN WATER RESOURCE MODEL

- A. Mandatory Application
1. All High-Demand Water Use development applications shall undergo analysis through the Town Water Resource Model conducted by the Utilities Department.
 2. The Town Water Resource Model shall evaluate, at minimum, the following hydrologic conditions:
 - i. Localized groundwater levels and aquifer characteristics;
 - ii. Recharge patterns and long-term sustainability;
 - iii. Anticipated aquifer drawdown;
 - iv. Cumulative pumping impacts from existing, approved, and proposed development;
 - v. Projected water demand using Town General Plan build-out assumptions;
 - vi. Effects of drought, climate variability, and long-term recharge trends.
 3. The Town Water Resource Model shall evaluate water system capacity, including:
 - i. Available storage and pressure zone performance;
 - ii. Distribution system limitations and delivery capability;
 - iii. Fire flow requirements;
 - iv. Required system or infrastructure improvements;
 - v. Applicable Town policy considerations, including growth areas, operational constraints, economic development priorities, and water rights management.
 4. The Town Water Resource Model shall function as a supplemental local planning and infrastructure assessment and shall not supersede or replace any determination made by the Arizona Department of Water

Resources and shall be used to determine whether the proposed development may:

- i. Adversely affect existing wells;
 - ii. Reduce municipal water system reliability;
 - iii. Impair long-term aquifer sustainability;
 - iv. Conflict with the Town's adopted water management policies.
5. No discretionary High-Demand Water Use development shall be approved unless the Utilities Director issues a written Water Adequacy Determination confirming that the Town Water Resource Model demonstrates acceptable hydrologic conditions, sufficient system capacity, and overall consistency with the Town's long-range water objectives.
6. The Utilities Department shall provide applicants with model inputs and assumptions at least 10 days before finalizing results and allow written technical comments; final determinations shall include responses to material comments.
7. Applicants shall submit a Hydrologic Report prepared by an Arizona-licensed geologist or hydrologist consistent with the Utilities checklist. The Report shall document model inputs and site-specific aquifer data used in the Town Water Resource Model. Based on the initial documentation provided by the applicant, the Utilities Director and hydrologist may waive the requirement for a Hydrologic Report if the submitted materials provide sufficient information to adequately evaluate the impact of the proposed development on the aquifer using the Town Water Resource Model. Any waiver granted pursuant to this section shall be issued to the applicant in writing by the Utilities Director and subject to approval by the hydrologist and Town Manager.
8. For subdivisions subject to A.R.S. § 45-108, any Hydrologic Report or Town Water Resource Model analysis shall be limited to infrastructure capacity, system reliability, and phasing considerations and shall not be used to impose water supply adequacy standards beyond those applied by the Arizona Department of Water Resources.
9. For high-demand water uses other than subdivisions subject to A.R.S. § 45-108, the Town may deny or condition discretionary approvals based on demonstrated impacts to municipal water system capacity, service reliability, or consistency with the Town's adopted water planning policies, as identified through the Town Water Resource Model.

SECTION 17-6-5. DENIAL OF APPLICATIONS

- A. The Town shall deny any discretionary High-Demand Water Use development application when the applicant fails to demonstrate a reliable, legally available, and sustainable water supply consistent with the requirements of this Ordinance. Grounds for denial include, but are not limited to, the following:
 - 1. Water supply is not demonstrated as sustainable.
 - 2. Arizona Department of Water Resources issues an Inadequate Water Supply determination.
 - 3. Infrastructure needed to provide water cannot be constructed or financed.
 - 4. Water Model demonstrates unacceptable aquifer impacts.
 - 5. Proposed water supply threatens existing users or public welfare.
- B. A written Statement of Denial shall be issued by the Zoning Administrator, identifying the specific findings and evidence supporting the denial, including references to the Town Water Resource Model results, hydrologic analysis, Arizona Department of Water Resources determinations, or infrastructure deficiencies. The Statement of Denial shall include specific factual findings, citations to model outputs, hydrologic report conclusions, Arizona Department of Water Resources determinations, and identification of standards not met.
- C. The Town's denial authority under this Section applies to all high-demand water use applications, consistent with the requirements and standards set forth in Section 17-6-4.

SECTION 17-6-6. APPEALS

- A. Applicants may appeal a Water Adequacy Determination or denial by filing a written notice with the Town Clerk within 30 days of the decision. The notice should briefly state the basis for the appeal.
- B. The Town Council shall consider the appeal at a public hearing and may affirm, modify, or reverse the determination.
- C. Upon receipt of an appeal, the Town Council shall retain a qualified third-party hydrologist or water resources professional to independently review the Water Adequacy Determination and the basis for the appeal. The third-party reviewer shall provide a written analysis and recommendation to the Town Council for consideration as part of the public hearing process. The cost of such third-party review will be borne by the appellant.

- D. Filing an appeal stays enforcement as to the appellant until final determination by the Town Council, unless the Utilities Director certifies in writing that a stay would pose an immediate threat to public health, safety, or system integrity.
- E. The appellant bears the burden of proof to demonstrate, by a preponderance of the evidence, that the Water Adequacy Determination or denial is not supported by substantial evidence or is inconsistent with this Code.

ARTICLE 17-7. WATER CONSERVATION

SECTION 17-7-1. PURPOSE

- A. The purpose of this Ordinance is to promote the efficient use of potable water, reduce water waste, establish reasonable conservation standards, and provide drought response measures during periods of water shortage.

SECTION 17-7-2. DEFINITIONS

Customer means any person, firm, corporation, partnership, association, or governmental entity supplied with water by the Town.

Drought Emergency means a condition declared by the Town Council indicating that available water supplies are insufficient to meet normal demands.

Irrigation means the application of water to outdoor landscapes, including turf, plants, and trees. This definition does not include agricultural or farming operations.

Nonessential Water Use means water uses that are not required to protect public health, safety, or welfare under local, county, state or federal regulations.

Significant Redevelopment means cumulative alterations within any 24-month period where either: (a) building permit valuation equals or exceeds 20% of the pre-permit assessed improvement value; or (b) gross floor area increased or remodeled equals or exceeds 20% of existing gross floor area.

Waste of Water means any use of water that is excessive, unnecessary, or unreasonable, indicated by unreasonable water runoff or pooling often, but not exclusively, due to water delivery system failures or breaks and not repaired.

Water Feature means any decorative or recreational installation that uses potable water, including fountains, ponds, splash pads, and artificial streams.

SECTION 17-7-3 PROHIBITED WATER WASTE

- A. No customer shall cause or permit the waste of water. Repairs to water systems shall be initiated within 48 hours after notification by the Utilities Department and completed within a reasonable timeframe as determined by the Utilities Department.

SECTION 17-7-4. OUTDOOR WATER USE STANDARDS

A. General Standards

1. Outdoor irrigation for residential uses shall be conducted in a manner that reasonably minimizes runoff, overspray, evaporation, and erosion, taking into account lot size, soil conditions, and existing development patterns.

2. Irrigation systems shall be maintained and adjusted to avoid unnecessary watering of impervious surfaces or rights-of-way, where practicable.

B. Large Lots, Turf, and High-Water-Use Landscaping

1. The Town recognizes the community includes rural residential properties, large lots, and historically irrigated landscapes where turf or pasture-like grass areas may be customary.
2. The use of potable water to irrigate large turf or high-water-use landscape areas is encouraged to be efficient and may be subject to reasonable limitations during declared drought stages.
3. Turf limitations or reduction requirements shall apply primarily to new residential development and significant redevelopment of twenty percent (20%), and shall not require the removal of existing, lawfully established turf or grass areas.
4. Any maximum turf percentages or square-footage thresholds shall be established in the Planning and Zoning Ordinance's yard and bulk standards for the applicable zoning district and may vary by lot size, zoning district, or development type. Until adopted there, this subsection does not impose numeric turf limits.

C. Time-of-Day Restrictions

1. Time-of-day irrigation restrictions may be implemented during declared drought stages to reduce evaporative loss, while allowing flexibility for larger lots and properties with unique irrigation needs.
2. Irrigation schedules adopted by resolution shall provide at least 14 days' notice prior to effectiveness and include a process for case-specific variances for large lots or unique irrigation needs.

D. Landscape Design and Water-Efficient Practices

1. New residential development and significant landscape renovations are encouraged to incorporate water-efficient landscape practices, including but not limited to:
 - a) Use of drought-tolerant, native, or climate-adapted plant materials where feasible;
 - b) Xeriscaping techniques where appropriate, recognizing that xeriscaping may not be suitable for all properties;
 - c) Grouping plants by similar water needs (hydrozoning);
 - d) Use of mulch and soil amendments to reduce evaporation;
 - e) Passive water harvesting ~~using berms and swales.~~

- f) Appropriate irrigation techniques (water saving drip irrigation)
- 2. Decorative water features associated with residential uses shall utilize recirculating water systems unless reclaimed or non-potable water is used.
- 3. Customers are encouraged to reference the Town's landscape standards for a list of non-invasive plants.

SECTION 17-7-5. WATER-EFFICIENT FIXTURES, PLUMBING, AND ALTERNATIVE WATER SOURCES

A. Efficient Fixtures and Plumbing

- 1. All new construction and all substantial remodels of twenty percent (20%) or more including water features, shall install water-efficient plumbing fixtures and appliances that meet or exceed current state and federal efficiency standards.
- 2. Water-efficient fixtures shall comply with the EPA WaterSense certification and federal standards at 10 CFR Part 430/431.
- 3. The Town may adopt by reference specific efficiency standards or certifications by resolution.

B. Graywater Systems

- 1. The use of graywater systems is encouraged where permitted by state law and health regulations.
- 2. Graywater systems shall be designed, installed, and operated in compliance with applicable Arizona Department of Environmental Quality requirements and the county.
- 3. Graywater systems must contain all water use to the property.

C. Rainwater Harvesting

- 1. Rainwater harvesting systems are encouraged for residential, commercial, and civic uses.
- 2. The Town may establish incentives, expedited permitting, or development standards to promote rainwater harvesting.

SECTION 17-7-6. DROUGHT RESPONSE STAGES

A. Declaration of Drought Emergency

- 1. The Town Council may declare a Drought Emergency by resolution based on objective indicators set forth in the Town's Drought Contingency Plan, incorporated by reference. Upon declaring a Drought Emergency, the Council

may implement the stages described below. Notice shall be provided by posting on the Town website, publication, and direct customer notice via utility billing.

2. Declarations remain in effect for up to 90 days unless extended by Council.

B. Stage 1. Voluntary Conservation

1. Public education and outreach encouraging reduced water use.
2. Voluntary reduction of outdoor irrigation and nonessential water uses.
3. Increased monitoring of system demand and losses.

C. Stage 2. Mandatory Conservation

1. Mandatory limits on outdoor irrigation days and times.
2. Prohibition of certain nonessential water uses, including filling ornamental ponds or fountains not using recirculated water.

D. Stage 3. Severe Water Shortage

1. Suspension of all nonessential water uses.
2. Allocation of available water supplies to prioritize public health, safety, and essential services.
3. Implementation of additional emergency measures as necessary to preserve system integrity.

E. Notice and Duration Notice of drought declarations and restrictions shall be provided through official Town communication channels and shall remain in effect until rescinded.

SECTION 17-7-6. ENFORCEMENT AND PENALTIES

A. This Ordinance shall be administered and enforced by the Zoning Administrator or designee.

B. Each day of violation constitutes a separate civil offense.

SECTION 17-7-7. EXEMPTIONS

A. The following uses may be exempt from certain restrictions, unless otherwise prohibited during a severe drought stage:

1. Water use necessary to protect public health and safety.
2. Fire protection and firefighting activities.
3. Use of reclaimed or non-potable water, where approved by Town Council resolution.

RURAL WATER MANAGEMENT ORDINANCE

- B. Applicants seeking exemptions for reclaimed or non-potable water use shall submit documentation of water source, quality, and metering; the Utilities Director may grant exemptions consistent with Council resolution, with written findings.

ARTICLE 17-8. SUBDIVISION WATER INFRASTRUCTURE AND AUTHORITY

SECTION 17-8-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that new subdivisions and plats are supported by adequate, reliable, and sustainable water infrastructure and water supply, and that such infrastructure is fully engineered, financially assured, and capable of long-term operation and maintenance prior to final plat approval, pursuant to A.R.S. § 9-463.01(O).

SECTION 17-8-2. APPLICABILITY

- A. This Ordinance applies to:
1. All preliminary plats and final plats.
 2. Any subdivision or re-subdivision requiring plat approval under the Town Planning and Zoning Ordinance.
 3. Any development proposing new or expanded water infrastructure intended to serve multiple parcels or lots.

ARTICLE 17-9. WATER METERING AND MONITORING

SECTION 17-9-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that water use within the Town is accurately measured, monitored, and evaluated in order to protect limited water resources, maintain system integrity, and support long-term planning decisions.
- B. Accurate metering and monitoring are essential to detecting water loss, identifying inefficiencies, and ensuring that water demand remains consistent with available supply.

SECTION 17-9-2. DEFINITIONS

RV Park means a property designed for transient or extended occupancy of recreational vehicles, with shared amenities and utility connections.

SECTION 17-9-3. APPLICABILITY

- A. This Ordinance applies to all properties connected to the Town's water system.

SECTION 17-9-4. METERING REQUIREMENTS

- A. All water service connections shall be equipped with Town-approved and installed smart water meters capable of accurately measuring water usage.
- B. Meters shall be installed, maintained, and replaced in accordance with Town standards and in locations approved by the Utilities Department.
- C. The Town may require individual meters, master meters, or sub-metering as necessary to accurately measure water use, evaluate system demand, or enforce conditions of approval.
- D. Meters shall remain accessible for inspection, testing, and maintenance by the Town.
- E. RV Parks shall be master metered and shall install sub-metering for each space to enable usage monitoring and leak detection, unless the Utilities Director determines sub-metering is unfeasible based on written findings.

SECTION 17-9-5. MONITORING AND SYSTEM PERFORMANCE

- A. The Town shall monitor water usage and system performance to evaluate consumption patterns, identify leaks or losses, and compare actual water use to approved projections or available supply.
 - 1. Upon identification of water loss or inefficiency, the Utilities Director shall issue written notice specifying corrective actions and a cure period of not less than 7 days unless an immediate threat exists.

2. Failure to cure constitutes a first violation subject to penalties under Section 17-9-5. Immediate threat determinations shall be made in writing.

SECTION 17-9-6. ENFORCEMENT

- A. Failure to comply with the metering or monitoring requirements of this Ordinance shall constitute a violation subject to enforcement under the Camp Verde Town Code, including administrative penalties, service restrictions, or other remedies authorized by law.

ARTICLE 17-10. WATER MASTER PLANNING

SECTION 17-10-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that water infrastructure planning is conducted in a coordinated, forward-looking manner that aligns land use decisions with the Town's available water resources, infrastructure capacity, and long-term objectives.
- B. Effective water infrastructure planning is necessary to support existing development, accommodate future growth, and identify system limitations before they impact public health and safety.

SECTION 17-10-2. APPLICABILITY

- A. This Ordinance applies to Town water system planning efforts, capital improvement planning, and development proposals requiring water service, infrastructure extensions, or water adequacy review.

SECTION 17-10-3. WATER INFRASTRUCTURE MASTER PLANNING

- A. The Town shall prepare, adopt, and update a Water System Master Plan every five (5) years addressing water sources, wells, treatment facilities, distribution systems, storage capacity, pressure zones, projected demand, and identified system constraints.
- B. The Town shall prioritize water-related Capital Improvement Projects (CIP) identified within the adopted Water System Master Plan to ensure system reliability, regulatory compliance, long-term water security, and alignment with projected growth.
- C. Development approvals, including subdivision plats, may be conditioned upon infrastructure phasing and improvements identified in the Master Plan and the Town Water Resource Model to address documented capacity constraints while remaining consistent with any Arizona Department of Water Resources adequacy determination.
- D. The Town shall require infrastructure improvements, phasing, or other mitigation measures where insufficiencies or capacity limitations are identified.

SECTION 17-10-4. COORDINATION WITH PLANNING DOCUMENTS

- A. Water infrastructure planning under this Ordinance shall be coordinated with the Town's General Plan, Capital Improvement Program, zoning regulations, and subdivision requirements to ensure consistency across planning and regulatory documents.

RURAL WATER MANAGEMENT ORDINANCE

ARTICLE 17-6. MANDATORY ADEQUATE WATER SUPPLY REQUIREMENTS

SECTION 17-6-1. FINDINGS AND PURPOSE

- A. Water availability is a critical determinant of public health, safety, welfare, economic vitality, and the long-term planning of the Town.
- B. The Town, located outside an Active Management Area, is not subject to mandatory state-level assured water supply requirements for High-Demand Water Use development; however, this Ordinance is intended to implement the Town's subdivision authority under A.R.S. § 9-463.01(O), and its land-use, utility, and police powers with respect to non-subdivision development, without duplicating or supplanting the Arizona Department of Water Resources' statutory adequacy determinations.
- C. Development without reliable water supply threatens the integrity of the Town's aquifers, public water systems, infrastructure investments, and ability to support existing residents.
- D. Regional growth and changing hydrologic conditions require the Town to evaluate the cumulative impacts of new development.
- E. The Town Water Resource Model provides a scientifically rigorous tool for evaluating water supply, aquifer conditions, projected demand, and system capacity, and should therefore be required for High-Demand Water Use development.
- F. It is necessary to establish uniform standards applicable to High-Demand Water Use development that ensure responsible water use consistent with Town policy and state law.
- G. The Town has a legitimate governmental interest in requiring applicants to demonstrate an Adequate Water Supply pursuant to A.R.S. § 45-108 in certain cases, supplemented by the Town's proprietary modeling requirements.
- H. The provisions of this Ordinance apply solely to development and water users that are served by, or seek to be served by, the Town of Camp Verde's municipal water system. This Ordinance is not intended to regulate or impose requirements on properties or developments that are not connected to the Town's water system, except where otherwise required by applicable law.

SECTION 17-6-2. DEFINITIONS

The definitions in this section apply to this Ordinance unless a term is expressly defined otherwise in a specific section.

RURAL WATER MANAGEMENT ORDINANCE

Adequate Infrastructure means water infrastructure meeting Town engineering standards adopted by resolution, including minimum storage volume, pressure, and fire flow capacities.

Acceptable Hydrologic Conditions means model results demonstrating that 100-years of water supply is physically available and continuous in the specified aquifer, as established by ADWR or Utilities standards, whichever is stricter.

Fixture Count means the total number of plumbing fixtures as defined by the Town-adopted Plumbing Code, counted per structure and aggregated per parcel for all structures served by a common service connection.

High-Demand Water Use means any development, land use, or facility that is reasonably anticipated to require water quantities substantially greater than those associated with typical single-family residential uses. High-demand uses include development in industrial and manufacturing zones, subdivisions, and any residential or commercial development with over 80 sewer fixture counts.

Hydrologic Report means a report prepared by a qualified Arizona-licensed geologist or hydrologist that evaluates groundwater levels, recharge, aquifer characteristics, well performance, and long-term water availability.

Statement of Water Adequacy means a determination issued by Arizona Department of Water Resources pursuant to A.R.S. § 45-108 evaluating whether a 100-year supply of potable water is physically, legally, and continuously available pursuant to a Designation of Adequate Water Supply or Water Report Application.

Town means Town of Camp Verde.

Town Water Resource Model means a scientific modeling tool adopted by the Town to evaluate water supply, aquifer sustainability, projected demand, cumulative impacts, and infrastructure needs.

Typical Single-Family Residential Use means a detached single-family dwelling unit with a fixture count not exceeding 40 fixtures as calculated under the adopted Town Plumbing Code.

SECTION 17-6-3. APPLICABILITY

- A. This Ordinance applies to High-Demand Water Use development within the Town.
- B. For any High-Demand Water Use that constitutes a subdivision requiring preliminary or final plat approval, the Town's authority to require demonstration of adequate water supply is limited to the requirements of A.R.S. § 9-463.01(O) and A.R.S. § 45-108. The Town shall not impose water supply adequacy standards that are more restrictive than, or inconsistent with, a Statement of Water Adequacy issued by the Arizona Department of Water Resources.

RURAL WATER MANAGEMENT ORDINANCE

- C. For High-Demand Water Uses that do not constitute a subdivision, the Town may evaluate water system capacity, infrastructure adequacy, and consistency with adopted water planning policies pursuant to its zoning, utility, and police powers, but shall not require an Arizona Department of Water Resources Statement of Water Adequacy unless otherwise authorized by state law.

SECTION 17-6-3. WATER SUPPLY REQUIREMENTS FOR HIGH-DEMAND WATER USE DEVELOPMENT

- A. High-Demand Water Use development that constitutes a subdivision must receive a Statement of Water Adequacy issued by the Arizona Department of Water Resources to ensure water is:
 - 1. Physically available
 - 2. Legally available
 - 3. Of adequate quality
 - 4. Continuously available for 100 years
 - 5. Supported by adequate infrastructure (or plans to build it)
- B. If the High-Demand Water Use development is a subdivision, upon review, the Arizona Department of Water Resources will issue either a:
 - 1. Statement of Water Adequacy, or
 - 2. Statement of Water Inadequacy
- C. A Statement of Water Adequacy may be issued if there is confirmation in the following areas:
 - 1. The development has a 100-year physically and legally available water supply.
 - 2. Water meets quality standards.
 - 3. Required infrastructure can be built.
 - 4. The project is compliant with applicable state rules.
 - 5. The water supply will not cause unreasonable harm to the aquifer.
- D. A Statement of Water Inadequacy may be issued if deficiencies are found in the following areas:
 - 1. Uncertain or invalid water rights.
 - 2. Inadequate quality.
 - 3. Excessive drawdown.

RURAL WATER MANAGEMENT ORDINANCE

4. Insufficient infrastructure.
5. Insufficient financial assurance.

E. If the Arizona Department of Water Resources issues a Statement of Inadequacy for a subdivision, the applicable Town plat approval shall not be granted.

SECTION 17-6-4. TOWN WATER RESOURCE MODEL

A. Mandatory Application

1. All High-Demand Water Use development applications shall undergo analysis through the Town Water Resource Model conducted by the Utilities Department.
2. The Town Water Resource Model shall evaluate, at minimum, the following hydrologic conditions:
 - i. Localized groundwater levels and aquifer characteristics;
 - ii. Recharge patterns and long-term sustainability;
 - iii. Anticipated aquifer drawdown;
 - iv. Cumulative pumping impacts from existing, approved, and proposed development;
 - v. Projected water demand using Town General Plan build-out assumptions;
 - vi. Effects of drought, climate variability, and long-term recharge trends.
3. The Town Water Resource Model shall evaluate water system capacity, including:
 - i. Available storage and pressure zone performance;
 - ii. Distribution system limitations and delivery capability;
 - iii. Fire flow requirements;
 - iv. Required system or infrastructure improvements;
 - v. Applicable Town policy considerations, including growth areas, operational constraints, economic development priorities, and water rights management.
4. The Town Water Resource Model shall function as a supplemental local planning and infrastructure assessment and shall not supersede or replace any determination made by the Arizona Department of Water

RURAL WATER MANAGEMENT ORDINANCE

Resources and shall be used to determine whether the proposed development may:

- i. Adversely affect existing wells;
 - ii. Reduce municipal water system reliability;
 - iii. Impair long-term aquifer sustainability;
 - iv. Conflict with the Town's adopted water management policies.
5. No discretionary High-Demand Water Use development shall be approved unless the Utilities Director issues a written Water Adequacy Determination confirming that the Town Water Resource Model demonstrates acceptable hydrologic conditions, sufficient system capacity, and overall consistency with the Town's long-range water objectives.
6. The Utilities Department shall provide applicants with model inputs and assumptions at least 10 days before finalizing results and allow written technical comments; final determinations shall include responses to material comments.
7. Applicants shall submit a Hydrologic Report prepared by an Arizona-licensed geologist or hydrologist consistent with the Utilities checklist. The Report shall document model inputs and site-specific aquifer data used in the Town Water Resource Model. Based on the initial documentation provided by the applicant, the Utilities Director and hydrologist may waive the requirement for a Hydrologic Report if the submitted materials provide sufficient information to adequately evaluate the impact of the proposed development on the aquifer using the Town Water Resource Model. Any waiver granted pursuant to this section shall be issued to the applicant in writing by the Utilities Director and subject to approval by the hydrologist and Town Manager.
8. For subdivisions subject to A.R.S. § 45-108, any Hydrologic Report or Town Water Resource Model analysis shall be limited to infrastructure capacity, system reliability, and phasing considerations and shall not be used to impose water supply adequacy standards beyond those applied by the Arizona Department of Water Resources.
9. For high-demand water uses other than subdivisions subject to A.R.S. § 45-108, the Town may deny or condition discretionary approvals based on demonstrated impacts to municipal water system capacity, service reliability, or consistency with the Town's adopted water planning policies, as identified through the Town Water Resource Model.

SECTION 17-6-5. DENIAL OF APPLICATIONS

Commented [MF1]: This amendment is in response to feedback that the Rural Water Management received from VVCOO regarding concerns about the cost of a hydrologic report and being possibly cost prohibitive to projects like workforce housing. The group felt this was a good compromise.

RURAL WATER MANAGEMENT ORDINANCE

- A. The Town shall deny any discretionary High-Demand Water Use development application when the applicant fails to demonstrate a reliable, legally available, and sustainable water supply consistent with the requirements of this Ordinance. Grounds for denial include, but are not limited to, the following:
 - 1. Water supply is not demonstrated as sustainable.
 - 2. Arizona Department of Water Resources issues an Inadequate Water Supply determination.
 - 3. Infrastructure needed to provide water cannot be constructed or financed.
 - 4. Water Model demonstrates unacceptable aquifer impacts.
 - 5. Proposed water supply threatens existing users or public welfare.
- B. A written Statement of Denial shall be issued by the Zoning Administrator, identifying the specific findings and evidence supporting the denial, including references to the Town Water Resource Model results, hydrologic analysis, Arizona Department of Water Resources determinations, or infrastructure deficiencies. The Statement of Denial shall include specific factual findings, citations to model outputs, hydrologic report conclusions, Arizona Department of Water Resources determinations, and identification of standards not met.
- C. The Town's denial authority under this Section applies to all high-demand water use applications, consistent with the requirements and standards set forth in Section 17-6-4.

SECTION 17-6-6. APPEALS

- A. Applicants may appeal a Water Adequacy Determination or denial by filing a written notice with the Town Clerk within 30 days of the decision. The notice should briefly state the basis for the appeal.
- B. The Town Council shall consider the appeal at a public hearing and may affirm, modify, or reverse the determination.
- C. Upon receipt of an appeal, the Town Council shall retain a qualified third-party hydrologist or water resources professional to independently review the Water Adequacy Determination and the basis for the appeal. The third-party reviewer shall provide a written analysis and recommendation to the Town Council for consideration as part of the public hearing process. The cost of such third-party review will be borne by the appellant.

RURAL WATER MANAGEMENT ORDINANCE

- D. Filing an appeal stays enforcement as to the appellant until final determination by the Town Council, unless the Utilities Director certifies in writing that a stay would pose an immediate threat to public health, safety, or system integrity.
- E. The appellant bears the burden of proof to demonstrate, by a preponderance of the evidence, that the Water Adequacy Determination or denial is not supported by substantial evidence or is inconsistent with this Code.

ARTICLE 17-7. WATER CONSERVATION

SECTION 17-7-1. PURPOSE

- A. The purpose of this Ordinance is to promote the efficient use of potable water, reduce water waste, establish reasonable conservation standards, and provide drought response measures during periods of water shortage.

SECTION 17-7-2. DEFINITIONS

Customer means any person, firm, corporation, partnership, association, or governmental entity supplied with water by the Town.

Drought Emergency means a condition declared by the Town Council indicating that available water supplies are insufficient to meet normal demands.

Irrigation means the application of water to outdoor landscapes, including turf, plants, and trees. This definition does not include agricultural or farming operations.

Nonessential Water Use means water uses that are not required to protect public health, safety, or welfare under local, county, state or federal regulations.

Significant Redevelopment means cumulative alterations within any 24-month period where either: (a) building permit valuation equals or exceeds 20% of the pre-permit assessed improvement value; or (b) gross floor area increased or remodeled equals or exceeds 20% of existing gross floor area.

Waste of Water means any use of water that is excessive, unnecessary, or unreasonable, indicated by unreasonable water runoff or pooling often, but not exclusively, due to water delivery system failures or breaks and not repaired.

Water Feature means any decorative or recreational installation that uses potable water, including fountains, ponds, splash pads, and artificial streams.

SECTION 17-7-3 PROHIBITED WATER WASTE

- A. No customer shall cause or permit the waste of water. Repairs to water systems shall be initiated within 48 hours after notification by the Utilities Department and

RURAL WATER MANAGEMENT ORDINANCE

completed within a reasonable timeframe as determined by the Utilities Department.

SECTION 17-7-4. OUTDOOR WATER USE STANDARDS

A. General Standards

1. Outdoor irrigation for residential uses shall be conducted in a manner that reasonably minimizes runoff, overspray, evaporation, and erosion, taking into account lot size, soil conditions, and existing development patterns.
2. Irrigation systems shall be maintained and adjusted to avoid unnecessary watering of impervious surfaces or rights-of-way, where practicable.

B. Large Lots, Turf, and High-Water-Use Landscaping

1. The Town recognizes the community includes rural residential properties, large lots, and historically irrigated landscapes where turf or pasture-like grass areas may be customary.
2. The use of potable water to irrigate large turf or high-water-use landscape areas is encouraged to be efficient and may be subject to reasonable limitations during declared drought stages.
3. Turf limitations or reduction requirements shall apply primarily to new residential development and significant redevelopment of twenty percent (20%), and shall not require the removal of existing, lawfully established turf or grass areas.
4. Any maximum turf percentages or square-footage thresholds shall be established in the Planning and Zoning Ordinance's yard and bulk standards for the applicable zoning district and may vary by lot size, zoning district, or development type. Until adopted there, this subsection does not impose numeric turf limits.

C. Time-of-Day Restrictions

1. Time-of-day irrigation restrictions may be implemented during declared drought stages to reduce evaporative loss, while allowing flexibility for larger lots and properties with unique irrigation needs.
2. Irrigation schedules adopted by resolution shall provide at least 14 days' notice prior to effectiveness and include a process for case-specific variances for large lots or unique irrigation needs.

D. Landscape Design and Water-Efficient Practices

1. New residential development and significant landscape renovations are encouraged to incorporate water-efficient landscape practices, including but not limited to:

RURAL WATER MANAGEMENT ORDINANCE

- a) Use of drought-tolerant, native, or climate-adapted plant materials where feasible;
 - b) Xeriscaping techniques where appropriate, recognizing that xeriscaping may not be suitable for all properties;
 - c) Grouping plants by similar water needs (hydrozoning);
 - ~~d) Use of mulch and soil amendments to reduce evaporation;:-~~
 - ~~e) Passive water harvesting, using berms and swales.~~
 - ~~d)f) Appropriate irrigation techniques (water saving drip irrigation)~~
2. Decorative water features associated with residential uses shall utilize recirculating water systems unless reclaimed or non-potable water is used.
3. Customers are encouraged to reference the Town's landscape standards for a list of non-invasive plants.

Commented [MF2]: Rural Water Management Working Group is concerned with the add of berms and swales because it could create drainage/flooding concerns.

Formatted: Strikethrough

SECTION 17-7-5. WATER-EFFICIENT FIXTURES, PLUMBING, AND ALTERNATIVE WATER SOURCES

A. Efficient Fixtures and Plumbing

- 1. All new construction and all substantial remodels of twenty percent (20%) or more including water features, shall install water-efficient plumbing fixtures and appliances that meet or exceed current state and federal efficiency standards.
- 2. Water-efficient fixtures shall comply with the EPA WaterSense certification and federal standards at 10 CFR Part 430/431.
- 3. The Town may adopt by reference specific efficiency standards or certifications by resolution.

B. Graywater Systems

- 1. The use of graywater systems is encouraged where permitted by state law and health regulations.
- 2. Graywater systems shall be designed, installed, and operated in compliance with applicable Arizona Department of Environmental Quality requirements and the county.
- 3. Graywater systems must contain all water use to the property.

C. Rainwater Harvesting

- 1. Rainwater harvesting systems are encouraged for residential, commercial, and civic uses.

RURAL WATER MANAGEMENT ORDINANCE

2. The Town may establish incentives, expedited permitting, or development standards to promote rainwater harvesting.

SECTION 17-7-6. DROUGHT RESPONSE STAGES

A. Declaration of Drought Emergency

1. The Town Council may declare a Drought Emergency by resolution based on objective indicators set forth in the Town's Drought Contingency Plan, incorporated by reference. Upon declaring a Drought Emergency, the Council may implement the stages described below. Notice shall be provided by posting on the Town website, publication, and direct customer notice via utility billing.
2. Declarations remain in effect for up to 90 days unless extended by Council.

B. Stage 1. Voluntary Conservation

1. Public education and outreach encouraging reduced water use.
2. Voluntary reduction of outdoor irrigation and nonessential water uses.
3. Increased monitoring of system demand and losses.

C. Stage 2. Mandatory Conservation

1. Mandatory limits on outdoor irrigation days and times.
2. Prohibition of certain nonessential water uses, including filling ornamental ponds or fountains not using recirculated water.

D. Stage 3. Severe Water Shortage

1. Suspension of all nonessential water uses.
2. Allocation of available water supplies to prioritize public health, safety, and essential services.
3. Implementation of additional emergency measures as necessary to preserve system integrity.

E. Notice and Duration Notice of drought declarations and restrictions shall be provided through official Town communication channels and shall remain in effect until rescinded.

SECTION 17-7-6. ENFORCEMENT AND PENALTIES

A. This Ordinance shall be administered and enforced by the Zoning Administrator or designee.

B. Each day of violation constitutes a separate civil offense.

SECTION 17-7-7. EXEMPTIONS

RURAL WATER MANAGEMENT ORDINANCE

- A. The following uses may be exempt from certain restrictions, unless otherwise prohibited during a severe drought stage:
 - 1. Water use necessary to protect public health and safety.
 - 2. Fire protection and firefighting activities.
 - 3. Use of reclaimed or non-potable water, where approved by Town Council resolution.
- B. Applicants seeking exemptions for reclaimed or non-potable water use shall submit documentation of water source, quality, and metering; the Utilities Director may grant exemptions consistent with Council resolution, with written findings.

ARTICLE 17-8. SUBDIVISION WATER INFRASTRUCTURE AND AUTHORITY

SECTION 17-8-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that new subdivisions and plats are supported by adequate, reliable, and sustainable water infrastructure and water supply, and that such infrastructure is fully engineered, financially assured, and capable of long-term operation and maintenance prior to final plat approval, pursuant to A.R.S. § 9-463.01(O).

SECTION 17-8-2. APPLICABILITY

- A. This Ordinance applies to:
 - 1. All preliminary plats and final plats.
 - 2. Any subdivision or re-subdivision requiring plat approval under the Town Planning and Zoning Ordinance.
 - 3. Any development proposing new or expanded water infrastructure intended to serve multiple parcels or lots.

RURAL WATER MANAGEMENT ORDINANCE

ARTICLE 17-9. WATER METERING AND MONITORING

SECTION 17-9-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that water use within the Town is accurately measured, monitored, and evaluated in order to protect limited water resources, maintain system integrity, and support long-term planning decisions.
- B. Accurate metering and monitoring are essential to detecting water loss, identifying inefficiencies, and ensuring that water demand remains consistent with available supply.

SECTION 17-9-2. DEFINITIONS

RV Park means a property designed for transient or extended occupancy of recreational vehicles, with shared amenities and utility connections.

SECTION 17-9-3. APPLICABILITY

- A. This Ordinance applies to all properties connected to the Town's water system.

SECTION 17-9-4. METERING REQUIREMENTS

- A. All water service connections shall be equipped with Town-approved and installed smart water meters capable of accurately measuring water usage.
- B. Meters shall be installed, maintained, and replaced in accordance with Town standards and in locations approved by the Utilities Department.
- C. The Town may require individual meters, master meters, or sub-metering as necessary to accurately measure water use, evaluate system demand, or enforce conditions of approval.
- D. Meters shall remain accessible for inspection, testing, and maintenance by the Town.

RURAL WATER MANAGEMENT ORDINANCE

- E. RV Parks shall be master metered and shall install sub-metering for each space to enable usage monitoring and leak detection, unless the Utilities Director determines sub-metering is unfeasible based on written findings.

SECTION 17-9-5. MONITORING AND SYSTEM PERFORMANCE

- A. The Town shall monitor water usage and system performance to evaluate consumption patterns, identify leaks or losses, and compare actual water use to approved projections or available supply.
 - 1. Upon identification of water loss or inefficiency, the Utilities Director shall issue written notice specifying corrective actions and a cure period of not less than 7 days unless an immediate threat exists.
 - 2. Failure to cure constitutes a first violation subject to penalties under Section 17-9-5. Immediate threat determinations shall be made in writing.

SECTION 17-9-6. ENFORCEMENT

- A. Failure to comply with the metering or monitoring requirements of this Ordinance shall constitute a violation subject to enforcement under the Camp Verde Town Code, including administrative penalties, service restrictions, or other remedies authorized by law.

RURAL WATER MANAGEMENT ORDINANCE

ARTICLE 17-10. WATER MASTER PLANNING

SECTION 17-10-1. PURPOSE

- A. The purpose of this Ordinance is to ensure that water infrastructure planning is conducted in a coordinated, forward-looking manner that aligns land use decisions with the Town's available water resources, infrastructure capacity, and long-term objectives.
- B. Effective water infrastructure planning is necessary to support existing development, accommodate future growth, and identify system limitations before they impact public health and safety.

SECTION 17-10-2. APPLICABILITY

- A. This Ordinance applies to Town water system planning efforts, capital improvement planning, and development proposals requiring water service, infrastructure extensions, or water adequacy review.

SECTION 17-10-3. WATER INFRASTRUCTURE MASTER PLANNING

- A. The Town shall prepare, adopt, and update a Water System Master Plan every five (5) years addressing water sources, wells, treatment facilities, distribution systems, storage capacity, pressure zones, projected demand, and identified system constraints.
- B. The Town shall prioritize water-related Capital Improvement Projects (CIP) identified within the adopted Water System Master Plan to ensure system reliability, regulatory compliance, long-term water security, and alignment with projected growth.
- C. Development approvals, including subdivision plats, may be conditioned upon infrastructure phasing and improvements identified in the Master Plan and the Town Water Resource Model to address documented capacity constraints while remaining consistent with any Arizona Department of Water Resources adequacy determination.
- D. The Town shall require infrastructure improvements, phasing, or other mitigation measures where insufficiencies or capacity limitations are identified.

SECTION 17-10-4. COORDINATION WITH PLANNING DOCUMENTS

RURAL WATER MANAGEMENT ORDINANCE

- A. Water infrastructure planning under this Ordinance shall be coordinated with the Town's General Plan, Capital Improvement Program, zoning regulations, and subdivision requirements to ensure consistency across planning and regulatory documents.

**TOWN COUNCIL
PUBLIC HEARING
TEXT AMENDMENT
ARTICLE 17-6 to 17-10
TOWN CODE
473 S MAIN ST. STE
106
WEDNESDAY
JULY 1, 2026
6:00 PM**

*24 W Finnie Flat Rd
Camp Verde AZ 86322
United States
Jun 15, 2026 at 1:03:10 PM*

**TOWN COUNCIL
PUBLIC HEARING
TEXT AMENDMENT
ARTICLE 17-6 to 17-10
TOWN CODE**

**473 S MAIN ST. STE
106**

**WEDNESDAY
JULY 1, 2026
6:00 PM**

**233 S Seventh St
Camp Verde AZ 86322
United States
Jun 15, 2026 at 1:05:53 PM**

**TOWN COUNCIL
PUBLIC HEARING
TEXT AMENDMENT
ARTICLE 17-6 to 17-10
TOWN CODE**

**473 S MAIN ST. STE
106**

**WEDNESDAY
JULY 1, 2026
6:00 PM**

**1161 W Thorton Rd
Camp Verde AZ 86322
United States**

Jun 15, 2026 at 1:10:10 PM

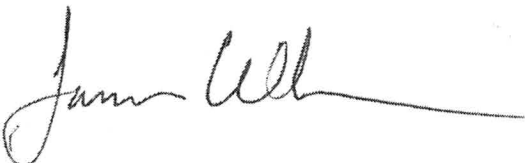
AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
County of Yavapai) ss.

I, **James Whedon**, being first duly sworn on his oath says:
That he is authorized by the publisher as agent to make this affidavit of publication of
VERDE VALLEY NEWSPAPERS, INC., an Arizona corporation, which owns and
publishes the **Verde Independent/Bugle**, a two time per week newspaper published in
the City of Cottonwood, County of Yavapai that the notice attached hereto, namely,

NOTICE OF PUBLIC HEARING
THE TOWN OF CAMP VERDE, ARIZONA
RE: TOWN CODE ARTICLE 17-6 THROUGH 17-10 RURAL WATER MGT.
DATE OF HEARING: JULY 1, 2026 AT 6:00 P.M.

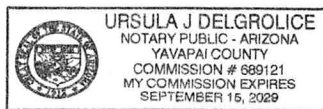
Has, to the personal knowledge of **13TH** day of **JUNE, 2026** to the **16TH** day of **JUNE, 2026**,
inclusive without change, or omission, amounting in all **16** insertion(s) made on the following
dates: **JUNE 13, 16, 2026**

By: 
JAMES WHEDON

Dated this **23RD** day of **JUNE, 2026**

By: 
Notary Public

My commission expires:



Client	11163 - Town of Camp Verde	Phone	(928) 567-6631
Address	473 S Main St	E-Mail	Cory.Mulcaire@campverde.az.gov
	Camp Verde, AZ, 86322-7272	Fax	

Order#	676995	Requested By		Order Price	\$30.19
Classification	0055 - NOTICE OF HEARINGS	PO #	C.MULCAIRE ART 17-6	Tax 1	\$0.00
Start Date	06/13/2026	Created By	UJ	Tax 2	\$0.00
End Date	06/16/2026	Creation Date	06/03/2026, 03:14:17 pm	Total Net	\$30.19
Run Dates	2			Payment	\$0.00
Publication(s)	VERDE INDEPENDENT	Dimensions	1.6 " X 1.4 "		

Sales Rep	4006 - Ursula Jimenez	Phone	(928) 634-2241 Ext: 6028
		E-Mail	publicnotices@verdenews.com
		Fax	

The Town of Camp Verde Town Council is holding a Public Hearing. The public hearing will be held July 1, 2026, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider adding a Text Amendment to the Town Code Article 17-6 through 17-10 Rural Water Management to the Town Code. For questions or more information, please contact Camp Verde Community Development at 928.554.0066 or cory.mulcaire@campverde.az.gov. TAG: This notice is for Community Development Department
2TVIPub: June 13, 16, 2026

[Page intentionally left blank]

**Meeting Date:** July 1, 2026**Agenda Item Type:**

- | | | |
|---|---|---|
| ☐ Consent Agenda | ☐ Informational Presentation | ☒ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager**Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible direction regarding the establishment of an Equestrian Center Advisory Board or Town Manager Working Group to provide recommendations on the future use, investment, development, programming, and operational priorities of the Equestrian Center.

Attached Documents: N/A**Estimated Presentation Time:** 5 minutes**Estimated Discussion Time:** 20 minutes**Reviewed By:**

- | | | | |
|--|---|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Finance | ☐ Other: |
|--|---|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information

At the June 10, 2026 meeting, the Town Council discussed the potential establishment of an advisory body to provide recommendations regarding the future use, investment, development, programming, and operational priorities of the Camp Verde Equestrian Center. During that discussion, Council considered whether such a group should be established as a Town Manager Working Group or a formal Commission.

The purpose of this memorandum is to outline the available options, identify key considerations associated with each approach, and provide staff recommendations for Council consideration.

OPTION 1: TOWN MANAGER WORKING GROUP

A Town Manager Working Group is an informal advisory body established by the Town Manager to assist with a specific project, initiative, or policy area. The Town currently utilizes working groups for tourism, rural water management, and development of the 2026 General Plan. These groups are intended to bring together stakeholders, subject matter experts, and interested community members to provide recommendations and feedback on a focused topic.

One of the primary advantages of a working group is flexibility. Membership can be tailored to ensure representation from a variety of stakeholder groups, including equestrian users, event organizers, local businesses, neighboring property owners, and community members with relevant expertise. Unlike a



Town Council Agenda Information Memorandum

formal Commission, membership is not restricted by fixed terms or statutory requirements, allowing the Town Manager to adjust membership as the needs of the project evolve.

A working group can also be more responsive than a formal Commission. Meetings may be scheduled as frequently as needed, discussions can focus on brainstorming and problem-solving, and recommendations can be developed without the procedural requirements associated with a formal public body. This flexibility may be particularly beneficial while the Town continues to determine the long-term vision, programming, and operational model for the Equestrian Center.

From an administrative perspective, working groups generally require fewer staff resources. Meetings are facilitated by Town staff and do not require formal agenda packets, selection of officers, minute preparation, or adherence to parliamentary procedures. This allows staff to focus on substantive discussions and implementation efforts rather than administrative processes.

A consideration associated with the working group model is that it is less formal than a Commission. Membership appointments are made administratively rather than by the Town Council, and meetings are not typically recorded or memorialized through formal minutes. While this can encourage open discussion and candid dialogue, some community members may prefer the additional transparency and accountability associated with a formal Commission structure. The working group could elect to maintain meeting summaries, minutes, or recordings if desired.

Another consideration is continuity. Because working groups exist at the discretion of the Town Manager, the group's effectiveness may depend on the ongoing commitment of current and future administrations. While Town Manager Fisher fully intends to actively support and participate in the group's efforts, future Town Managers could choose to modify or discontinue the group as priorities change.

Should Council wish to proceed with a Working Group, staff anticipate that letters of interest could be solicited beginning the week of July 5th, with appointments finalized in August and the inaugural meeting occurring in late August or early September.

OPTION 2: EQUESTRIAN CENTER COMMISSION

A Commission would serve as a formal advisory body operating under the provisions of Chapter 4 of the Town Code (https://library.municode.com/az/camp_verde/codes/town_code?nodeId=CH4BOCOCO). Based on staff review, no code amendment appears necessary unless Council wishes to authorize membership beyond the current seven-member limitation. Commissioners would be appointed by the Town Council and serve fixed three-year terms in accordance with Town policy.

The primary benefit of a Commission is the establishment of a formal public process. Meetings are publicly noticed, agendas are prepared and posted, minutes are maintained, and recommendations are documented for the public record. This structure provides a high degree of transparency and allows members of the public to easily follow discussions, recommendations, and actions related to the Equestrian Center.

A Commission also provides greater continuity and institutional stability. Because Commissioners serve three-year terms and appointments are made by the Town Council, the advisory body remains in place regardless of changes in Town administration or staffing. This can be particularly beneficial if Council



Town Council Agenda Information Memorandum

envision the Equestrian Center becoming a long-term Town-owned community asset requiring ongoing policy direction, capital planning, and operational oversight.

The Commission model does require additional staff resources and administrative support. Support would be provided through the Town Clerk's Office and assigned staff liaisons, including preparation of agenda packets, minute preparation, meeting coordination, public noticing requirements, and development of formal staff reports. While these requirements promote transparency and accountability, they also increase the administrative burden associated with the advisory body.

Another consideration is that formal commissions can sometimes be less agile than working groups. Recommendations often require formal motions and votes, agendas must be prepared in advance, and discussions are generally limited to posted agenda items. While these procedures are appropriate for public bodies, they may slow the pace of discussions compared to a more informal working group structure.

As with a Working Group, staff estimate that a Commission could be established on a similar timeline, with recruitment beginning in July and initial meetings occurring in late August or early September.

OPTION 3: PARKS AND RECREATION COMMISSION SUBCOMMITTEE

Because the Equestrian Center is a Town-owned recreational facility, Council may also consider utilizing the existing Parks and Recreation Commission structure. Under this approach, the Parks and Recreation Commission could establish a subcommittee dedicated to issues relating specifically to the Equestrian Center while maintaining reporting and oversight through the Commission.

This option would allow the Town to leverage an existing advisory structure without creating an entirely new body. Administrative support, public noticing, agendas, and minutes would already be incorporated into the existing Parks and Recreation Commission framework, reducing duplication of effort while maintaining transparency and accountability.

A subcommittee approach would also help ensure that recommendations regarding the Equestrian Center are considered alongside the Town's broader parks and recreation priorities. This may be beneficial when evaluating capital projects, maintenance needs, staffing considerations, programming opportunities, and budget requests across all recreational assets.

Because the Parks and Recreation Commission is already established and functioning, implementation could occur relatively quickly and would not require Council to recruit and appoint an entirely separate group of volunteers. An important consideration associated with this option though, is the composition of the subcommittee itself. Pursuant to Town Code, a subcommittee must generally be comprised of members of the Commission and may not include non-members unless specifically approved by the Town Council. As a result, the Parks and Recreation Commission could not independently appoint members of the equestrian community, event organizers, facility users, business owners, or other stakeholders to serve on the subcommittee without prior Council authorization.

Another potential limitation is that the Equestrian Center may receive less dedicated attention than it would under a standalone Working Group or Commission. The Parks and Recreation Commission is responsible for a wide variety of facilities, programs, and community initiatives, including parks, trails,



Town Council Agenda Information Memorandum

sports fields, recreational programming, and special events. As a result, the Equestrian Center would be one of many topics competing for the Commission's time and attention.

STAFF RECOMMENDATION

Staff recommend initially utilizing either a Town Manager Working Group or a Parks and Recreation Commission subcommittee. Both options provide the flexibility necessary to evaluate the future direction of the Equestrian Center while minimizing administrative requirements during the facility's transition period.

As the Equestrian Center's role within the community becomes more clearly defined, Council may subsequently evaluate whether a standalone Commission is warranted to provide long-term oversight and recommendations.

Consideration	Working Group	Commission	Parks & Recreation Subcommittee
Establishment	Created by Town Manager	Created by Council	Created by Parks & Recreation Commission
Membership Selection	Town Manager	Town Council	Existing Commissioners and appointed members, if authorized by Council
Membership Terms	Flexible	Three-year terms	Consistent with Commission's three-year terms
Transparency	Limited unless minutes/recordings are required	High	High
Agendas & Minutes	Optional	Required	Required
Administrative Support	Low	High	Moderate
Flexibility	High	Moderate	Moderate
Continuity	Dependent on administrative support	High	High
Dedicated Focus on Equestrian Center	High	High	Moderate
Ability to Start Quickly	High	High	High



Town Council

Agenda Information Memorandum

Connection to the [FY27 Strategic Plan](#)

This item supports the FY27 Strategic Plan by advancing the Town's efforts to evaluate and develop the Camp Verde Equestrian Center as a community asset through stakeholder engagement, long-term planning, and identification of future operational and capital improvement priorities.

Question(s) before the Council

- Does Council have any questions for staff?
- How would Council like to proceed with regards to the structure of an Equestrian Center advisory group?