



*Support your local merchants*

**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, APRIL 19, 2023 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/86714761704?pwd=TIJhV25Tam5nelhoekVMNjh5NDRVdz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-8782**

**Meeting ID: 867 1476 1704**

**Passcode: 735986**

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: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Work Session – March 30, 2023 Page 5
    - 2) Regular Session – April 5, 2023 Page 13
  - b) **Set Next Meeting, Date and Time:**
    - 1) Joint Session with P&Z Commission – Wednesday April 26, 2023 at 5:30 p.m.
    - 2) Regular Session – Wednesday, May 3, 2023 at 6:30 p.m.
    - 3) Special Session – Wednesday May 10, 2023 at 5:30 p.m.
5. **Call to the Public or 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(H))

**6. Special Announcements and Presentations:**

- **Proclamation –Declaring Saturday, April 22, 2023 as Camp Verde’s Arbor/Earth Day Celebration 2023.** Economic Development Director, Molly Spangler Page 31

**7. Council Informational Reports.** These reports are relative to the 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, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

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

**9. Discussion, Consideration and Possible Adoption of amended Town Personnel Manual.** Page 33

**10. Discussion, Consideration, and Possible Adoption of Resolution 2023 -1106, a resolution of the Mayor and Common Council for approval of final site plan for partial development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on parcel 403-22-035P, Camp Verde, Yavapai County, Arizona.** Staff Resource: Cory Mulcaire Page 127

**11. Discussion, Consideration and Possible Approval of the request from MATForce to terminate their lease of the Town’s property location at 600 South Main Street, effective April 30, 2023, and directing staff to reimburse MATForce up to \$9,155.00 for tenant improvements made to the property.** Staff Resource: Gayle Mabery Page 143

**12. Work Study Session on Water and Wastewater Rate Study/Analysis and Long-Term Financial Plan.** Resource: Dan Jackson, Economists.com. Page 151

**13. 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. 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 04-13-2023 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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**DRAFT MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
THURSDAY, MARCH 30, 2023 AT 5:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85746593825?pwd=QVIGYWRmRG1rN0FJUnEwWEhVREtZUT09>

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

**Meeting ID: 857 4659 3825**

**Passcode: 739216**

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

**1. Call to Order**

- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier (absent), Robin Godwin (absent), Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins

**Also Present.** Interim Town Manager Gail Mabery, Finance Director Mike Showers, Assistant Clerk Jadie Edwards

- 3. Pledge of Allegiance** Vice Mayor Moore led the pledge of allegiance.

- 4. Presentation and Discussion with Council of FY24 department requested operational budgets including: General fund, HURF Fund, Wastewater fund and Water Fund.** Staff Resource: Mike Showers

Department Heads presented their operational budgets including General Fund, HURF Fund, Wastewater Fund and Water Fund.

**Court-**

Judge Gary Horton presented.

Judge Horton prepared a quarterly update and offered to answer specific questions on budget. The operational side of the court is regulated by the Supreme Court through the administration of courts. Through that, they were randomly selected for an operational review. There were minor findings, but nothing major, and they are glad to share these findings with Council.

Mayor Jenkins said findings are very common and should not be too much of a concern. Sometimes they are even suggestions. Judge Horton said he will view it as an opportunity

to learn.

He commended the Town of Camp Verde for keeping a Court Supervisor in place for fifteen (15) years. He agreed with Mayor Jenkins about the findings being minor. He feels they have a tight grasp on their monies and where they go.

He thanked the Council for allowing them to create a Court Administration position. This was very helpful to him when he was out.

They have hired security and are making sure she is properly armed. They used to utilize the Marshal's Office, but now they are paying for their own security. He finds this to be a positive change. Their big goal is to get the addition done on the Courthouse. Walking through the door will show anyone the concern of why they need to get it done. They are fully staffed, with a crew who works very well together.

Town Manager Gail Mabery mentioned, that though Judge Horton did not present anything budget related, Judge Horton is asking for a 3% increase when his contract is up December 31<sup>st</sup>.

**Wastewater:**

Utilities Director Jeff Low presented.

Utilities hired one additional wastewater operator and now they are fully staffed. He is not requesting any further staff. All job descriptions and wages have been updated for Wastewater Operators.

He's hoping to present a workshop to Council on 4/19/23 for wastewater and water fees. They want to look at actual use. After they complete the Town Wastewater Master Plan, they need to study capacity fees. It will help them have money to expand the collection system.

*Wastewater Fund increases:*

- Uniforms
- Postage
- Fuel
- Electric Cost
- Lab services for more water samples
- Chlorine
- ADQ Permits, which have gone up quite a bit
- Overall fees for maintenance to collection system

Councilor Murdock asked about the electric cost. She thought departments didn't pay their own electric bill.

Mr. Showers said that every department that's identifiable to a specific source has their own utility budget. So, yes, Wastewater has their own electric.

Mayor Jenkins brought up the solar out at the Wastewater. Why is electric looking the way it does when they have the solar?

Mr. Low said recently they've had some issues with their lift stations and having to fix them. They've been having to spend a lot more time at the lift station. He'd be willing to reevaluate the electric cost based on that. Mr. Showers would like to see a review on that. Are they still saving a lot of money, but use costs have just gone up?

Mayor Jenkins asked about the \$5.5 million in capital. Mr. Showers said close to \$4 million was in there for highway 260, but they also had money coming from ARPA. It's also \$120,000 of regular current year revenue use.

Mayor Jenkins asked about work done on Main St. Mr. Showers said they've started most of those projects, and completed a few.

## **Water-**

Utilities Director Jeff Low Presented.

### *Employees:*

They are requesting two new water operators, one being more seasoned and then a trainee. All job descriptions have been updated. They are presenting a workshop on water and wastewater fees.

### *Increases:*

He felt the water budget for last year was very lacking. He checked into other municipalities.

Some of the things in the budget that were missing that he increased were training and memberships, software upgrades, and postage. Facilities and maintenance were under the general fund, but he moved that to water enterprise. They added lines for safety and security programs, chemical sampling, lab fees, etc.

They're going to look at tiered fees for revenue. This means that higher user fees will pay more. Additionally, he hopes this helps with water conservation. It's his understanding that they're just barely making it. Another revenue source can be capacity fees.

Vice Mayor Moore asked him if the capacity fees will be a new fee that residents who are planning to build right now don't know about. Will it be a large lump sum that people who are getting ready to build a house in Camp Verde should be aware of? He responded that it could be \$5,000-6,000.

There is no current Water or Wastewater Code, so he is working on both.

## **PW-Storm-**

Utilities Director Jeff Low presented.

*Employees:*

They need one additional employee, but don't have enough office space for that person. There is an ongoing project for Stormwater drains on Main Street. Were at about 60% plans on that.

Based on an ADQ audit of the department last month, they need to update the town's 2017 Storm Water Management plan. It will require them to do water quality sampling during various storm events. Someone has been hired to do this.

*Larger Costs:*

- Infrastructure maintenance, which is the same as last year, about \$20,000.
- Consulting services to pay for the new Storm Water Management Plan.
- A new line for lab services.

He contacted flood control and they're getting \$160,000 for next year, which is less than this year. They're getting less, he thinks, because they're not spending all their money every year.

**Non-Department:**

Finance Director Mike Showers presented.

This category holds odd costs. It's where the turquoise circuit money is. They have a termination contingency budget in here.

Councilor McPhail suggested using this money to fund Earth Day.

Vice Mayor Moore doesn't think the Town should be responsible for paying the credit card fees. They need to charge a card fee, which is legal if it's posted. It's going to add up to several thousand every year. Several Council Members agreed with her. Mayor Jenkins thinks it should be consistent across the board in the Town. The court doesn't absorb the card fees. They make the people pay the fee. If they're going to do it in one place, they need to do it across the Town. Interim Town Manager, Gail Mabery suggested getting it started when they roll out the new water and wastewater fees.

Mayor Moore asked about the \$60,000 for Community Outreach. She wondered if there have been any forms filled out for this, and asked Ms. Mabery if this is a satisfactory number compared to other municipalities. Ms. Mabery wasn't sure.

Vice Mayor Moore asked about Meals on Wheels asking for more money, as they've only given them a portion of it. They have not heard back about the second half of the money.

**Finance:**

Finance Director, Michael Showers presented.



*Increases:*

-Office supplies

-He's trying to increase his training budget for staff. He'll be taking two staff members down to a training session. He wants to get each of them to two or three, one day trainings.

Time and Attendance is a time killer. They're constantly swamped with issues and needs. They are supposedly going live next week. It's been a hard adjustment across the boards. Mayor Jenkins said it will be a positive, useful change. It will help streamline the system to become more efficient.

They've also started using a Utility Bill conversion, which is on schedule to go live with the combined billing in May. They take credit cards for everything on site.

When they lost a Wastewater person who was doing all the billing, Finance took it over. Because of this, they were able to train Water on how to do billing, and just recently transferred Wastewater billing over.

Vice Mayor Moore asked about receipts for Wastewater payments. She would like to see receipts for this, much like for when water is paid.

Councilor McPhail asked him what he needs in the Finance Department.

Mr. Showers says he knows what the Town can and can't do. He usually doesn't ask for things. He might be asking for a Budget Analyst here soon. Council giving him a 3<sup>rd</sup> position was very helpful. His biggest objective in Finance is pushing work out to his other 3 employees. He knows he's been approved for another employee, but he wants to do his best to work with the employees he has.

**IT:**

Finance Director Mike Showers presented.

IT is right on budget. He feels like they've been able to keep the costs controllable. They are however, having a hard time getting stuff done with IT. He feels they need to better define exactly what they need from them. He feels a lot of things they need IT to take care of is not in their contract. It makes the most sense to keep working with their current IT Vendor.

Vice Mayor Moore agreed that they keep working with Sun State but hiring someone in house to help with IT as well.

IT is a high paying job, so that would bring up a high-cost increase if they were to hire an IT position.

Mr. Showers said there's a lot planned for IT in the coming year. He said it makes the most sense to work out all the issues with the current vendor.

He said budget numbers for IT will increase a little bit because there will be \$1,000 IT cost for each new employee, for their new computer. The current IT manager saves them a lot of money on computers. They don't have money in the budget for major capital purchases. Next year he thinks they'll have to look for more money in that area of major capital purchases.

Mr. Showers said that as far as IT goes, and not having someone on hand, he tends to be in the thick of it when immediate IT needs come up. He's the one that staff asks for help. This is difficult because it takes away from his tasks.

Council recognizes there are issues with IT, so they are looking to staff to come back to them with how to solve the problem.

### **Manager:**

Interim Town Manager Gail Mabery presented.

### **Budget Increases:**

There are monetary changes, which are reflected in the salary. In order to be competitive in the market she has put funding in this budget so they can negotiate the contract and be covered. She did the same with the Deputy Town Manager position.

Additional increases were due to travel and Ed because they'll have a Manager and Deputy Manager in this category.

### **Revenues:**

Finance Director Michael Showers presented

Urban Revenue sharing includes \$547,000 that the League is recommending they use as one-time funds. Do not build it into the operational budget. The tax structure has been changed for income tax in the state.

They made a deal to increase the Urban Revenue Sharing to help offset that.

They may move that money to CIP.

He should have a forecast for them in the next meeting on local taxes.

He also has the structure for the 5-year CIP plan, and it's set to be in front of them in May.

He's looking at a 10% increase for next year local TPT sales tax. Mr. Showers feels this year is coming through the way they hoped to see it. He feels they're in a good spot. He doesn't see a real recession happening. Camp Verde is its own micro economy, and with the growth they're seeing, he feels they're still on track to keep moving.

His generic forecast comes down to 6% in the years that follow.

Mayor Jenkins said they need retail established so residents will stay here to spend sales tax. She wants to be serving the citizens we already have. The Council agreed. They need to have the businesses here for citizens and visitors to spend their money.

With the new Wastewater and Water admin fee, one expectation is they will support

themselves. Their funds are their funds. We don't take their funds and support general town activities. They're a regular business that operates as a business.

**5. Adjournment** Mayor Dee Jenkins adjourned the meeting at 7:12 PM.

\_\_\_\_\_  
Mayor Dee Jenkins

\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on March 30, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

*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. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.*

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**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S. MAIN STREET, SUITE 106**  
**WEDNESDAY, APRIL 5, 2023 at 6:30 P.M.**

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

1. **Call to Order-** Mayor Jenkins called the meeting to order at 6:35 p.m.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier (via Zoom), Robin Godwin (absent), Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Others present-Interim Town Manager Gayle Mabery, Town Attorney Tracy Stuhan, Assistant Town Clerk Virginia Jones and Jadie Edwards, Transcriptionist Dana Donahue.

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

**a) Approval of the Minutes:**

- 1) Work Session – March 15, 2023
- 2) Regular Session – March 15, 2023
- 3) Work Session – March 22, 2023

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

- 1) Special Session – Wednesday April 12, 2023 at 5:30 p.m.
- 2) Special Session – Thursday April 13, 2023 at 5:30 p.m.
- 3) Special Session – Wednesday April 19, 2023 at 5:30 p.m.
- 4) Regular Session – Wednesday April 19, 2023 at 6:30 p.m.
- 5) Joint Session with P&Z Commission – Wednesday April 26, 2023 at 5:30 p.m.

Mayor Jenkins informed Council previous corrections of the minutes have been submitted to the Clerk. When making a motion, please include mention of the corrections.

**Councilor McPhail moved** to accept the consent agenda with the corrections that have been submitted to the Clerk.

**Seconded by Vice Mayor Moore.**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

5. **Call to the Public or 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(H))

**None**

6. **Special Announcements and Presentations:**

- **Proclamation – Designating April 23-29, 2023 as National Library Week.** Library Director, Kathy Hellman

Mayor Dee Jenkins proclaimed April 23-29, 2023 as National Library Week.

- **Proclamation – Designating April 16-22, 2023 as National Volunteer Week.** Library Director, Kathy Hellman

Mayor Dee Jenkins proclaimed April 16-22, 2023 as National Volunteer Week.

- **Proclamation – Designating the month of April as Sexual Assault Awareness Month.** Tracey McConnell, Verde Valley Sanctuary

Tracey McConnell, representing Verde Valley Sanctuary, spoke regarding Sexual Assault Awareness month. Ms. McConnell explained to Council that the proclamation is an agreement to 'join hands' in the Verde Valley to bring attention to sexual assault and support survivors. Defined, sexual assault is a devastating use of power, one that affects every age, race, gender, sexual orientation, religion, and national origin. It is

important to change the culture that proliferates sexual assault.

The Verde Valley Sanctuary will be offering meet and greet workshops at three local libraries called "Heightening Sexual Assault Awareness Month". This will facilitate a learning opportunity to assist in identifying the components of sexual assault. It will be held at the Camp Verde Library on April 19<sup>th</sup>. There is support and resources for those victims of sexual assault. The Verde Valley Sanctuary has a crisis helpline at 928-634-2511. Callers can remain anonymous.

Mayor Dee Jenkins proclaimed the month of April as Sexual Assault Awareness Month.

7. **Council Informational Reports.** These reports are relative to the 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, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor McPhail- Continues to attend the Tribal Council Meetings and the Earth Day Committee meetings. Earth Day is April 22, 2023 and will be held at the Veterans Memorial Park from 10-2. A community walk is from 9-10. Councilor McPhail continues to attend game night at the library and attended the Pecan and Wine Festival. She attended the Yavapai College Governing Board Meeting. There is a new member of the Board. She also met Bob Oliphant, the author of an interesting blog of Yavapai College. She attended the Volunteer symposium. She attended Game Con in Cottonwood along with several library personnel. She and Vice Mayor Moore attended the Main Street Business Alliance. She participated in the Vietnam Veterans Wall Memorial, saying it was very well done. She thanked all who participated in helping with the event.

Vice Mayor Moore- Attended the Main Street Business Alliance. The Alliance consists of Main Street business owners getting together to discuss goals they have for Main Street. She attended the Viet Nam War Memorial event, stating it was very well done. She was not able to attend the Pecan and Wine Festival, but had several people come to her place of business, expressing how wonderful it was.

Councilor Baker extended a special thank you to Mike Marshall for his efforts on the Wall and the Pecan and Wine Festival. She also wanted to thank Ft. Verde Director Shelia Stabler for all her efforts. Councilor Baker spoke to several military veterans, who told her the display was wonderful and one of the most impressive memorials they had attended. She wanted to thank the Yavapai-Apache Nation and all the staff that helped put this together.

Councilor Murdock and her family attended the Pecan and Wine Festival and the Vietnam Wall Memorial. Her daughter is currently studying the Vietnam War in Social Studies. Councilor Murdock thanked staff for their work putting it all together. She also attended Little League Opening Day. There were 300-400 participants, resulting in the formulation of 20 to 30 teams. Very exciting. She thanked all the emergency services and staff that responded to the recent flooding. It was a big Town effort.

Councilor Escoffier-She continues to attend the Copper Canyon Fire District Meetings. The chairman recently resigned, and they are looking for two additional board members. Information can be found on the website. She also attended the Pecan and Wine Festival and the Vietnam War Memorial. Staff did an excellent job. She attended the Mountain Man Event at Ft. Verde State Park, telling Council it was a good educational event.

Mayor Dee Jenkins- She attended the Pecan and Wine Festival and was very impressed with all the vendors. She was asked to say a few words at the opening and closing of the Wall ceremony. She was able to meet several of the veterans from Washington DC. A retired army general who had served 37 years came and spoke, and there was one particular individual, Trace, a 24-year veteran from the Marines that attended all four days. Both gentlemen raved about the display and how it was presented. They told Mayor Jenkins they will take the way the Wall was presented here, back to Washington. Mayor Jenkins wanted to recognize Ft. Verde and its staff and all the Town staff that put the event together. She thanked the Yavapai-Apache Nation, and the day that they spent recognizing the Native Americans who served. She expressed gratitude for the opportunity to sit among the representatives of the Wall and hear how Camp Verde's efforts were so well received.

She attended the Chamber Symposium. She continues to attend the Verde Valley Managers meetings and the League of Cities and Towns zoom meeting to keep up with the various Bills coming from the Legislature. Fortunately, the Governor has vetoed several bills that would have adversely affected Camp Verde. Mayor Jenkins also attended the Little League Baseball event, stating 27 teams were formed. The support of the families and friends for the kids is heartwarming.

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

Interim Town Manager Gayle Mabery explained the Town is currently in the 'thick' of budget process. There have been five or six budget meetings. Next week is another round of meetings, where Ms. Mabery will present the Town Mangers recommended budget. It's possible only one meeting will be necessary. If the scheduled Thursday night meeting is necessary, it will be held in the Marshals Office. Both meetings begin at 5:30 p.m.



On March 28<sup>th</sup>, the Mayor signed an Emergency Proclamation-Declaration in response to the floods Town experienced in March. This proclamation came after the floods. The proclamation preserved the Town's right to make claims if the flooding impacts are significant enough that the State might free up some funding for local governments to address damage to the community. Mayor Jenkins did sign the Proclamation, in the meantime the staff has been working diligently to assess the damage to both public and private properties and properties the Town owns, particularly Verde Lakes Drive. Community Development Staff continues to assess the damage and report it up through the Emergency Management System to the County, and then the State. There is still more work to do. The recovery phase of this event takes a great deal more time than the event itself. Council should be extremely proud of Town Staff for all the work they are doing. It has been impressive to see the cooperation from other agencies.

Ms. Mabery went on to explain that the Town Manager recruitment is moving on. There is information about the position on the Town Website as well as the application which are due on April 30. About mid-May Council will select a group of semifinalists which will be evaluated. By the end of May Council will go under a process to compose a list of finalists. The finalists will then go through the interview process and background checks the last week of June. A candidate should be in position by August or September.

**8.1 PUBLIC HEARING FOLLOWED BY DISCUSSION, CONSIDERATION AND POSSIBLE RECOMMENDATION OF APPROVAL FOR A CLASS 12 (RESTAURANT) LIQUOR LICENSE APPLICATION #231565-SVETLANA PAKANAEV-ASTORIA INTERNATIONAL BISTRO LOCATED AT 348 S. MAIN STREET, #17, CAMP VERDE, AZ 86322.**

**Background synopsis**

*License application received via USPS on March 6, 2023. Application posted the required 20 days. All fees have been paid and no comments were received from the public.*

**STAFF COMMENTS-**

Deputy Town Clerk, Virginia Jones stated the application was received on March 6th and posted for the required 20 days. All fees have been paid.

Astoria Bistro owner Svetlana Pakanaev, told Council her restaurant is very nice and would benefit from being able to serve wine with dinner.

**PUBLIC HEARING OPEN**

No comments.

**PUBLIC HEARING CLOSED**

**COUNCIL DISCUSSION**

No comments.

**Vice Mayor Moore moved** to approve a class 12 (restaurant) liquor license application #231565-Svetlana Pakanaev-Astoria International Bistro located at 348 S. Main Street, #17, Camp Verde AZ 86322.

**Seconded by** Councilor McPhail.

Vote

Councilor Baker-aye  
Councilor Murdock-aye  
Councilor Escoffier-aye  
Councilor McPhail-aye  
Vice Mayor Moore-aye  
Mayor Jenkins-aye

Motion passes 6-0

**9. Discussion of proposed amendments to the Town's Personnel Manual.** Staff Resource: Julia Kaiser

**Background synopsis.**

*Proposed revisions to the Personnel Manual include formatting and grammar corrections, along with a new policy 3-14 on Time and Attendance. The new policy is necessitated due to our implantation of a new organization-wide Time and Attendance software system. Revisions are suggested to clarify existing policies and procedures and to improve understanding and application of the current practices. There are no budgetary or financial impacts to the changes.*

Human Resource Director Julia Kaiser explained she is bringing the Personnel Manual for Council review to address minor amendments and adjustments consisting of clarifications of existing Town policies as well as grammatical corrections. No adjustments to amendments or corrections will affect or increase any salaries. Ms. Kaiser began with page one.

Councilor Murdock stated it was not necessary to go through the manual page by page.

Mayor Jenkins referred to page 82 regarding "meal periods". Meal *breeks* needs to be changed to meal breaks. Mayor Jenkins had concerns with page 84, regarding rest periods and how it is written. The third sentence from the bottom states; *Employees must remain on Town premises during paid rest periods.* Mayor Jenkins is concerned that taken literally; it would mean Town staff would have to return to Town to take a rest period. She would like that worded differently so that staff working off site do not have to return to town for a rest period. Ms. Kaiser replied, it can be clarified to "job site".

Vice Mayor Moore inquired about the Marshalls office. Ms. Kaiser replied it is the same.

Councilor Escoffier referred to page 68, under C, item 2 should read, *the Town Magistrate shall serve for a term of either two or four years.*

Mayor Jenkins requested staff bring this item back as a consent agenda item with the requested changes. She thanked Ms. Kaiser for the way it was presented.

10. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan, effective at the start of the April 16, 2023 payroll cycle.** Staff Resource: Julia Kaiser

**Background synopsis**

*Revised salary range table to include new updated Job Titles. Approved amendments and revisions do not constitute hiring of any additional employees. Effective January 1<sup>st</sup>, 2023, Arizona's Minimum Wage increased to \$13.85 per hour. Due to the minimum wage increase, the minimum hourly rate of the Town's salary table must be increased, which leads to salary wage adjustments. If implemented at the start of the payroll cycle of 4/16/23, this will result in the increases of 15 employees with the total budgetary salary increase of approximately \$950.00 for the current fiscal year and an annual increase of \$4,492.00.*

Human Resource Manager Julia Kaiser explained that this is a new updated salary schedule to reflect updated job titles, approved amendments and revisions. It does not require the addition of additional employees, but better reflects the work performed by said employees.

As of January 1<sup>st</sup> 2023, Arizona's minimum wage increased to \$13.85 per hour. The Town's salary table must be increased, which leads to salary wage adjustments beginning on the payroll cycle of 4/16/2023. This will result in the increases of 15 employees.

Mayor Jenkins asked if these were items that were already approved (in red).

**Vice Mayor Moore moved** to approve amendment to the Town's salary plan effective at the start of the April 16, 2023 pay cycle.  
**Seconded by** Councilor Escoffier.

Vote

Councilor Baker-aye  
Councilor Murdock-aye  
Councilor Escoffier-aye  
Councilor McPhail-aye  
Vice Mayor Moore-aye  
Mayor Jenkins-aye

Motion passes 6-0

11. **Discussion, Consideration, Public Hearing and Possible Approval to regulate Occupational Licensing requirements for Peddlers and Solicitors under Chapter 9, Article 1 of the Town Code.** Staff Resource: Trish Stuhan

**Background synopsis**

*A city or town may not impose an occupational licensing requirement on any occupation, trade*

*or profession on which the city or town had not previous imposed a fee, requirement or other regulation unless the city or town adopts the occupational licensing requirement.*

**Staff Comments.**

Town Attorney Trish Stuhan explained this is coming before Council due to State laws that were revised a few years ago. Town code already has licensing for peddlers and solicitors. The State requires the licensing must be reviewed periodically. Every five years the codes will expire unless reviewed. This is a chance for Council to decide if they want to keep the code as it exists. State law requires public comment. If Council would like to proceed, a very simple motion is required to continue to regulate the licensing requirement. However, if Council feels the requirements need revision, it can be revised and brought back as an ordinance.

- **Public Hearing Open**  
No comments.
- **Public Hearing Closed**
- **Council Discussion**  
No discussion.

12. **Vice Mayor Moore moved** to approve to regulate Occupational Licensing requirements for Peddlers and Solicitors under Chapter 9, Article 1 of the Town Code.  
**Seconded by** Councilor McPhail.

Vote

Councilor Baker-aye  
Councilor Murdock-aye  
Councilor Escoffier-aye  
Councilor McPhail-aye  
Vice Mayor Moore-aye  
Mayor Jenkins-aye

Motion passes 6-0

13. **Discussion, Consideration and Possible Acceptance of West Clear Creek Restoration and Recreation Plan - Draft Plan produced by The Nature Conservancy.** Staff Resource: Michael Marshall and Troy Odell

**Background synopsis**

*In 2021 The Nature Conservancy (TNC), on behalf of the Town of Camp Verde, received a Grant to complete the West Clear Creek Restoration and Recreation Plan (Plan). EnviroPlan Partner LLC was hired to conduct public input, research the issues and develop this plan in conjunction with the Town. Managed recreation and preservation of water flow to the Verde River is a priority in the voter approved Town General Plan. This document will help to guide future decision making and planning for Council, Parks and Recreation Commission and Staff.*

Parks and Rec Manager Mike Marshall explained to Council that this plan is in addition to the Verde River Master Recreation Plan and the Upland Trails Plan. This plan is conceptual, it does not include any construction details. The plan has two concepts;

- Restoration of water flow and flood control
- Recreational use of public lands

This plan will give Town a general direction in which to proceed. All decisions are subject to Council approval and available funding. There is an addendum that is intended to be an addition to the draft plan. The addendum clarifies direction for staff, to safeguard some of the Public Works projects to remediate and clear flooding and ridding debris and sedimentation. It also includes the role of the TNC in obtaining grants and additional funding, working with Town Staff and the Parks and Recreation Commission. In addition, the plan includes directing Staff to;

- Monitor tax lien properties in the area for possible acquisition.
- Working with the Forest Service to develop a trailhead for Bull Pen Wash.
- Working with property owners for easements.
- Monitoring/removing invasive species.

Selena Powell, a project manager with The Nature Conservancy (TNC) gave an overview of the West Clear Creek (WCC) Plan. She provided a map of the proposed project area.

**Need-**West Clear Creek communities are affected by flooding and climate change, necessitating a comprehensive plan to address restoration and recreational infrastructure.

**Purpose-** Develop a shared vision for WWC that identifies solutions that balance water needs for people and nature and enhance connectivity of wildlife corridors.

Three meetings with local community members, state and federal agencies and local NGOs have already occurred. The TNC has worked closely with Town Staff.

Ms. Powell identified four Priority Projects (which will require further assessments)

- West Clear Creek Trail Corridor Concept Plan
- West Clear Creek Channel and Habitat Restoration
- Verde Lakes Drive High-Water Crossing over West Clear Creek
- Bull Pen Wash Sediment Catchment

Ms. Powell displayed several conceptual maps of the Four Project Priorities.

Councilor Murdock asked about the Bull Pen Wash Sediment Catchment off of Aspen Drive. Is this the sediment that comes off the Coconino National Forest?

Troy Odell replied, it comes off the National Forest near the gypsum mine.

Councilor Baker asked Mr. Odell if the TNC and staff are working with the Corps of Engineers working in water ways.

Mr. Odell replied yes, as well as Flood Control District. He stated they are chasing grants to deal with the debris which has been there for years. The debris gets worse every flood.

Councilor Baker reminded Council of the Bull Pen Wash remediation that was performed several years ago, which needs to be maintained. What is being proposed here will help with that, is that correct?

Mr. Odell replied yes, through the Corp, we will be able to guard the habitat and maintain the catchment. An updated, detailed study needs to be performed. The last study was done in 1984.

Councilor Baker recognized this as a long-term project. She stated the property owners along the area will be an issue, hopefully that can be easily solved with Staff and TNC working together. Is this something that has been in the works for a long time and acquiring things along the way, correct?

Mr. Odell replied, yes.

Councilor Baker expressed concerns about the number of projects assigned to staff at this time and for the next few years. How is this going to be planned in with all the rest of the work they are doing?

Mr. Marshall explained that this plan is a *conceptual approach*. Staff will do what they can to make these things happen. Having the conceptual plan will assist Staff in looking for grants and funding. How and where the funding comes from is down the road. For example, if someone wants to donate land, the plan will identify that as an option.

Mr. Odell added that the funding will provide experts and conditions of the grants. There will be a lot of people coming up with ideas.

Vice Mayor Moore asked Utilities Director Jeff Low, if the Town was in the process of getting a flood mitigation plan going? Does this all tie together?

Mr. Low replied, it does all tie together. There is currently a fly over of the Town in one-foot contours to provide a model. West Clear Creek needs to be remapped.

Mr. Odell added that the debris needed to be removed before the remapping can occur.

Mr. Low stated if the mapping is done prior to the debris/sediment removal, it will put all the properties in the flood plain. Better data will be available as soon as the two-dimensional model is finished.

Vice Mayor Moore asked if moving forward with this agenda item doesn't hinder other efforts. She wants to make sure everyone is working together. Mr. Low assured Vice Mayor Moore that all the departments will be working closely together to safeguard what has already been done.

Mr. Marshall explained the addendums are complementary to the Plan.

Mayor Jenkins clarified that Staff is asking Council to approve the Plan.

Public Comment-

Citizen Donna Moody is in favor of this item.

**Councilor McPhail moved to** accept the West Clear Creek Restoration and Recreation Plan – Including the Guidance Addendum.

**Seconded by** Councilor Baker.

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

Councilor McPhail thanked Selena and the TNC for all their work.

- 14. Discussion, Consideration and Possible Approval of Contract No. 23-172 for engineering services for the Town of Camp Verde Water Master Plan and GIS System Development to Water Works Engineers in an amount not to exceed \$183,200.00. Staff Resource: Jeff Low**

**Background synopsis**

*Currently, there is not a study or expansion plan for the existing water systems in Camp Verde. The existing system lacks adequate storage and production flows during summer high use times. Lack of adequate fire flow for new developments is already a problem. Town does not have a Water-CAD Model to use for system design and diagnostics, which is needed to size pipes, flows, pressures, pressure reducing valves, hydrants etc. After extensive review, Town chose Water Works Engineers for the Town of Camp Verde Water Master Plan and GIS System Development.*

Utilities Director Jeff Low explained the Water Master Plan will evaluate the water system, determine current and build out for water production and for storage and water

treatment needs. It will create a GIS layer aerial topography of the entire water system. It will also create a pressure water model and a five- and twenty-year Capital Improvement Project list.

Town utilized the City of Prescott's' On-Call Services for Water Production and Treatment Services. After reviewing several firms, the Town of Camp Verde chose Water Works Engineers. A scope and fee were negotiated with Water Works Engineers for the Master Plan and GIS Development.

Councilor McPhail asked about "water age analysis".

Rob Bryant from Water Works Engineers was present via zoom. He explained to Council that Water Age Analysis is a tool used within a hydraulic model to identify or predict where water within a distribution system may 'hang out' and become stagnant.

Mayor Jenkins asked how long the process would take. Mr. Low replied, a year and it would be split among two budget years, although he showed it on one year's budget as a worse case scenario.

Mayor Jenkins asked about the funding. Is it CIP or ARPA? Mr. Low replied they are using 'Equipment Line Item', explaining that Finance Director Mike Showers put it as emergency funds for water. It is coming out of the Water fund.

**Vice Mayor Moore moved** to approve Contract No. 23-172 for engineering services for the Town of Camp Verde Water Master Plan and GIS System Development to Water Works Engineers in an amount not to exceed \$183,200.00.

**Seconded by** Councilor Baker

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

15. **Discussion, Consideration and Possible Approval of Contract No. 23-173 for construction services for the Town of Camp Verde to upgrade radio and control technology for the water SCADA system to Ripple Industries in an amount not to exceed \$68,370.00.** Staff Resource: Jeff Low

### **Background synopsis**

*Per the Escrow Agreement for the Towns purchase of the Camp Verde Water System,*



*the Town was to move the SCADA equipment and communication tower out of the 300 W. Head St. location by November of 2022.*

*Staff met with several contractors that were hesitant to move the tower, claiming there was not sufficient room to move the tower to the nearby tank site. In reviewing the request with Ripple Industries and looking at the overall SCADA System, Staff and Ripple determined funds would be better spent replacing the current antiquated SCADA system.*

Utilities Director Jeff Low explained this is an agreement made when the Town Purchased the Water Company. It has been determined that funds would be better spent upgrading the system, rather than moving it. Ripple Industries was chosen to upgrade the radio and control technology (using cellular) for the Water SCADA (Supervisory Control and Data Acquisition) system. Ripple Industries specializes in SCADA water and sewer systems. Upon approval of the contract, Ripple estimates the job be completed within six months.

Vice Mayor Moore asked if this system was only for water, or could it be used for wastewater as well. Mr. Low replied they would like to see how this system works, but yes, it can be used for wastewater.

Vice Mayor Moore clarified that it is cheaper to upgrade the system, rather than keep and move the old one. Mr. Low replied yes, it would cost over \$100k to move the old system. Both Water and Wastewater staff will be trained on the new system.

Vice Mayor Moore asked if the system under consideration is big enough to handle both water and wastewater, or would another system have to be purchased. Mr. Low replied that a separate system would be used for wastewater.

Vice Mayor Moore clarified; Town purchases this system for the water only, and if it works well, another system will be purchased for wastewater. Mr. Low replied yes.

Mayor Jenkins stated this is replacing equipment because we don't want to move it. She asked what Town was going to do with the equipment that doesn't get moved? Does Town have to remove it? What happens if it stays there? Town does not want to pay rent. Mr. Low stated it is not a problem and can be taken down.

Councilor Escoffier stated she appreciated the work Mr. Low has done on this project and in a timely fashion.

Mayor Jenkins asked if Josh at Ripple Industries, had anything to add. He answered he felt the discussion was well covered. Mr. Low asked Josh about the timeline, especially in light of getting materials. Josh replied, stating the timeline is six months precisely because of lead time in acquiring materials. The actual work to be done takes one to two months. The lead times for the equipment can be long, hence the six months.

Councilor Baker asked about the existing equipment and if Town is paying rent.

Mr. Low replied, not at this time, but implied that at the end of May until the equipment is installed, the Town would pay rent.

Town Attorney Trish Stuhan explained to Council that in Section II Compensation, of the contract needed correction. It should read, *“Consultant shall provide services to upgrade radio and control technologies as described in it’s January 3<sup>rd</sup> 2023 estimate.”* This needs to be included in the motion.

Mayor Jenkins recognized a blue request to speak card.

Citizen Tony Goia commends staff for the work they have done. He is in favor of this item.

**Councilor Baker moved** to accept contract number 23-173 for construction services for the Town of Camp Verde to upgrade radio and control technology for the water SCADA system to Ripple Industries in an amount not to exceed \$68,370 dollars with the revisions to the contract.

**Seconded by Councilor McPhail**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

**16. Discussion, Consideration and Possible Direction to Staff to Pursue Receipt of Donation of Yavapai County APN 404-32-077 in the Verde Lakes Subdivision, Unit 4.** Staff Resource: Jeff Low

**Background synopsis**

*Town Staff was contacted to determine Town’s interest in receiving the donation of APN 404-32-077 in Verde Lakes Subdivision, Unit 4. Town ownership of this property is consistent with the long-term strategy of acquiring property in this area with the intent on future creation of a “parkway” in the flood plain.*

Utilities Director Jeff Low explained that the County Flood Control District was contacted by the owner of APN 404-32-077 who asked to donate the parcel to the County. The County then directed the inquiry to the Town of Camp Verde. The parcel is within Verde Lakes within the floodway of West Clear Creek. The Town currently owns thirty parcels in the vicinity.

To acquire the property, the Town would have to pay \$195.79 for a tax lien. The

escrow fee would be \$1000.00.

Councilor Escoffier explained the owner of the property is an absentee owner, they live out of State. They have not paid their property taxes in four years, and they cannot build on the property because it is in a designated flood way. After five years of non-payment of taxes, the County can declare the property delinquent. After several steps, the County can obtain a Treasurers Deed. The County would then own the property. They are only a year away from doing that. At that point the property taxes cease to accumulate and then the Town can simply ask the County to deed it to the Town. She expressed concern paying the property owners back taxes and any closing costs. The owners would then get a credit for making a donation on their taxes. If Town waits another year, the property can be obtained for nothing.

Vice Mayor Moore asked Town Attorney Trish Stuhan to confirm that information. Ms. Stuhan replied it is very possible to obtain ownership through the County or another way. Council does not have to act on this. The owner will receive a tax benefit for the donation. If Town does not need the property now, Council may not want to do nothing.

Mr. Low stated that in looking at the properties in the area, there are several owned by the County.

Mayor Jenkins thanked Councilor Escoffier for the information.

Vice Mayor Moore is not opposed to taking the property, however, she has concerns about paying the back taxes and escrow fees. She asked about the "parkway". She suggested the Town Manager, at some point, when it comes down to all these properties Town is accumulating down there, what the plan is for this parkway. She is not in favor of the donation as presented.

Councilor Murdock stated that if the Town does not accept the property, someone could come in and pay the back taxes. If Town owns the property, it becomes less of a liability. Town has done this process before. She does not know what the cash value of the property is.

Vice Mayor Moore stated she understands the property is not buildable.

Councilor Escoffier stated there are properties like this throughout the State. There is a process the County uses to get the properties off the tax rolls. People can acquire them through a tax deed auction. In this case, once the County gets the Treasurers Deed, they could title it over to the Town.

Councilor McPhail suggested directing staff to work with the County to settle up this property without expending any expense to the Town.

Vice Mayor Moore stated the property was originally donated to the County and the

County asked the Town to take it because it is in the Town of Camp Verde area. The Town should take it if it doesn't cost anything. Could this be a direction to give Staff?

Citizen Tony Goia explained the history of the Town owned land in Verde Lakes. The County and Town had an agreement that any of the floodway that became tax in the rear was given to the Town under the agreement that none of the parcels could be sold and must be kept as open space. He suggested the County be reminded of the agreement.

Mayor Jenkins stated Town should keep in contact with the County regarding the parcel. She does not believe Town should spend money on the parcel.

Councilor Murdock said Town is gambling that someone else is not going to purchase the back tax lien, even though the property is not buildable.

Vice Mayor Moore does not want to pay \$1000.00 dollars in escrow for the property.

Councilor Escoffier explained that the property is in the tax lien part of the process. That means someone can go in and bid on the tax lien through a percentage process. That loan would be paid off based on the percentage bid. Obviously, no one is going to bid on this property because it is not worth anything. At that point, after five years has passed, then the County can notify the property owner and apply for a Treasurers Deed, and it becomes the County's property. If Town has an agreement with the County, that the Town is given the properties, then the County should not be offering that Treasurers Deed for sale, so that property should not be in private hands again.

Councilor Murdock asked for clarification from Town Attorney Trish Stuhan; if Town does not act tonight, can someone still acquire it? Ms. Stuhan replied, stating yes, someone could bid on it, it is unlikely, but possible.

Town Manager Gayle Mabery suggested Council direct staff to contact the County, confirm some of the information that has been presented, and get assurance from the County that the property will not be sold on the tax lien sale. Staff can do some more work with the County and bring back the information.

**17. Adjournment** Mayor Jenkins adjourned the meeting at 8:00 p.m.

\_\_\_\_\_  
Mayor Dee Jenkins

\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 17,

2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

DRAFT

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**Agenda Item Submission Form – Section I**

Meeting Date: April 19,, 2023

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

Requesting Department: Economic Development

Staff Resource/Contact Person: Sean Brooks, Molly Spangler, and Councilor Cris McPhail

Agenda Title (be exact): Proclamation Declaring Saturday, April 22, 20223 as Camp Verde’s Arbor/Earth Day Celebration 2023

List Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: Molly Spangler
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
 Fiscal Impact:  
 Budget Code: \_\_\_\_\_ N/A \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Background Information: Annually the Town issues such a proclamation to demonstrate its commitment to improving and managing our tree resources. Further, issuing such a proclamation is part of the Town’s “Tree City USA” designation requirement.

Recommended Action (Motion): Proclamation Declaring Saturday, April 22, 20223 as Camp Verde’s Arbor/Earth Day Celebration 2023

Instructions to the Clerk:



**PROCLAMATION**  
**Designating April 22, 2023, as**  
**ARBOR/EARTH DAY**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees; and

**WHEREAS**, Arbor Day is now observed at various times of the year throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource that increase property values, enhance economic vitality, and create more livable communities; and

**WHEREAS**, trees, where properly planted, are a source of joy and community pride.

**NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde** urge all citizens to care for our urban forest, to support our town’s ongoing commitment to improving and managing our tree resources and commits to planting one celebratory tree to commemorate the concurrent celebration of Arbor Day and Earth Day with Yavapai-Apache Nation. The Camp Verde Town Council hereby proclaims April 22, 2023, as Camp Verde’s Arbor/Earth Day Celebration with the Yavapai-Apache Nation.

**Passed and approved by a majority vote of the Common Council at the Regular Session of April 19, 2023.**

\_\_\_\_\_  
Dee Jenkins, Vice Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Cindy Pemberton, Town Clerk





**Agenda Item Submission Form – Section I**

**Meeting Date:** April 19, 2023

Consent Agenda     Decision Agenda     Executive Session Requested

Presentation Only     Action/Presentation     Work Session

**Requesting Department:** Human Resources

**Staff Resource/Contact Person:** Julia Kaiser

**Agenda Title (be exact):** Adoption of amended Town Personnel Manual.

**List Attached Documents:**

1. Personnel Manual as would be amended.

**Estimated Presentation Time:** 1 min.

**Estimated Discussion Time:**

**Reviews and comments Completed by:**

Town Manager: \_\_\_Gayle Mabery\_\_\_  Department Head: \_\_\_Julia Kaiser\_\_\_

Town Attorney Comments: reviewed by Town Attorney Trish Stuhan

Risk Management: NA

Finance Department

**Fiscal Impact:**

**Budget Code:** no budgetary impact    **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** The amended Personnel Manual reflects corrections and edits requested during the Council Meeting held on April 5, 2023. At that time the Council reviewed the proposed changes to include formatting and grammar corrections and minor revisions necessary to clarify existing policies and procedures. No changes were made to the manual that would carry any budgetary or financial impact on the Town’s operations.

**Recommended Action (Motion):** Approval and adoption of the amended Personnel Manual.

**Instructions to the Clerk:**

Town of Camp Verde, Arizona

# PERSONNEL MANUAL



4/19/2023

## **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 REVISIONS**

- 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.

CONTENTS

CHAPTER 1..... 13

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES ..... 13

    POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY..... 13

        SECTION 1-1-1 - NON-DISCRIMINATION..... 13

        SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT..... 13

        SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM..... 13

        SECTION 1-1-4 - PROGRAM RESPONSIBILITY ..... 14

        SECTION 1-1-5 - ANTI-HARASSMENT POLICY..... 14

        SECTION 1-1-6 - PLAN FOR HARASSMENT PREVENTION AND ELIMINATION ..... 15

        SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT ..... 16

        SECTION 1-1-8- INVESTIGATION ..... 16

        SECTION 1-1-9 - NO REPRISALS ..... 16

        SECTION 1-1-10 - OPTION TO REPORT TO OUTSIDE AGENCY(IES)..... 16

        SECTION 1-1-11 - EMPLOYEE DEVELOPMENT ..... 16

        SECTION 1-1-12 - COORDINATION WITH STATE AND FEDERAL LAWS..... 17

        SECTION 1-1-13 - DEFINITIONS..... 17

    POLICY 1-2 CODE OF CONDUCT..... 17

        SECTION 1-2-1 - PERFORMANCE OF DUTIES..... 17

        SECTION 1-2-2 - ABUSE OF POSITION ..... 18

        SECTION 1-2-3 - CONFLICT OF INTEREST ..... 18

        SECTION 1-2-4 - OUTSIDE EMPLOYMENT ..... 19

        SECTION 1-2-5 - VOLUNTEER ACTIVITIES..... 20

        SECTION 1-2-6 - CONFIDENTIALITY..... 20

        SECTION 1-2-7 - POLITICAL ACTIVITY..... 20

        SECTION 1-2-8 - USE OF PUBLIC/TOWN-OWNED VEHICLES..... 21

        SECTION 1-2-9 - DRIVER’S LICENSE STATUS..... 22

        SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY..... 22

        SECTION 1-2-11 - RESTRICTION ON CHILDREN AND NON-EMPLOYEES IN THE WORKPLACE..... 22

CHAPTER 2..... 24

EMPLOYMENT PROCESS ..... 24

    POLICY 2-1 - HIRING PROCESS ..... 24

    POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES ..... 24

        SECTION 2-2-1 - ELIGIBILITY..... 24

        SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES..... 24

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS .....	24
SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR .....	24
POLICY 2-3 - JOB ANNOUNCEMENT .....	24
SECTION 2-3-1 - FULL-TIME POSITIONS .....	24
SECTION 2-3-2 - PART-TIME POSITIONS .....	25
SECTION 2-3-3 - TEMPORARY POSITIONS.....	25
POLICY 2-4 - APPLICATION.....	25
SECTION 2-4-1 - DEFINITION OF APPLICANT .....	25
SECTION 2-4-2 - APPLICATION FORMS .....	25
SECTION 2-4-3 - REJECTION OF APPLICATION .....	26
SECTION 2-4-4 - APPLICATION RETENTION .....	26
POLICY 2-5 - EXAMINATION.....	26
SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS .....	26
SECTION 2-5-2 - PRE-EMPLOYMENT DRUG TEST.....	26
SECTION 2-5-3 - TEST DEVELOPMENT .....	26
SECTION 2-5-4 - TEST ADMINISTRATION .....	27
SECTION 2-5-5 - REASONABLE ACCOMMODATION.....	27
POLICY 2-6 - DISABILITY PREFERENCE.....	27
POLICY 2-7 - INTERVIEWING.....	27
SECTION 2-7-1 - INTERVIEW PROCESS.....	27
POLICY 2-8 - REFERENCE CHECK .....	28
SECTION 2-8-1 - PROCEDURE .....	28
POLICY 2-9 - VETERAN'S PREFERENCE .....	28
SECTION 2-9-1 - ELIGIBILITY.....	28
SECTION 2-9-2 - SPOUSE ELIGIBILITY .....	28
POLICY 2-10 - SELECTION.....	29
SECTION 2-10-1 - NOTIFICATION .....	29
SECTION 2-10-2 - APPOINTMENT .....	29
SECTION 2-10-3 - APPLICANT EXPENSES.....	29
SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS .....	29
POLICY 2-11 - FINGERPRINTING .....	29
SECTION 2-11-1 - AFFECTED POSITIONS.....	29
SECTION 2-11-2 - FAILURE TO COMPLY.....	30
POLICY 2-12 - EMPLOYEE ORIENTATION .....	30

SECTION 2-12-1 - CITIZENSHIP.....	30
SECTION 2-12-2 - LOYALTY OATH .....	30
SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES .....	30
SECTION 2-12-4 - DATE OF HIRE/LENGTH OF SERVICE ANNIVERSARY .....	30
POLICY 2-13 - INITIAL EVALUATION PERIOD.....	31
SECTION 2-13-1 - LENGTH OF TIME .....	31
SECTION 2-13-2 - COMPLETION OF INITIAL EVALUATION PERIOD.....	31
SECTION 2-13-3 - EXTENSION OF INITIAL EVALUATION PERIOD .....	31
SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE .....	31
SECTION 2-13-5 - DISMISSAL DURING INITIAL EVALUATION PERIOD.....	31
POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS.....	32
SECTION 2-14-1 - ISSUANCE, USE AND RETURN OF CARD.....	32
CHAPTER 3.....	33
COMPENSATION.....	33
POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE .....	33
SECTION 3-1-1 - CLASSIFIED POSITIONS .....	33
SECTION 3-1-2 - UNCLASSIFIED POSITIONS .....	33
POLICY 3-2 - CLASSIFICATION PLAN.....	33
SECTION 3-2-1 - PURPOSE .....	34
SECTION 3-2-2 - PLAN AMENDMENT.....	34
SECTION 3-2-3 - POSITIONS CLASSIFICATIONS.....	34
SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS.....	34
POLICY 3-3 - SALARY PLAN.....	35
SECTION 3-3-1 - NEW EMPLOYEES .....	35
SECTION 3-3-2 - GENERAL INCREASES.....	35
SECTION 3-3-3 - SALARY SCHEDULE .....	35
SECTION 3-3-4 - ANNIVERSARY DATES .....	35
SECTION 3-3-5 - PAY ADJUSTMENTS .....	36
SECTION 3-3-6 - PLAN AMENDMENT.....	37
POLICY 3-4 - PERFORMANCE EVALUATION .....	37
SECTION 3-4-1 - TIMELY EVALUATIONS.....	37
SECTION 3-4-2 - PROCESS.....	37
SECTION 3-4-3 - RATING DEFINITIONS .....	38
SECTION 3-4-4 - APPEAL OF EVALUATION.....	38

POLICY 3-5 - PAY PERIODS AND PAY DATES .....	38
SECTION 3-5-1 - PAY PERIODS .....	38
SECTION 3-5-2 - TIME SHEETS AND PAYROLL RECORDS.....	38
SECTION 3-5-3 - PAY DATES.....	38
SECTION 3-5-4 - PAY CHECKS.....	39
SECTION 3-5-5 - PAY ADVANCES.....	39
POLICY 3-6 - OVERTIME/COMPENSATORY TIME .....	39
SECTION 3-6-1 - NONEXEMPT EMPLOYEES .....	39
SECTION 3-6-2 - EXEMPT EMPLOYEES .....	40
POLICY 3-7 – PAID HOLIDAY LEAVE .....	40
SECTION 3-7-1 – ELIGIBILITY .....	40
SECTION 3-7-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS .....	41
SECTION 3-7-3 - TERMINATION OF EMPLOYMENT .....	41
POLICY 3-8 - PAYROLL DEDUCTIONS.....	42
SECTION 3-8-1 - MANDATORY DEDUCTIONS.....	42
SECTION 3-8-2 - VOLUNTARY DEDUCTIONS .....	42
POLICY 3-9 PROMOTION .....	42
SECTION 3-9-1 - ELIGIBILITY.....	42
SECTION 3-9-2 - PROCEDURE .....	42
SECTION 3-9-3 - SALARY FOR PROMOTION POSITION .....	43
SECTION 3-9-4 - PROMOTION EVALUATION PERIOD .....	43
SECTION 3-9-5 - PROMOTION PERFORMANCE EVALUATION PERIOD .....	43
POLICY 3-10 LATERAL TRANSFER.....	44
SECTION 3-10-1 - ELIGIBILITY.....	44
SECTION 3-10-2 - PROCEDURES.....	44
SECTION 3-10-3 - SALARY FOR TRANSFER POSITION .....	44
SECTION 3-10-4 - TRANSFER EVALUATION PERIOD.....	44
POLICY 3-11 DEMOTION.....	45
SECTION 3-11-1 - ANNIVERSARY DATE CHANGE .....	45
SECTION 3-11-2 - PROCEDURE.....	45
POLICY 3-12 RECLASSIFICATION PROCEDURE .....	45
SECTION 3-12-1 - PROCEDURE.....	45
POLICY 3-13 - PAY FOR WORKING OUT OF CLASSIFICATION .....	46
SECTION 3-13-1 - JUSTIFICATION.....	46



POLICY 3-14 – TIME AND ATTENDANCE .....	47
SECTION 3-14-1 - PURPOSE.....	47
SECTION 3-14-2 - DEFINITIONS.....	47
SECTION 3-14-3 - PROCEDURES.....	48
SECTION 3-14-4 – TAMPERING AND FALSIFICATION .....	50
CHAPTER 4.....	51
EMPLOYMENT BENEFITS .....	51
POLICY 4-1 - BENEFITS CONTINUATION/COBRA.....	51
SECTION 4-1-1 - WHO PAYS.....	51
SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY .....	51
POLICY 4-2 - COMPENSATORY LEAVE .....	51
SECTION 4-2-1 - NONEXEMPT EMPLOYEES .....	51
SECTION 4-2-2 - EXEMPT EMPLOYEES .....	51
POLICY 4-3 FAMILY AND MEDICAL LEAVE .....	52
SECTION 4-3-1 - DEFINITION OF SERIOUS HEALTH CONDITION .....	52
SECTION 4-3-2 - ELIGIBILITY.....	52
SECTION 4-3-3 - VERIFICATION OF NEED.....	52
SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE .....	52
SECTION 4-3-5 - HOW FMLA LEAVE IS MEASURED.....	53
SECTION 4-3-6 - USE OF ACCUMULATED LEAVE.....	54
SECTION 4-3-7 - CONTINUATION OF HEALTH INSURANCE BENEFITS.....	54
SECTION 4-3-8 - SUSPENSION OF ACCUMULATION OF OTHER TOWN-PROVIDED BENEFITS.....	54
SECTION 4-3-9 - RETURN TO WORK.....	54
SECTION 4-3-10 - INTERMITTENT LEAVE OR REDUCED WORK WEEK.....	54
SECTION 4-3-11 - TERMINATION OF EMPLOYMENT .....	54
POLICY 4-4 – WORKER’S COMPENSATION .....	54
SECTION 4-4-1 - REPORTING REQUIREMENT.....	54
SECTION 4-4-2 - PAYMENTS .....	55
SECTION 4-4-3 - USE OF PAID LEAVE WHILE ON INDUSTRIAL LEAVE .....	55
SECTION 4-4-4 - RETURN TO WORK.....	55
POLICY 4-5 - MILITARY LEAVE .....	55
SECTION 4-5-1 - NO BREAK IN SERVICE .....	55
SECTION 4-5-2 - LIMIT OF PAID TIME OFF .....	56
POLICY 4-6 SPECIAL LEAVE OF ABSENCE .....	56
SECTION 4-6-1 - SPECIAL LEAVE OF ABSENCE WITH PAY.....	56

SECTION 4-6-2 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY.....	56
POLICY 4-7 - BEREAVEMENT LEAVE.....	57
SECTION 4-7-1 - APPROVAL.....	57
SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED.....	57
POLICY 4-8 - SICK LEAVE.....	57
SECTION 4-8-1 - ELIGIBILITY.....	57
SECTION 4-8-2 - RATE OF ACCUMULATION.....	57
SECTION 4-8-3 - ALLOWABLE USES.....	57
SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR.....	58
SECTION 4-8-5 - PHYSICIAN'S VERIFICATION.....	58
SECTION 4-8-6 - ADDITIONAL CONDITIONS.....	59
SECTION 4-8-7 - NO SICK LEAVE AVAILABLE.....	58
SECTION 4-8-8 - TRANSFER OF HOURS TO VACATION.....	58
SECTION 4-8-9 - TERMINATION OF EMPLOYMENT.....	58
POLICY 4-9 - SICK LEAVE BANK.....	58
SECTION 4-9-1 - DEFINITIONS.....	58
SECTION 4-9-2 - ELIGIBLE RECIPIENT.....	59
SECTION 4-9-3 - GENERAL PROVISIONS.....	60
POLICY 4-10 - VACATION LEAVE.....	60
SECTION 4-10-1 - ELIGIBILITY.....	60
SECTION 4-10-2 - BENEFIT YEAR.....	60
SECTION 4-10-3 - RATE OF ACCUMULATION.....	61
SECTION 4-10-4 - REQUEST FOR LEAVE.....	61
SECTION 4-10-5 - TERMINATION OF EMPLOYMENT.....	62
POLICY 4-11 - CIVIC DUTY.....	62
SECTION 4-11-1 - JURY DUTY.....	62
SECTION 4-11-2 - WITNESS DUTY.....	62
SECTION 4-11-3 - VOTING.....	63
POLICY 4-12 - GROUP BENEFITS.....	63
SECTION 4-12-1 - ELIGIBILITY.....	63
SECTION 4-12-2 - GROUP INSURANCE COVERAGE.....	63
SECTION 4-12-3 - VOLUNTARY BENEFITS.....	64
SECTION 4-12-4 - RETIREMENT PLAN.....	64
SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM.....	64

CHAPTER 5..... 65

WORK RULES ..... 65

    POLICY 5-1 - HOURS OF WORK ..... 65

        SECTION 5-1-1 - NORMAL WORK WEEK AND WORK HOURS ..... 65

        SECTION 5-1-2 - ABSENCES AND TARDINESS..... 65

    POLICY 5-2 - PERSONNEL FILES..... 65

        SECTION 5-2-1 - ACCESS TO OFFICIAL PERSONNEL FILE ..... 65

        SECTION 5-2-2 - UPDATING PERSONNEL RECORDS..... 66

        SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES ..... 66

        SECTION 5-2-4 - RECORDS RETENTION..... 66

        SECTION 5-2-5 - RECORDS RELEASE..... 66

    POLICY 5-3 PERSONAL APPEARANCE..... 67

        SECTION 5-3-1 - ACCEPTABLE ATTIRE..... 67

        SECTION 5-3-2 - UNACCEPTABLE ATTIRE..... 67

        SECTION 5-3-3 - UNIFORMS ..... 67

    POLICY 5-4 MAIL, ELECTRONIC MAIL, COMPUTER, AND ONLINE SERVICES USAGE ..... 67

        SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT ..... 67

        Section 5-4-2 – SOFTWARE COPYRIGHT ..... 68

        SECTION 5-4-3 - PROHIBITED USE ..... 68

        SECTION 5-4-4 - PASSWORDS..... 68

        SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE..... 68

    POLICY 5-5 - DISCIPLINARY SYSTEM ..... 68

        SECTION 5-5-1 - DISCIPLINE PROCESS ..... 69

        SECTION 5-5-2 - DEFINITIONS..... 9

        SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION ..... 9

        SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION ..... 71

        SECTION 5-5-5 - NOTICE TO EMPLOYEE ..... 73

    POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES ..... 73

        SECTION 5-6-1 - PURPOSE ..... 73

        SECTION 5-6-2 - SOLE REMEDY..... 73

        SECTION 5-6-3 - INFORMAL PERSONNEL ACTION REVIEW PROCEDURES ..... 74

        SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW ..... 74

        SECTION 5-6-5 - EMPLOYMENT MATTERS NOT SUBJECT TO REVIEW ..... 74

        SECTION 5-6-6 MISCELLANEOUS RULES ..... 74

Section 5-6-7 - Formal Personnel Action Review Procedure Steps .....	75
SECTION 5-6-8 - RULES OF APPEAL TO THE QUALIFIED HEARING OFFICER.....	77
CHAPTER 6.....	78
EMPLOYMENT DEVELOPMENT.....	78
POLICY 6-1 - EDUCATION ASSISTANCE .....	78
SECTION 6-1-1 - PURPOSE .....	78
SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION .....	78
SECTION 6-1-3 - CRITERIA FOR APPROVAL .....	78
SECTION 6-1-4 - REIMBURSEMENT.....	79
SECTION 6-1-5 - TERMINATION OF EMPLOYMENT .....	79
POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING.....	79
SECTION 6-2-1 - PROCEDURES.....	79
CHAPTER 7.....	81
SAFETY AND HEALTH .....	81
POLICY 7-1 - SAFETY AND LOSS MANAGEMENT.....	81
SECTION 7-1-1 - EMPLOYEES SUPPORT FOR SAFE WORK PRACTICES .....	81
SECTION 7-1-2 - SAFETY COORDINATOR .....	81
SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE.....	81
SECTION 7-1-4 - USE OF TOWN EQUIPMENT AND VEHICLES .....	81
POLICY 7-2 RETURN TO WORK .....	82
SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS .....	82
SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT.....	82
SECTION 7-2-3 - PLACEMENT NOT SUBSTITUTE FOR FILLING VACANCIES .....	82
SECTION 7-2-4 - PARTICIPANT REQUIRED TO OBEY RULES .....	82
SECTION 7-2-5 - PROCEDURE .....	83
POLICY 7-3 - NO SMOKING .....	83
SECTION 7-3-1 - SMOKING AREAS.....	83
SECTION 7-3-2 - SMOKING BREAKS .....	83
SECTION 7-3-3 - SMOKING CESSATION.....	83
POLICY 7-4 - VIOLENCE IN THE WORKPLACE .....	83
SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT.....	83
SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE.....	83
SECTION 7-4-3 - COMPLAINT PROCEDURE.....	84
POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE .....	84

SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT.....	84
SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT.....	84
SECTION 7-5-3 - USE OF LEGAL DRUGS .....	84
SECTION 7-5-4 - TYPES OF TESTS.....	85
SECTION 7-5-5 - AUTHORIZATION FOR PREVIOUS TEST RECORDS OF CDL HOLDERS .....	86
SECTION 7-5-6 - DRUG TESTING .....	86
SECTION 7-5-7 - ALCOHOL TESTING .....	88
SECTION 7-5-8 - SUBSTANCE ABUSE EVALUATION, RETURN-TO-DUTY, AND FOLLOW-UP TESTING .....	88
SECTION 7-5-9 - DISCIPLINE AND APPEALS.....	89
SECTION 7-5-10 - CONTRACTORS AND VISITORS .....	89
SECTION 7-5-11 - NOT A CONTRACT .....	89
CHAPTER 8.....	90
TERMINATION OF EMPLOYMENT.....	90
POLICY 8-1 - EMPLOYMENT END.....	90
SECTION 8-1-1 - SERVICE RETIREMENT.....	90
SECTION 8-1-2 - DISABILITY RETIREMENT .....	90
SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION.....	90
SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION.....	90
SECTION 8-1-5 - DISCHARGE.....	90
SECTION 8-1-6 - LAYOFF AND RECALL .....	90
POLICY 8-2 - EXIT PROCESS.....	91
SECTION 8-2-1 - EXIT CLEARANCE.....	91
SECTION 8-2-2 - EXIT INTERVIEW .....	91
SECTION 8-2-3 - FINAL PAYCHECK .....	91
SECTION 8-2-4 - CONTINUATION OF BENEFITS .....	91
POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT .....	92
POLICY 8-4 - RE-EMPLOYMENT .....	92
SECTION 8-4-1 - ELIGIBILITY.....	92
SECTION 8-4-2 - COMPENSATION AND BENEFITS .....	92

## 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:

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

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

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

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

- 3) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- 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) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.
- C) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.
- D) Employees should perform their duties impartially in a manner consistent with law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.

- E) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, 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 may be directly financially impacted, whether favorably or detrimentally, by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system.

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

- 4) For purposes of this policy, immediate family members and relatives is defined as spouse, daughter (in-law), son (in-law), parent (in-law), brother (in-law), sister (in-law), niece, nephew, uncle, aunt, stepchildren, stepparents (in-law), grandparents or grandchild of an employee or other legal dependent of an employee or the employee's relatives.
- 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. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply.

##### SECTION 2-2-1 - ELIGIBILITY

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

##### SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

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

##### SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

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

- F) 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. No offer of employment shall be made to the applicant selected until the reference and/or background checks are completed and meet Town standards.
- 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 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 2-11-2 - FAILURE TO COMPLY**

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

#### **POLICY 2-12 - EMPLOYEE ORIENTATION**

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

#### **SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES**

The hiring department provides additional information, including:

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

#### **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 initial evaluation period of 6 full calendar months.
- E) Informal evaluations should be conducted during the course of the evaluation period to assess performance and to advise the employee of expectations regarding performance.

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

At the end of the evaluation period, the employee is formally evaluated and provided 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, he/she will become a regular employee. Once the employee becomes a regular employee, he or she becomes eligible to use vacation leave accumulated from the person's date of hire.

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

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



personnel file.

## **POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS**

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

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

- A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.
- B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.
- C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed, 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) Abolished Positions
  - 1. The Town Council may abolish any position not established by Title 9, Arizona Revised Statutes.
  - 2. Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

### SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS

- A) Work Schedule Classifications
  - 1. Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 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) Performance Evaluation Anniversary means the date the employee began his or her employment in the most recent position.

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

### SECTION 3-3-5 - PAY ADJUSTMENTS

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

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

### **SECTION 3-3-6 - PLAN AMENDMENT**

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

### **POLICY 3-4 - PERFORMANCE EVALUATION**

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

#### **SECTION 3-4-1 - TIMELY EVALUATIONS**

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

#### **SECTION 3-4-2 - PROCESS**

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

### **SECTION 3-4-3 - RATING DEFINITIONS**

- A) Exceeds Expectations: A clear and obvious strength. The employee's performance is definitely and clearly superior, extraordinarily motivated and well above the expected general performance of essential tasks set for the position.
- B) Meets Expectations: Totally competent performance. Good solid contributor. The employee performs consistently at 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 3-4-4 - APPEAL OF EVALUATION**

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

## **POLICY 3-5 - PAY PERIODS AND PAY DATES**

### **SECTION 3-5-1 - PAY PERIODS**

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

### **SECTION 3-5-2 - TIME SHEETS AND PAYROLL RECORDS**

- A) Time sheets are to be completed by all employees. Falsification of time sheets is reason for disciplinary action.
- B) Changes in rate, position, and status shall be supported by a Personnel Action Form (PAF) 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 3-5-3 - PAY DATES**

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

### SECTION 3-5-4 - PAY CHECKS

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

### SECTION 3-5-5 - PAY ADVANCES

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

### POLICY 3-6 - OVERTIME/COMPENSATORY TIME

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

### SECTION 3-6-1 - 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 3-6-2 - EXEMPT EMPLOYEES**

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

**POLICY 3-7 – PAID HOLIDAY 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 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	

**SECTION 3-7-1 - 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 is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to 88 hours per year. 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.
  - C) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.
  - D) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.
  - E) 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.
  - F) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible to use paid holiday leave for the holiday and shall lose pay for the day absent.
  - G) Offices will only be closed for observed holidays that occur on regularly scheduled workdays (Monday through Thursday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.
  - H) 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.
  - I) 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 3-7-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

- A) Public Safety and other essential service employees may be required to work on holidays.
- B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one-half) for the time actually worked. The employee may request to have the additional 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 3-7-3 - TERMINATION OF EMPLOYMENT

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

### **POLICY 3-8 - PAYROLL DEDUCTIONS**

#### **SECTION 3-8-1 - MANDATORY DEDUCTIONS**

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

#### **SECTION 3-8-2 - VOLUNTARY DEDUCTIONS**

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

### **POLICY 3-9 PROMOTION**

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

#### **SECTION 3-9-1 - ELIGIBILITY**

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

#### **SECTION 3-9-2 - PROCEDURE**

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

- A) A job posting application 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 3-9-3 - SALARY FOR PROMOTION POSITION

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

### SECTION 3-9-4 - PROMOTION EVALUATION PERIOD

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

### SECTION 3-9-5 - PROMOTION PERFORMANCE EVALUATION PERIOD

- A) Promotions do not change the person’s date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.
- B) Promoted employees who fail to meet the standards for the promoted positions 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.
- C) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

### POLICY 3-10 LATERAL TRANSFER

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

### SECTION 3-10-1 - ELIGIBILITY

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

### SECTION 3-10-2 - PROCEDURES

- A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.
- 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 3-10-3 - SALARY FOR TRANSFER POSITION

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

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

### SECTION 3-10-4 - TRANSFER EVALUATION PERIOD

- A) Transferred employees are subject to an evaluation period of not less than 6 full calendar months in the transfer position.
- B) The evaluation period is used by both the supervisor and the employee for closely observing and assessing work performance suitability for the new position.
- C) Formal evaluation will be conducted 2 weeks prior to the end of the evaluation period.
- D) Transferred employees who successfully complete their evaluation period will be notified by the Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.

- E) Successful completion of the evaluation period does not create any contractual rights for transferred employees.
- F) Transfers do not change the employee's performance evaluation anniversary.
- G) If an employee is not able to perform the new duties satisfactorily, the employee may have the opportunity to return to his/her previous position if it has not been filled or may be referred to other job openings upon the approval of the Town Manager. If another position is not secured, the employee may be placed on administrative leave without pay.

### **POLICY 3-11 DEMOTION**

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

#### **SECTION 3-11-1 - ANNIVERSARY DATE CHANGE**

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

#### **SECTION 3-11-2 - PROCEDURE**

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

### **POLICY 3-12 RECLASSIFICATION PROCEDURE**

Revision of position descriptions and 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 3-12-1 - PROCEDURE**

- A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human

Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.

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

### **POLICY 3-13 - PAY FOR WORKING OUT OF CLASSIFICATION**

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

#### **SECTION 3-13-1 - JUSTIFICATION**

- A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.
- B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.
- C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and 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 3-14 TIME AND ATTENDANCE

### SECTION 3-14-1- 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 3-14-2- 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 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 3-14-3- 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.

**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 3-14-4- TAMPERING ANF 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](http://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 an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

##### **SECTION 4-7-1 - APPROVAL**

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

##### **SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED**

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

#### **POLICY 4-8 - SICK LEAVE**

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

##### **SECTION 4-8-1 - ELIGIBILITY**

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

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

##### **SECTION 4-8-2 - RATE OF ACCUMULATION**

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

##### **SECTION 4-8-3 - ALLOWABLE USES**

- A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury. Sick leave shall be allowed for:

1. Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;
  2. Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or
  3. Illness, injury, examination, or treatment by a health care provider of a member of the employee's immediate family.
- B) The immediate family shall consist of the spouse, children, parents, grandparents, 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 not eligible to receive benefits through an insurance program paid by the Town; and
  - 3. Is not eligible to receive payments from the retirement system, which he/she is a member; and
  - 4. Is not eligible to receive payments from Social Security; and
  - 5. Has elected membership in the Sick Leave Bank.

#### **SECTION 4-9-3 - GENERAL PROVISIONS**

- A) The maximum award a Sick Leave Bank member may receive is 480 hours per year as measured forward from the date of the last request.
- 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 Human Resource Department, administration of these provisions shall be done by the Town Manager.

#### **POLICY 4-10 - VACATION LEAVE**

Vacation leave with pay after six months of employment is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

#### **SECTION 4-10-1 - ELIGIBILITY**

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

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

#### **SECTION 4-10-2 - BENEFIT YEAR**

- A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.
- B) The benefit year for all eligible employees begins on the employee's effective date of hire.

- C) An 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 on December 31 of every year.
- 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 employee assistance program may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.
- E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.

## CHAPTER 5

### WORK RULES

#### POLICY 5-1 - HOURS OF WORK

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

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

- 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.

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

### 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.

#### 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) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.
- D) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of 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.
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 the orders of one's supervisor(s);
4. Inability or unwillingness 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 policies, Town ordinances, State or federal law;
9. Violating safety rules and regulations; being wasteful of material, property or working time; failure to observe security or safety procedures;
10. Two written reprimands or other disciplinary actions in 24 consecutive months;
11. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;
12. The use of profanity or abusive language towards a fellow employee or member of the

general public while performing official duties as a Town employee;

13. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;
14. Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;
15. Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;
16. Such other act, error or omission detrimental to the mission of the Town;
17. 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 Verbal Reprimand/Counseling or 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

#### **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 Human Resources Director who shall proceed as stated in Step Two.
- B) Step Two: Appeal to Human Resources Director
  1. If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Human Resources Director.

2. The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step One) being appealed.
3. The Human Resources Director will review the appeal and communicate a decision in writing to all concerned parties within ten business days of the Human Resources Department having received the employee's written notice of appeal.
4. If the issue involves the Human Resources Director, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Three.

C) Step Three: Appeal to Town Manager

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

D) Step Four: 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 Four appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.
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 Four 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.
- 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 budget for and administer the educational assistance program.
- B) The program provides tuition assistance for courses that are:
  - 1. Directly related either to the employee's present job or to a position within the Town to which the employee could logically progress in the future; or
  - 2. A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g., accounting, engineering, criminal justice, management).

- C) The course must be:
  1. Taken on the employee's own time and
  2. Approved by the applicable Department Head, and the Town Manager.
- D) Courses may be taken at Town-approved:
  1. Accredited colleges, universities, community colleges;
  2. State or public-school systems, adult education systems, vocational and trade schools.

**SECTION 6-1-4 - REIMBURSEMENT**

- A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.
  - 1) To ensure fund availability, employees are required to submit a Tuition Reimbursement 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.

## 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**

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 their supervisors if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell their supervisor if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.
- B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

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

#### SECTION 7-5-4 - TYPES OF TESTS

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

##### A) Pre-employment Testing

1. Candidates selected for “safety-sensitive” positions must submit to a drug test. Any potential hire who tests positive for drug use will be ineligible for employment with the Town.
2. “Safety-sensitive” positions include those positions involving work that may pose a great danger to the public. (i.e., peace officers, work involving the operation of dangerous instrumentalities, any position that requires an employee to be behind the wheel of a car for a substantial part of their job, jobs requiring a CDL).

##### B) Post-Accident Testing for all employees

1. Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:
  - a) A fatality is involved;
  - b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
  - c) Any vehicle involved incurs “disabling damage” (for example, must be towed away).
2. Following any accident, the employee must notify the Town as soon as possible.
3. Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.
4. In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.
5. In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver’s system at the time of the accident.

- 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. 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

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

#### SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION

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

#### SECTION 8-1-5 - DISCHARGE

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

#### SECTION 8-1-6 - LAYOFF AND RECALL

- A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.
- 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) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.
- B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing.

### POLICY 8-4 - RE-EMPLOYMENT

#### SECTION 8-4-1 - ELIGIBILITY

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



**Agenda Item Submission Form – Section I**

**Meeting Date:** Town Council; Wednesday April 19, 2023

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

**Requesting Department:** Community Development

**Staff Resource/Contact Person:** Cory Mulcaire, Planner

**Agenda Title:** Discussion, consideration, and possible adoption of Resolution 2023 -1106, a resolution of the Mayor and Common Council for approval of final site plan for partial development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on parcel 403-22-035P, Camp Verde, Yavapai County, Arizona.

**List Attached Documents:**

- A. Draft Resolution 2023 -1106
- B. Draft Excerpt from the Planning and Zoning Commission Minutes, March 23, 2023
- C. Ordinance 2018-A437
- D. Conceptual Site Plan with Previously Approved Projects
- E. UPS Building Preliminary Site Plan
- F. PAD (Planned Area Development) Criteria
- G. GIS Data
- H. Letter of Intent
- I. Application Site Plan Approval, 20230102

**Estimated Presentation Time:** 5 Min

**Estimated Discussion Time:** 10 Min

**Reviews Completed by:**

- Department Head: John Knight
- Town Attorney Comments: N/A

**Request Summary:**

The applicant, Delia Martinez, on behalf of the owner, Vcups 8-H LLC (Verde Commercial), requests review and approval of the Final Site Plan for one (1) project that is part of the Verde Commercial Planned Area Development (PAD).

**Public Hearing, Planning and Zoning Commission:**

Thursday, March 23, 2023, the Planning and Zoning Commission unanimously approved the site plan as presented. There were no public comments (Attachment B).

**Background Information:**

In September 2018, the Town Council approved a Zoning Map Change for the parcels 403-22-035H (R1L) and 403-22-035A (C2) to C2-PAD. Ordinance 2018-A437 (Attachment C), conditioned the Zoning Map Change by requiring final site plan review by the Planning and Zoning Commission and Town Council. Specifically, the Ordinance states:

*“Approval by the Town Council of a Final Development Site Plan to be reviewed by the Planning and Zoning Commission and approved by the Town of Camp Verde Council as required by the Town of Camp Verde Planning and Zoning Ordinance and Subdivision Regulations Section 203.L.2.PAD (Planned Area Development), scope, Site Plan requirements, Section 400D.1 prior to issuance of any building permits;”*

Currently, the applicant is submitting a site plan for only the above referenced building (Attachment D). The applicant will be required to provide separate submittals for future uses on the property (see discussion below).

Note: The original parcel was split to develop the RV Storage. This land split resulted in new parcel numbers of 403-22-035K and 403-22-035Q. Verde Ranch RV Storage complex was built upon parcel 403-22-035K, leaving 403-22-035Q, which currently has Verde Valley Storage being built on it. There has since been a minor land division for the UPS site which is now being built on parcel 403-22-035P.

<b>PAD History</b>	
PAD Rezone was approved on based on Conceptual Site Plan, via Ordinance 2018-A437.	09/06/2018
Final Site Plan Approval for RV Storage	02/20/2020
Final Site Plan Approval for Marriott Hotel, Self-Storage Site, and (Possible) Public Works Facility. Via Resolution 2022-1086.	03/17/2022
Application for Site Plan Approval for UPS Facility received.	02/23/2023
Recommendation was made for approval by Planning and Zoning Commission.	03/23/2023

**Discussion Detail:**

The UPS Logistics Facility is just under five (5) acres (403-22-035P). The facility consists of an approximately 12,800 square foot metal building that will house UPS’ distribution center. Per the Letter of Intent (Attachment H), this project is anticipated to provide approximately 50 opportunities for employment.

The applicant acknowledges this request to approve this Site Plan is for only a portion of the entire PAD. This project has passed the Development Standards Review process and it is anticipated that building permits will be ready for submission in the next 30 – 90 days.

There are several more projects also in discussion, but not yet at the same stage of readiness as the project of this submittal. The applicant acknowledges that future development will have to come before the Planning and Zoning Commission, as well as Town Council for final site



plan approval.

**Staff Comments:**

This project is substantially in conformance with the Conceptual PAD Site Plan as approved in September 2018.

**Recommended Motion:**

Motion to adopt Resolution 2023 -1106, a resolution of the Mayor and Common Council for approval of final site plan for partial development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on parcel 403-22-035P, Camp Verde, Yavapai County, Arizona.



## RESOLUTION 2023-1106

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL FOR APPROVAL OF FINAL SITE PLAN FOR PARTIAL DEVELOPMENT OF VERDE COMMERCIAL PROPERTY ZONED C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES – PLANNED AREA DEVELOPMENT). SITE PLAN INCLUDES A 12,800 SQUARE FOOT UPS LOGISTICS CENTER ON PARCEL 403-22-035P, CAMP VERDE, YAVAPAI COUNTY, ARIZONA.**

**WHEREAS**, the property was zoned C2-PAD with Ordinance No. 2018-A437, by Verde Commercial, to allow a broader range of land uses; and

**WHEREAS**, the PAD designation requires approval of a Final Site Plan for each phase by the Town Council prior to issuing building permits; and

**WHEREAS**, the applicant, Delia Martinez, has applied for Final Site Plan approval, on behalf of owner Vcups 8-H LLC; and

**WHEREAS**, the request includes a Site Plan for a UPS Logistics Center; and

**WHEREAS**, on March 23, 2023, the Planning and Zoning Commission reviewed the Final Site Plan at a regular Planning and Zoning Commission meeting and recommended approval on a 5-0 vote.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:**

**The Town Council hereby finds as follows:**

- A. The proposed final site plan includes approval of the UPS logistics center as shown in Exhibit A.
- B. The proposed Final Site Plan will not constitute a threat to the health, safety, welfare, or convenience to the public and should be approved.
- C. The plan is in substantial conformance with the previously approved Conceptual PAD.
- D. The proposed Final Site Plan is in conformation with the Town of Camp Verde General Plan.

PASSED AND APPROVED by a majority vote of the Common Council at the regular meeting of April 19, 2023.

\_\_\_\_\_  
Dee Jenkins, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

\_\_\_\_\_  
Trish Stuhan-Town Attorney

**DRAFT MINUTES**  
**REGULAR SESSION**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY, MARCH 23, 2023**  
**6:00 PM**

6. **Decision Item: Discussion, Consideration and Possible Recommendation of Site Plan Approval to the Mayor and Council for Partial Development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Service - Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on Parcel 403-22-035P, Camp Verde, Yavapai County, Arizona. Staff Resource: Cory Mulcaire**

Town Planner Cory Mulcaire reviewed the site plan, location and details. This meets the C2 PAD criteria. She also said that Justin Gregonis, with Upward Architects is attending via Zoom if Commissioners have questions.

**Applicant Comment**

Justin Gregonis with Upward Architects gave an overview on the progress and the timeline for next steps.

**Motion** was made by Commissioner Blue for Site Plan Approval to the Mayor and Council for Partial Development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Service - Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on Parcel 403-22-035P, Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Osses.

**Roll Call:**

Chairman Andrew Faiella: aye  
Vice Chairman Todd Scantlebury: aye  
Commissioner Greg Blue: aye  
Commissioner Mike Hough: absent  
Commissioner Bill Tippet: aye  
Commissioner Ingrid Osses: aye  
Commissioner Robert Foreman: absent

**Motion** passed unanimously 5-0.



## ORDINANCE 2018 A437

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA FOR A ZONING MAP CHANGE FROM R1L-70 (RESIDENTIAL: SINGLE FAMILY RESIDENTIAL LIMITED, 70,000 SQUARE-FOOT MINIMUM LOT SIZE) AND C2 (COMMERCIAL: GENERAL SALES AND SERVICE) TO C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICE, PLANNED AREA DEVELOPMENT) FOR A PROPOSED MIXED-USE PROJECT. THE PROPERTY IS APPROXIMATELY 81 ACRES AND IS LOCATED AT HOMESTEAD PARKWAY AND STATE ROUTE 260, PARCEL NOS. 403-22-035A AND 403-22-035H, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

**WHEREAS**, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

**WHEREAS**, Part 6, Section 600(C)(1) of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning boundaries by the Town Council of the Zoning Map of Camp Verde under the Planning & Zoning Ordinance, and

**WHEREAS**, the Mayor and Council find that the requested re-zoning will be beneficial to the community and is in conformity with the Camp Verde General Plan, and

**WHEREAS**, the Mayor and Council find that the procedures required by ARS §9-462.03 and 9-462.04 have been complied with in connection with this zoning action, and

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:**

**Section 1.** The Town Council hereby finds as follows:

- A. A request for **Zoning Map Change 2018-0278** was filed by Krishan Ginige, Agent for the property owners, to rezone the subject parcels R1L-70 (RESIDENTIAL: SINGLE FAMILY RESIDENTIAL LIMITED, 70,000 SQUARE-FOOT MINIMUM LOT SIZE) AND C2 (COMMERCIAL: GENERAL SALES AND SERVICE) TO C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICE, PLANNED AREA DEVELOPMENT) FOR the following described real property: The legal description is attached as exhibit "A". The above described parcel contains an area of approximately 81 acres.

- B. The Planning & Zoning Commission reviewed the request on August 9, 2018 in a public hearing that was advertised and posted according to state law and recommended approval of Zoning Map Change 2018-0278.
- C. The proposed Zoning Map Change Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.
- D. The Waiver of Diminution of Value Claim has been signed by the property owners and is attached as exhibit "B".

**Section 2.** That this ordinance be hereby expressly conditioned as follows:

1. Approval by the Town Council of a Final Development Site Plan to be reviewed by the Planning and Zoning Commission, and approved by the Town of Camp Verde Town Council as required by the Town of Camp Verde Planning and Zoning Ordinance and Subdivision Regulations Section 203 L.2. PAD (Planned Area Development), Scope, Site Plan requirements, Section 400 D.1. prior to issuance of any building permits;

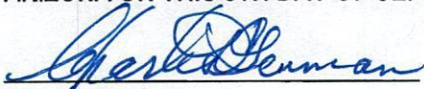
In the event of non-compliance with any of the above conditions, the zoning designation for the described properties may revert from C2-PAD (COMMERCIAL: GENERAL SALES & SERVICES, PLANNED AREA DEVELOPMENT) back to the original designation of R1L-70 (RESIDENTIAL: SINGLE FAMILY LIMITED, 70,000 SQUARE-FOOT MINIMUM LOT SIZE) AND C2, COMMERCIAL: GENERAL SALES & SERVICES in accordance with the procedures set forth in ARS §9-462.01(E).

**Section 3.** All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

**Section 4.** If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 5.** This ordinance is effective upon the expiration of a thirty 30-day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON THIS 5TH DAY OF SEPTEMBER, 2018.

  
 Charles German - Mayor

Date: 9.6.2018

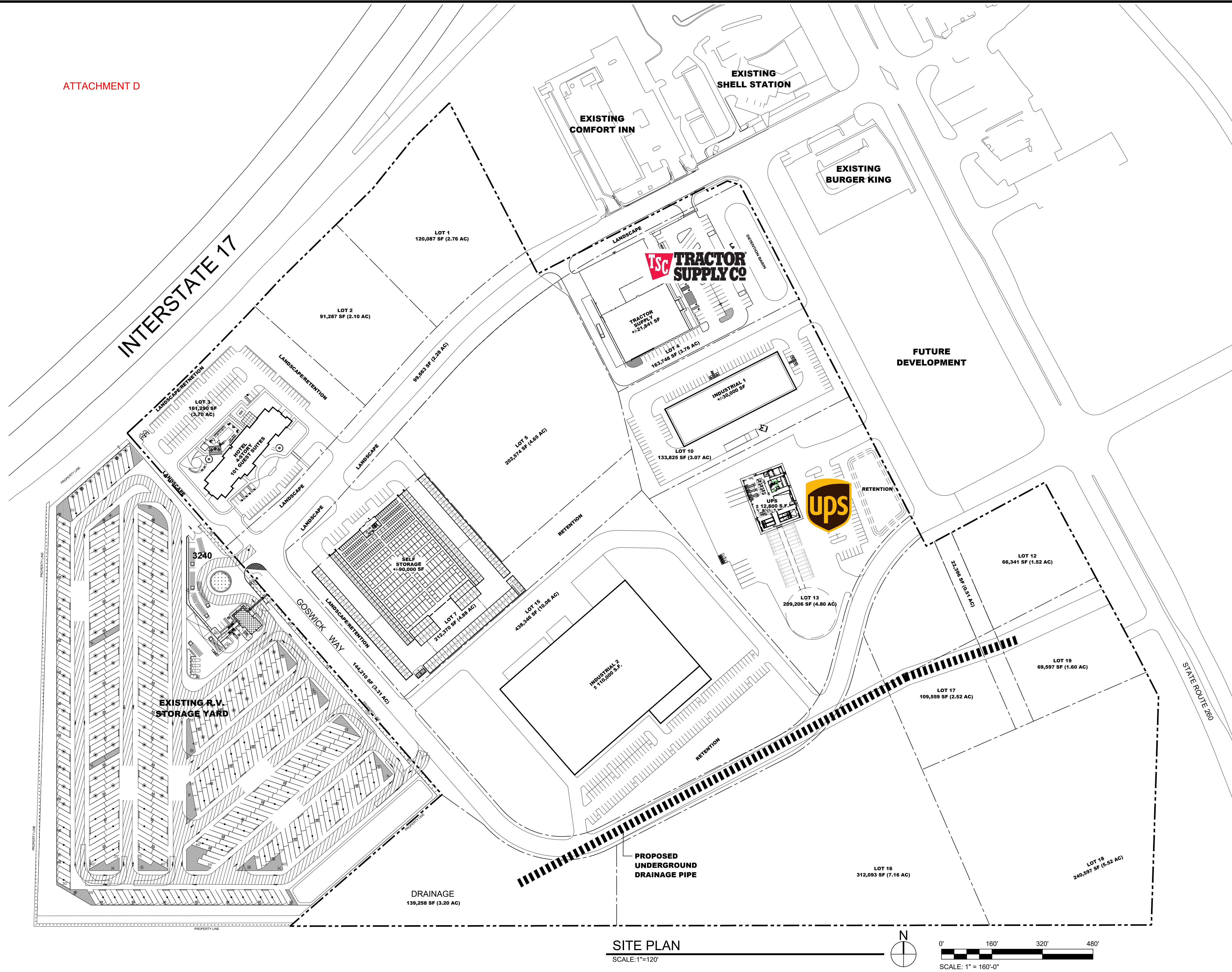
Approved as to form:

  
 Bill Sims - Town Attorney

Attest:   
 Judith Morgan, Town Clerk

Exhibits on file in Clerk's Office

ATTACHMENT D



SITE PLAN  
SCALE: 1"=120'

SCALE: 1" = 160'-0"

SITE DATA

APN:	403-22-035J
ZONING:	C2-PAD
USE:	RETAIL, STORAGE, HOTEL, GOVERNMENTAL
SITE AREA (GROSS):	2,936,448 S.F. (67.41 AC)
LOT 1	120,087 SF (2.76 AC)
LOT 2	91,287 SF (2.10 AC)
LOT 3	161,290 SF (3.70 AC)
LOT 4	163,748 SF (3.76 AC)
LOT 5	202,574 SF (4.65 AC)
LOT 7	212,370 SF (4.88 AC)
LOT 10	133,825 SF (3.07 AC)
LOT 12	66,342 SF (1.52 AC)
LOT 13	209,206 SF (4.80 AC)
LOT 15	438,346 SF (10.06 AC)
LOT 16	312,093 SF (7.16 AC)
LOT 17	109,559 SF (2.52 AC)
LOT 18	240,597 SF (5.52 AC)
LOT 19	69,597 SF (1.60 AC)
DRAINAGE	139,258 SF (3.20 AC)
SHARED ROAD TOTAL	266,269 SF (6.11 AC)
BUILDING DATA:	
LOT 3 - 4-STORY HOTEL (101 ROOMS):	64,040 SF
LOT 4 - RETAIL (TRACTOR SUPPLY COMPANY):	21,841 SF
LOT 7 - SELF STORAGE:	90,000 SF
LOT 10 - INDUSTRIAL 1	30,000 SF
LOT 13 - UPS	12,800 SF
LOT 15 - INDUSTRIAL 2	110,000 SF

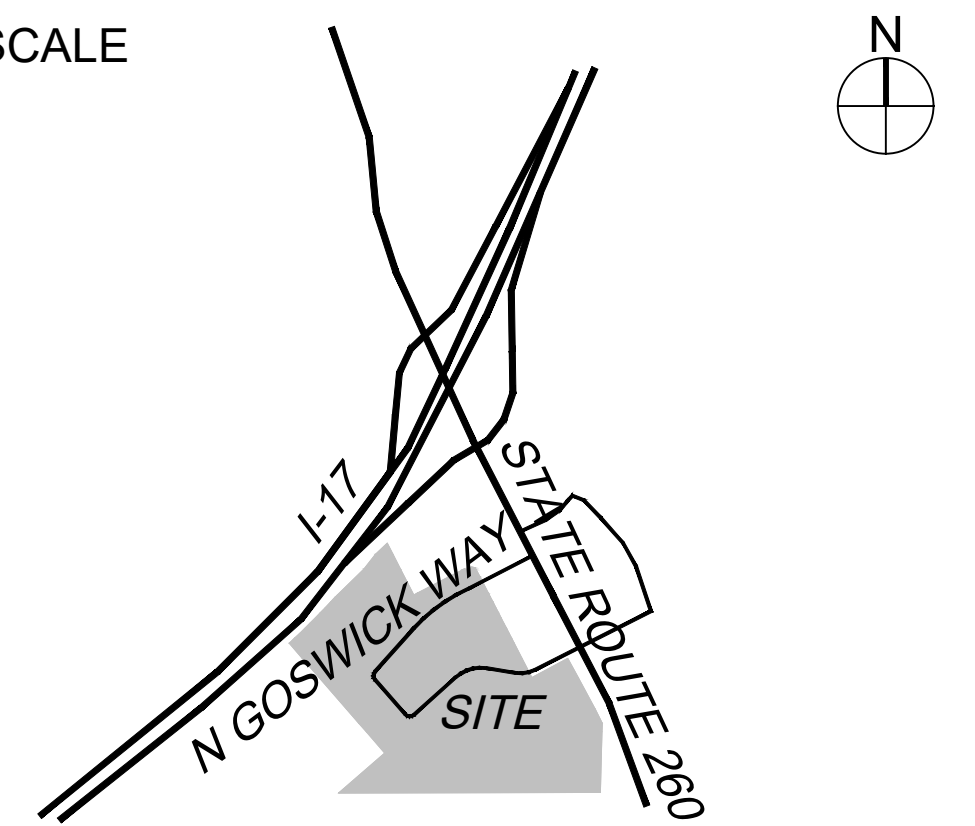
NOTE: SITE IMPROVEMENTS SHALL BE DESIGNED IN COMPLIANCE WITH THE TOWN OF CAMP VERDE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.

PROJECT TEAM

<b>ARCHITECT</b> UPWARD ARCHITECTS 1155 W RIO SALADO PKWY, 101 TEMPE, AZ 85257 PHONE: (602) 753-5222 FAX: E-MAIL: justin@upwardarchitects.com CONTACT: Justin Gregonis	<b>OWNER</b> PROVIDENT REAL ESTATE VENTURES 3131 E CAMELBACK RD, SUITE 110 PHOENIX, AZ 85016 PHONE: (602) 317-6170 FAX: E-MAIL: bcarroll@providentrev.com CONTACT: Blake Carroll
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VICINITY MAP

NOT TO SCALE

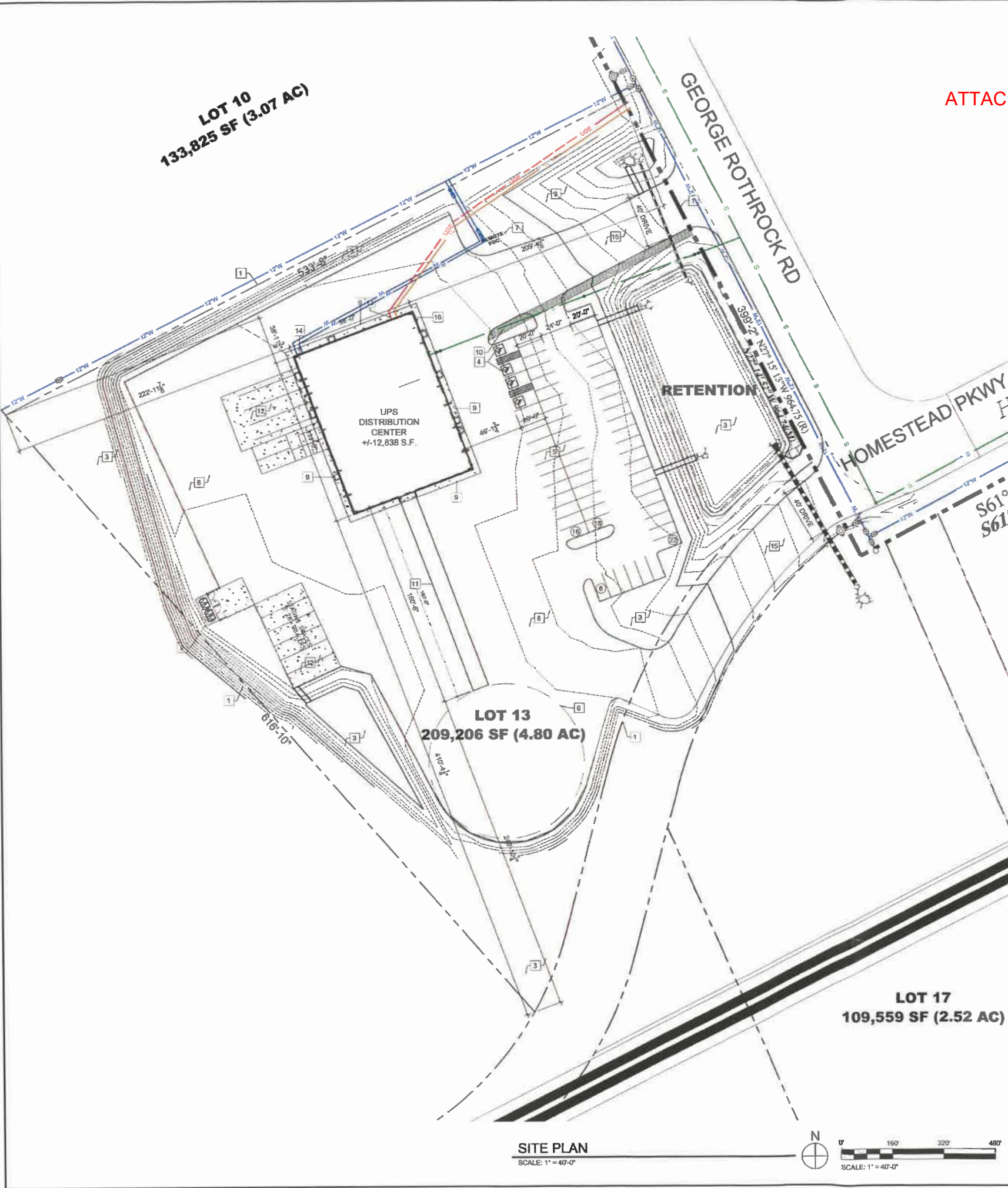


VERDE VALLEY MASTER SITE PLAN

162 NORTH GOSWICK WAY  
CAMP VERDE, AZ

02.17.2023  
PROJECT NO.: 21090





ATTACHMENT E

**SITE PLAN GENERAL NOTES**

- A. ALL EXISTING BROKEN OR OUT OF GRADE CURBS AND SIDEWALK ON THE PROJECT SITE WILL NEED TO BE REPLACED, AS WELL AS ANY NEW CURBS OR SIDEWALK DAMAGED DURING CONSTRUCTION.
- B. REFER TO CIVIL AND LANDSCAPE PLANS FOR ADDITIONAL INFORMATION.
- C. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES.
- D. REFER TO SHEET AS2.1-AS2.2 FOR SITE DETAILS.
- E. ALL NEW OR RELOCATED UTILITIES SHALL BE PLACED UNDERGROUND UNLESS NOTED OTHERWISE.
- F. ALL SERVICE AREAS SHALL BE SCREENED TO CONCEAL TRASH CONTAINERS, LOADING DOCKS, TRANSFORMERS, BACKFLOW PREVENTORS, AND OTHER MECHANICAL OR ELECTRICAL EQUIPMENT FROM EYE LEVEL ADJACENT TO ALL PUBLIC STREETS OR AS REQUIRED BY LOCAL MUNICIPALITY.
- G. REPLACE ANY EXISTING, BROKEN OR OUT-OF-GRADE CURBS AND SIDEWALK ON THIS PROJECT AS WELL AS ANY CURBS OR SIDEWALK OR PAVING DAMAGED DURING CONSTRUCTION.
- H. COORDINATE ALL SITE LIGHTING WITH PHOTOMETRIC PLAN AND ELECTRICAL PLANS. ALL LIGHTING SHALL CONFORM TO ARIZONA DARK SKY ORDINANCE.
- I. ALL BUILDING AND MONUMENT SIGNAGE UNDER SEPARATE PERMIT - ARCHITECTURAL BASES ARE SHOWN IN THIS PROJECT SET FOR CONTRACTIBILITY.
- J. THE ARCHITECT ASSUMES THE GENERAL CONTRACTOR HAS INCLUDED IN HIS BIDDING THE HIGHEST QUALITY AND GREATEST QUANTITY FOR THE PURPOSE OF RESOLVING ANY CONFLICTS IN THE CONSTRUCTION DOCUMENTS WHICH ARE IMPLIED OR UNDEFINED.
- K. ALL RAMP'S MUST MEET ADA ACCESSIBILITY GUIDELINES (ADAA) STANDARDS, 2% MAX. CROSS SLOPES, AND 12:1 MAXIMUM LONGITUDINAL SLOPES.

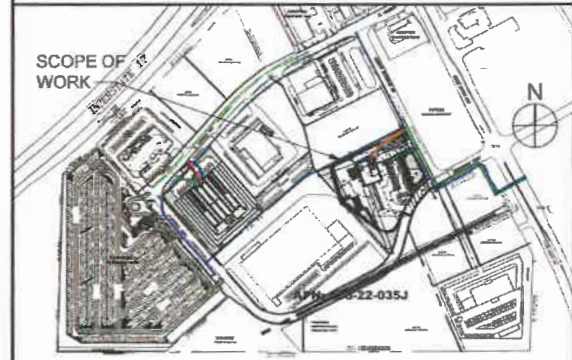
**SITE DATA**

APN:	403-22-035J
ZONING (EXISTING):	C-2 PAD (EXISTING)
ZONING (PROPOSED):	C-2 PAD (EXISTING)
USE (EXISTING):	RETAIL, STORAGE, HOTEL, GOVERNMENTAL BUSINESS (B)
USE (PROPOSED):	BUSINESS (B)
SITE DATA:	
LOT 13 SITE AREA (NET):	209,206 SF (4.80 AC)
AREA LANDSCAPED = 83,169.37 SF = 39.75%	
BUILDING DATA:	
BUILDING AREA (UPS):	12,838 SF
PROPOSED BUILDING LOT COVERAGE:	6.14%
MAXIMUM BUILDING COVERAGE:	50.00%
PROPOSED BUILDING HEIGHT:	28'-0" (1-STORY)
MAXIMUM BUILDING HEIGHT PER EBC:	75'-0" (4-STORIES)
SETBACKS (BUILDING):	
FRONT / STREET SIDE:	222'-0"
SIDE / REAR:	66'-0" / 222'-11'4" / 10'-0"
PARKING:	
PROVIDED:	(STANDARD) 58 SPACES (ACCESSIBLE) 4 SPACES
TOTAL PROVIDED:	62 SPACES

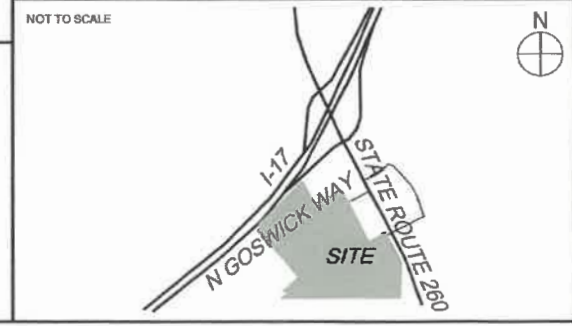
**SITE PLAN KEY NOTES**

1. PROPERTY LINE
2. 8'-0" HT. TRASH ENCLOSURE - SEE DETAIL 16A-003
3. LANDSCAPED AREA
4. VAN ACCESSIBLE PARKING STALL
5. PARKING SPACE STALL 10'x20'
6. 60' DIA. TRUCK TURNING RADIUS
7. REMOTE FDC
8. NEW ASPHALT PAVING OVER A.B.C. OVER COMPACTED FILL
9. 5'-0" CONCRETE APRON - SEE CIVIL
10. 5'-0" W. STRIPED ACCESSIBLE PATH PER ADA
11. DASHED AREA OF FUTURE EQUIPMENT UNDER SEPARATE PERMITS
12. HEAVY DUTY CONCRETE PAD - SEE CIVIL
13. S.E.S.
14. FIRE RISER
15. NEW PRIVATE DRIVE
16. BUILDING ADDRESS

**KEY PLAN:**



**VICINITY MAP**



**CLIMATIC & GEOGRAPHIC DESIGN CRITERIA**

Additional Climatic & Geographic Design Criteria  
 Ground Snow Load: 20 LBS  
 Wind Design Speed: 115 MPH - Exposure C  
 Seismic Design Category: C  
 Weathering: Moderate  
 Frost Line Depth: 12 inches (305 mm)  
 Termites: Moderate to Heavy  
 Winter Design Temperature: 20 Degrees  
 Ice Barrier Underlayment Required: No  
 Flood Hazards: Please Refer To Yavapai County Flood Control  
 Air Freezing Index: 194  
 Mean Annual Temperature: 53 Degrees  
 Climate Zone: 2b



NOTE: ALL SITE IMPROVEMENTS SHALL BE DESIGNED IN COMPLIANCE WITH THE TOWN OF CAMP VERDE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.

ARCHITECT  
**UPWARD**  
 ARCHITECT  
 1153 W. Rio Salado Parkway, Suite 5  
 Tempe, AZ 85281  
 PH: 602.753.5222 www.upwardarchitect.com



CONSULTANT

RECEIVED  
 FEB 13 2023

OWNER

PROJECT DESCRIPTION

VERDE VALLEY - UPS  
 LOT 13 - 162 N GOSWICK WAY  
 CAMP VERDE, AZ  
 20230092

NO.	DATE	REVISION

PROJECT NUMBER  
 22066  
 SHEET  
 SITE PLAN  
 (FOR REFERENCE ONLY)

PROJECT NUMBER  
 22066  
 A-001

22066-A-001-SITE PLAN DWG Printed by: cdm 20230213 13:33 PM



## **L. PAD (Planned Area Development)**

The Planned Area Development designation ensures orderly and thorough planning and review procedures that result in high quality project design and encourages variety in architectural design through techniques including, but not limited to, variations in building style, lot arrangements and site planning.

- 1) Purpose: A parcel of land planned as a unified project rather than as an aggregate of individual lots and may also provide for various types and combinations of land uses (such as single family and or multifamily housing, commercial centers, industrial complexes, and public or common spaces, with increased flexibility in site regulations). The greater flexibility in locating buildings and combining compatible uses make it possible to achieve economies of construction as well as preserving open space.
- 2) Scope: The Planned Area Development regulations that follow shall apply generally to the initiation and regulation of all Planned Area Development Districts. A PAD District may be added to an existing district to meet the intent of this Section or may be processed concurrently with a request to change an underlying zoning district. An approved PAD Development Plan/Site Plan shall be specific to that particular property as approved by Town Council upon recommendation by the Planning and Zoning Commission. A Development Plan/Site Plan must be submitted as per Site Plan requirements, Section 400 D1.
  - a. Where there are conflicts between PAD regulations and the general zoning, subdivision or other regulations, these regulations shall apply in PAD Districts unless the Council shall find, in the particular case, that the provisions herein do not serve the public to a degree at least equivalent to such general zoning, subdivision or other regulations.
  - b. It is intended to permit establishment of new Planned Area Development Districts for specialized purposes where tracts suitable in location, area, and character for the uses and structures proposed are to be planned and developed on a unified basis. Suitability of tracts for the development proposed shall be determined primarily by reference to the General Plan, but due consideration shall be given to existing and prospective character of surrounding development.
  - c. Within PAD Districts, regulations adapted to such unified planning and development are intended to accomplish purposes of zoning and other applicable regulations to an equivalent or higher degree than where such regulations are designed to control unscheduled development on individual lots, and to promote economical and efficient land use, an improved level of amenities, appropriate and harmonious variety, creative design, and a better environment.
  - d. Open Space Dedication: open space shall be included in all developments. A dedication of open space not less than twenty-five percent (25%) of a development project is preferred.
- 3) PAD Major Amendments: A request for any major amendment to a PAD including amendments to the Development Phasing Schedule will be deemed major if it involves

any of the following and must be approved by the Town Council upon recommendation by the Planning and Zoning Commission:

- a. An increase in the approved totals of dwelling units or gross leasable area for the PAD District.
  - b. A change in zoning boundaries.
  - c. Any change which could have significant impact on areas adjoining the PAD as determined by the Community Development Director.
- 4) PAD Minor Amendments:
- a. All request for amendments to a PAD that are not a PAD Major Amendment shall be deemed a PAD Minor Amendment.
  - b. A request for a Minor Amendment to a PAD with an amended site plan may be filed with the Community Development Department if the Community Development Director determines the request is not major, as defined above.
  - c. The request will be routed for comment to any affected Town departments or other agencies for comment.

**Table 2-12: PAD Dimensional Standards**

<b>Zoning District</b>	<b>"PAD"</b>
Minimum Lot Area (sq.ft.)	Established by Site Plan
Minimum Common/Open Space	25% of Site Area Preferred
Minimum Area/Dwelling (sq.ft.)	Established by Site Plan
Minimum Width OR Depth (feet)	Established by Site Plan
Maximum Bldg Ht (stories)	Established by Site Plan
Maximum Bldg Ht (feet)	Established by Site Plan
Maximum Lot Coverage (%)	Established by Site Plan
Minimum Between Buildings (feet)	Established by Site Plan
Minimum Front Yard (feet)	Established by Site Plan
Minimum Rear Yard (feet)	Established by Site Plan
Minimum Side Yard Interior (feet)	Established by Site Plan
Minimum Side Yard Exterior (feet)	Established by Site Plan

Yavapai County Print Parcel

Attachment G



<b>Parcel ID</b>	403-22-035P	<b>Check Digit</b>	7
<b>Owner</b>	Vcups 8-H LLC		
<b>Owner's Mailing Address</b>	2800 Niagara Ln N Minneapolis, MN 55447-4850		
<b>Secondary Owner</b>	N/A		
<b>Recorded Date</b>	N/A		
<b>Last Transfer Doc Docket</b>	N/A	<b>Last Transfer Doc Page</b>	N/A
<b>Physical Address</b>	N/A	<b>Incorporated Area</b>	Town of Camp Verde

<b>Assessor Acres</b>	4.79	<b>Subdivision</b>	N/A	<b>Subdivision Type</b>	N/A
<b>School District</b>	Camp Verde Unified SD #28		<b>Fire District</b>	Copper Canyon Fire And Medical	
<b>Improvements (0)</b>	No Improvements found.		<b>Local Zoning</b>	Town Of Camp Verde C2-PAD	

**Assessment**

Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.

Tax Year	2024	2023
Assessed Value(ALV)	\$27,219	\$
Limited Value(LPV)	\$181,461	\$0
Full Cash(FCV)	\$346,329	\$0
Legal Class	Vacant or Other	Mixed
Assessment Ratio	15%	0%
Usage Code	0021 ?	N/A ?

**Taxes**

<b>Tax Area Code</b>	2872	<b>2022 Taxes Billed</b>	\$
----------------------	------	--------------------------	----

**Recorded Documents & Sales (1)**

Date	Book/Page	Type	Cost
1/25/2023	2023-0003923	Special Warranty Deed	\$0

**Disclaimer:** Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. Users should independently research, investigate and verify all information.

By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.

February 06, 2022

To Whom It May Concern:

We are proposing to process an application for construction of a new ground-up UPS facility. The owner currently owns approximately sixty-seven (67) acres in size in the vicinity of the intersection of Route 17 and State Route 260. The parcel number(s) for this project is 403-22-035J and is approximately 4.08 acres in size. The property is currently vacant. We are proposing to develop this property for the purposes of constructing and operating a 12,848 SF UPS facility with some office spaces. The business will operate year-round, Monday through Friday from 3:00am to 11:15pm. Staffing is planned at 51 employees with 44 overlapping in 2024. The property will be landscaped with a variety of trees and bushes.

Sincerely,

Delia Martinez  
Project Manager

1155 W. Rio Salado Parkway, Suite B-101  
Tempe, AZ 85281

Office: 602.753.5222

CO-PAD  
NO

RECEIVED  
FEB 23 2023



# Land Use Application Form

1. Application is made for:

- |   |                     |                      |
|---|---------------------|----------------------|
| Zoning Map Change                         | Use Permit          | Temporary Use Permit |
| Conceptual Plan Review                    | Preliminary Plat    | Final Plat           |
| <b>PAD Final Site Plan Review</b>         | Variance            | Appeal               |
| Street Abandonment                        | Minor Land Division | Wireless Tower       |
| Administrative Review                     | Lot Line Adjustment | Zoning Verification  |
| Development Standards Review (Commercial) | Other: _____        |                      |

2. Project Name: UPS at Verde Valley

3. Contact information: (a list of additional contacts may be attached)

Owner Name: <u>Blake Carroll</u>	Applicant Name: <u>Delia Martinez</u>
Address: <u>3131 E. Camelback Rd. Ste. 110</u>	Address: <u>1155 W. Rio Salado Pkwy. Ste. B-101</u>
City: <u>Phoenix</u> State: <u>AZ</u> Zip: <u>85016</u>	City: <u>Tempe</u> State: <u>AZ</u> Zip: <u>85281</u>
Phone: <u>602.317.6170</u>	Phone: <u>716.225.6319</u>
E-mail: <u>bcarroll@providentrev.com</u>	E-Mail: <u>delia@upwardarchitects.com</u>

New APN  
403-22-035P

4. Property Description: Parcel Number APN:403-22-035P Acres: 4.80

Address or Location: 162 N. Goswick Way, Camp Verde, AZ 86322

Existing Zoning: Commercial Existing Use: Undeveloped

Proposed Zoning: Commercial Proposed Use: S-1, B - Business

5. Purpose: (describe intent of this application in 1-2 sentences)

This project consists a new ground up 12,838 SF metal building that will house a UPS facility. The scope of work includes all new underground utilities, civil work, landscape, and the metal building.

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action. I have also attached a completed Permission to Enter form for consent to access the property regarding this action.

Owner: [Signature] Date: 02.22.2023

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: [Signature] Date: 02.22.2023

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**Agenda Item Submission Form – Section I**

**Meeting Date:**

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

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Interim Town Manager Gayle Mabery

**Agenda Title (be exact):** Discussion, consideration and possible approval of the request from MATForce to terminate their lease of the Town’s property location at 600 South Main Street, effective April 30, 2023, and directing staff to reimburse MATForce up to \$9,155 for tenant improvements made to the property.

**List Attached Documents:** Original Lease between Town and MATForce; MATForce Letter Requesting Termination of Lease

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews and comments Completed by:**

Town Manager: Gayle Mabery     Department Head: \_\_\_\_\_

Town Attorney Comments: \_\_\_\_\_

Risk Management: \_\_\_\_\_

Finance Department  
**Fiscal Impact:**  
**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_  
**Comments:** The \$9,155 would be paid using CIP funds.

**Background Information:** MATForce recently notified the Town of Camp Verde that they would like to terminate their lease of our building located at 600 Main Street. MATForce acknowledges the Town of Camp Verde’s need for additional office space, and does not anticipate their need for this space as originally planned. Because MATForce has only used the space for 2.3 years of the intended 5-10 year lease, staff recommends reimbursing them for 50% of the \$18,309 of improvements that they’ve made to the building.

**Recommended Action (Motion):** Approve of the request from MATForce to terminate their lease of the Town’s property located at 600 South Main Street, effective April 30, 2023, and direct staff to reimburse MATForce up to \$9,155 for tenant improvements made to the property.

**Instructions to the Clerk:**

**Agreement for  
Municipal Lease  
Between  
The Town of Camp Verde  
and MATFORCE**

This Agreement for Contracted Services and Municipal Lease (“**Agreement**” or “**Lease**”) is entered into this 18<sup>TH</sup> day of November by and between MATFORCE a non-profit corporation, hereinafter referred to as “**Tenant**” or “**MATFORCE**” interchangeably and the Town of Camp Verde, a municipal corporation, hereinafter referred to as “**Town**”.

**RECITALS**

**WHEREAS**, pursuant to A.R.S. § 9-500.11, the Town desires to enter into a lease of the Town’s building at 600 S. Main Street, Camp Verde, Arizona, hereinafter as depicted on Exhibit A referred to as “**Premises**”; and

**WHEREAS**, the Town receives a significant benefit from proximity to our law enforcement presence next door and access to the resources of MATFORCE and its coalition of other agencies and volunteers for the purpose of addressing substance abuse issues within our community; and

**WHEREAS**, the Town desires to maintain a strong position against substance abuse by our children and adults alike; and

**WHEREAS**, the MATFORCE is qualified and has the experience, organization and connections to provide assistance to the Town and its residents and school to address substance abuse issues in our community; and

**WHEREAS**, the Town and MATFORCE both have the desire and the commitment to address and reduce substance abuse in all our communities through use of the Premises.

*NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW*

**AGREEMENT**

**Term:** The term of this Agreement shall be from December 1, 2020 through November 30, 2025 with the option for a five-year extension upon the mutual agreement of the Town and MATFORCE.

1. **Site:** The Town hereby leases to MATFORCE the facility located at 600 S. 1<sup>st</sup> Street, Camp Verde, Arizona for the term of the Agreement for \$1.00 per year.
2. **Funding and Development:** MATFORCE agrees to occupy and manage use of the Premises. Subject to Section 8 of the Lease provisions below, the Town agrees to maintain the improvements located on the Premises (the “**Building**”) after the necessary



improvements for occupancy are installed by and at the cost of MATFORCE, up to and including replacing the heating and cooling unit.

3. **Public Use:** The Town and MATFORCE agree to allow for community groups to utilize appropriate general use spaces within the Building for occasional use and meetings pursuant to scheduling plan agreed upon by the parties.
4. **Early Termination:** If in the event the Town proceeds on any plans which may affect the ability to utilize the Building, the Town may terminate the Lease upon six (6) months written notice to the address below.
5. **Lease:** The Town will provide use of the Building to MATFORCE subject to the terms and conditions of the Lease as set forth in this Agreement.
16. **Choice of Law:** This Agreement is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S. § 38-511.

### Lease

LANDLORD: Town of Camp Verde, an Arizona municipal corporation, 473 South Main Street, Ste. 102, Camp Verde, AZ 86322

TENANT: MATFORCE, 8056 E. Valley Road, Suite B, Prescott Valley, AZ 86314

WHEREAS, the Landlord and Tenant agree that the use of the Premises will benefit the Town of Camp Verde and its residents through direct and local connection with MATFORCE staff and resources to reduce substance abuse in the Town and the surrounding areas; and

WHEREAS, the Town has provided the Building located at 600 S. Main Street for use by MATFORCE for their mission within our community(ies)

WHEREAS, the parties wish to memorialize their understanding regarding the lease of the Premises to be used as an office and community meeting location, as defined in the Agreement above; and

*NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW*

### Terms & Conditions of Lease

1. **Property and Use:** Landlord shall lease to Tenant the Premises located at 600 S. Main for office and community meeting space.
2. **Term:** The term of the Lease shall be for the period December 1, 2020 to November 30, 2025. The Lease may be extended by both parties, under the same terms and conditions, for an additional 5 year period at the expiration of the initial term of the Lease.

3. **Improvements:** The Tenant shall install a heating and cooling unit prior to occupancy after which the Tenant shall not make any modifications or improvements to the Premises without the prior authorization of the Town Manager. Any office equipment, supplies, or other fixtures brought to the Properties by Tenant, shall remain the property of the Tenant.
4. **Rent:** Payment of rent during the term of the Lease shall be the nominal sum of \$1.00 *per year*, acknowledging that the occupancy and use of the Premises for office and meeting space to conduct MATFORCE activities, trainings and similar activities will be a benefit of the citizens of the Town and the surrounding communities. That benefit consists of local and regular access by the Marshal's Office and local schools for resources to reduce substance abuse including programs that reduce recidivism. Additionally use of meeting spaces remain open to public use through prior request to MATFORCE for scheduling.
5. **Utilities:** Costs of the utilities to the Premises such as electrical service and any separate heating/cooling costs, where they may be prorated, shall be the responsibility of the Tenant.
6. **Public Use:** The Tenant shall hold the use of the Premise but should allow for occasional use by community groups that may want access for such use to meet pursuant to a scheduling plan agreed to by the parties.
7. **Sublease:** Tenant shall not sublease any portion of the Premises without the written consent of the Landlord.
8. **Maintenance:** Tenant shall be responsible for the general maintenance of the Premises in their condition at the time of initial occupancy, *provided that* Landlord shall be responsible for maintaining the heating/cooling and other larger maintenance requirements of the Building.
9. **Signs:** Tenant shall not install any exterior signage on the Premises without the prior written approval of the Landlord.
10. **Remodeling:** The Landlord reserves the right to effect changes in the Building structure, parking, and access consistent with the surrounding parking areas that indicates the primary uses of the Building.
11. **Insurance:** Tenant agrees to procure and maintain, at its sole expense, a policy of General Liability insurance with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage that names the Landlord and its officials, officers, employees and agents as an Additional Insured in connection with the Building as provided herein; the Tenant shall keep said policy in force for the duration of this Lease, and for any extension thereof. The Tenant shall provide the Landlord with the Certificate of Insurance (COI) evidencing such insurance coverage. This aforementioned COI and the fully executed Agreement must be returned simultaneously to the Landlord. Only upon the Landlord's receipt of both the aforementioned documents, will the Agreement and Lease become effective,

12. **Dispute Resolution:** If a dispute between the parties arises as to the terms and obligations under this Lease, then the Landlord and the Tenant shall attempt in good faith to resolve said dispute.
13. **Early Termination:** If the Landlord proceeds with any plans which may affect the Premises, the Landlord may terminate this Lease upon six (6) months written notice to the Tenant.
14. **Choice of Law:** This Lease is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona. The Agreement and Lease are subject to termination pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement and Lease to be executed by their duly authorized officials on \_\_\_\_\_.

APPROVED AS TO FORM:

*Dee Jenkins*

Dee Jenkins, Mayor

*William Sims*

William Sims, Town Attorney

ATTEST:

*Cindy Pemberton*

Cindy Pemberton, Town Clerk

*December 19, 2020*

Date

**APPROVAL AND EXECUTION BY TENANT**

PASSED AND APPROVED BY MATFORCE ON THE 2<sup>nd</sup> day of December 2020

MATFORCE

By: *Melissa K. Taylor*

Executive Director (title)

March 24, 2023

Gayle Mabery, Town Manager  
Town of Camp Verde  
473 S. Main Street, Suite 102  
Camp Verde, AZ 86322

Dear Gayle,

I am writing with the request to terminate MATFORCE's lease with the Town of Camp Verde on April 30, 2023, for the building located at 600 S 1<sup>st</sup> Street. The five-year lease began on December 1, 2020.

MATFORCE completed the following tenant improvements to the building:

1. New Heating and Cooling Unit - \$5,800
2. Repair and painting of interior walls - \$4,085
3. Landscaping - \$6,702
4. Network Drops for internet service - \$1,722.23.

We are grateful to the Town Council for the donation of the building. In the last two years the space was utilized for multiple purposes: NA and AA meetings, reentry services, parenting classes, professional trainings, community meetings and office space for MATFORCE staff members who provided substance use prevention education in schools and reentry services for individuals being released from prison. I know that the Town of Camp Verde is currently in need of office space for their employees, and we want to honor this need. We would like to leave most of the furniture and appliances that are currently in the building, hoping that it can be of use to the Town.

Please let me know if you have any questions or require additional information from me.

Sincerely,



Merilee Fowler  
Executive Director

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Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: April 19, 2023

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

Requesting Department: Utilities Department

Staff Resource/Contact Person: Jeff Low

Agenda Title (be exact): Work Study Session on Water and Wastewater Rate Study/Analysis and Long-Term Financial Plan by Dan Jackson, Economists.com.

List Attached Documents: Power Point Presentation

Estimated Presentation Time: 20 Minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by:

- Department Head: Jeff Low                       Town Attorney Comments: N/A

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_

Comments:

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:



# Town of Camp Verde

## Water and Wastewater Rate Study/Analysis

## And Long-Term Financial Plan

## Council Presentation



# Facts about Water and Wastewater Rates in the 21<sup>st</sup> Century



- Average utility has been increasing rates 5-6% every year
- Many reasons for rate increases are beyond a utility's control (inflation, environmental regulations, etc.)
- Cost of repairing and maintaining systems has increased significantly in recent years
- Conclusion: while still affordable, water and wastewater costs are going to be higher in the coming years



# Town of Camp Verde Current Rate Structure



## WATER Rates

Monthly Charge			
5/8" & 3/4"		\$	23.75
1"			50.00
2"			175.00
3"			185.00
4"			225.00
6"			350.00
8"			600.00
Volume Rate (per 1,000 Gallons)			
1	50,000		3.35
50,001	Above		5.70

## Wastewater Rates

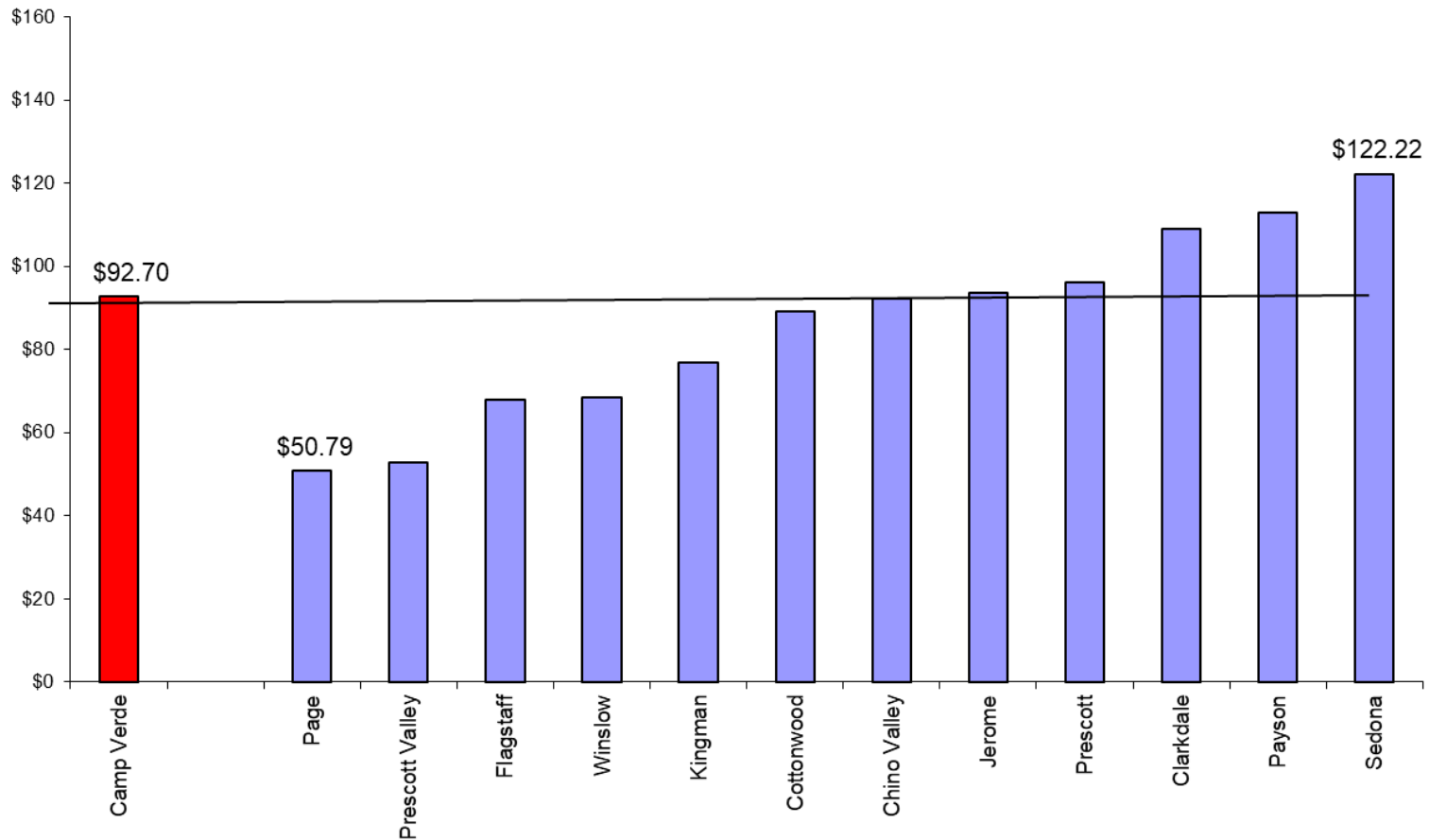
### Residential

Minimum Charge	\$	-
Fixture Charge per Unit		2.90

### Commercial

Minimum Charge	\$	-
Fixture Charge per Unit		4.51

# Comparison of Monthly Charges 5,000 Gallons Water and Wastewater



\*Source: WIFA Rate Dashboard

NOTE: CV total assumes 18 WW fixture units

# Water and Wastewater Active Accounts Fiscal Year 2023



## WATER Accounts

Residential Inside	1,740
Non-Res Inside	243
Yavapai	5
Residential Outside	-
Non-Res Outside	3
Fire	37
<b>Total</b>	<b>2,028</b>

## WASTEWATER Accounts

Residential Inside	921
Non-Res Inside	170
Yavapai	1
Residential Outside	-
<b>Total</b>	<b>1,092</b>

### Fixture Units

#### Residential

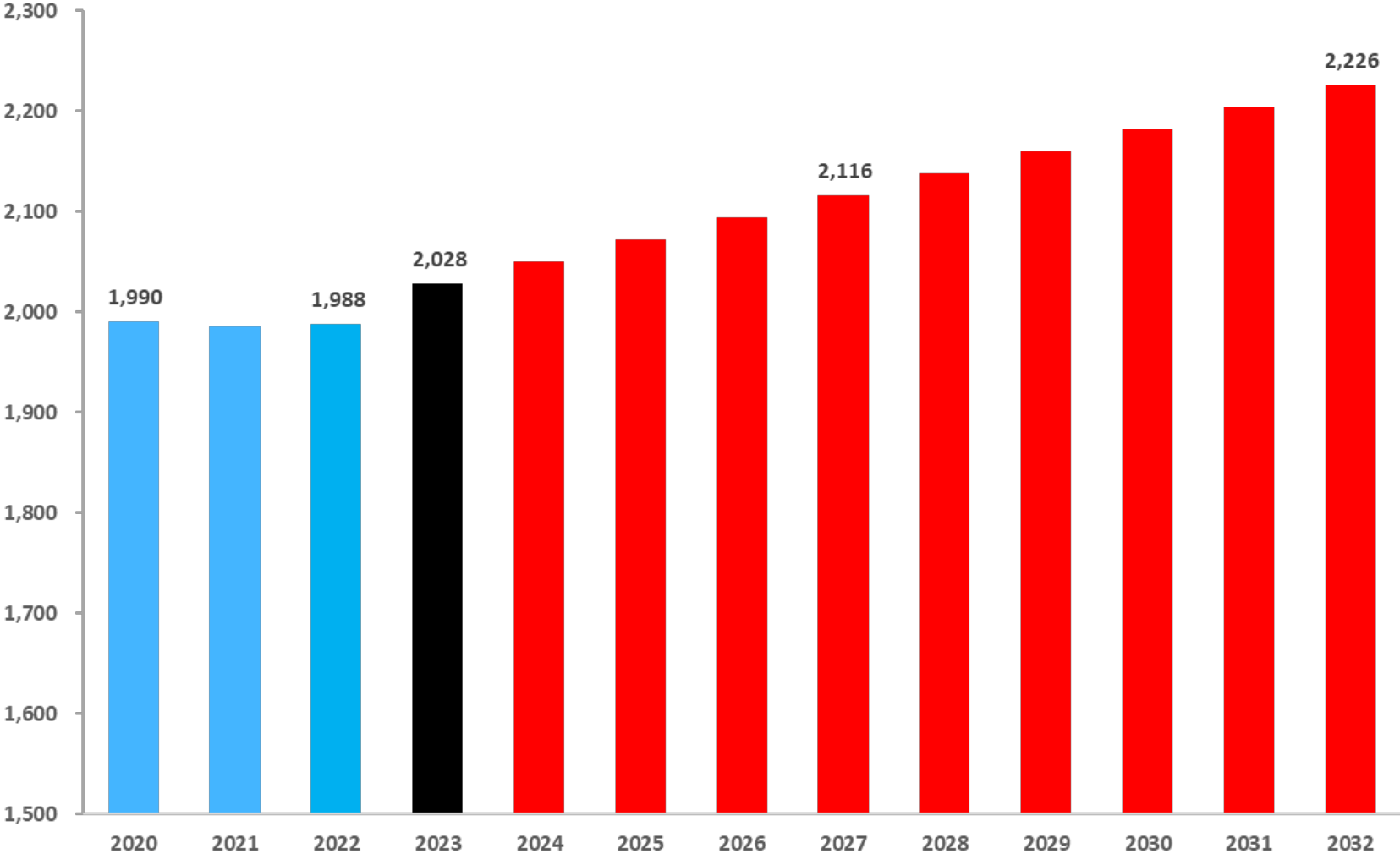
Total	29,216
Per Connection	32

#### Commercial

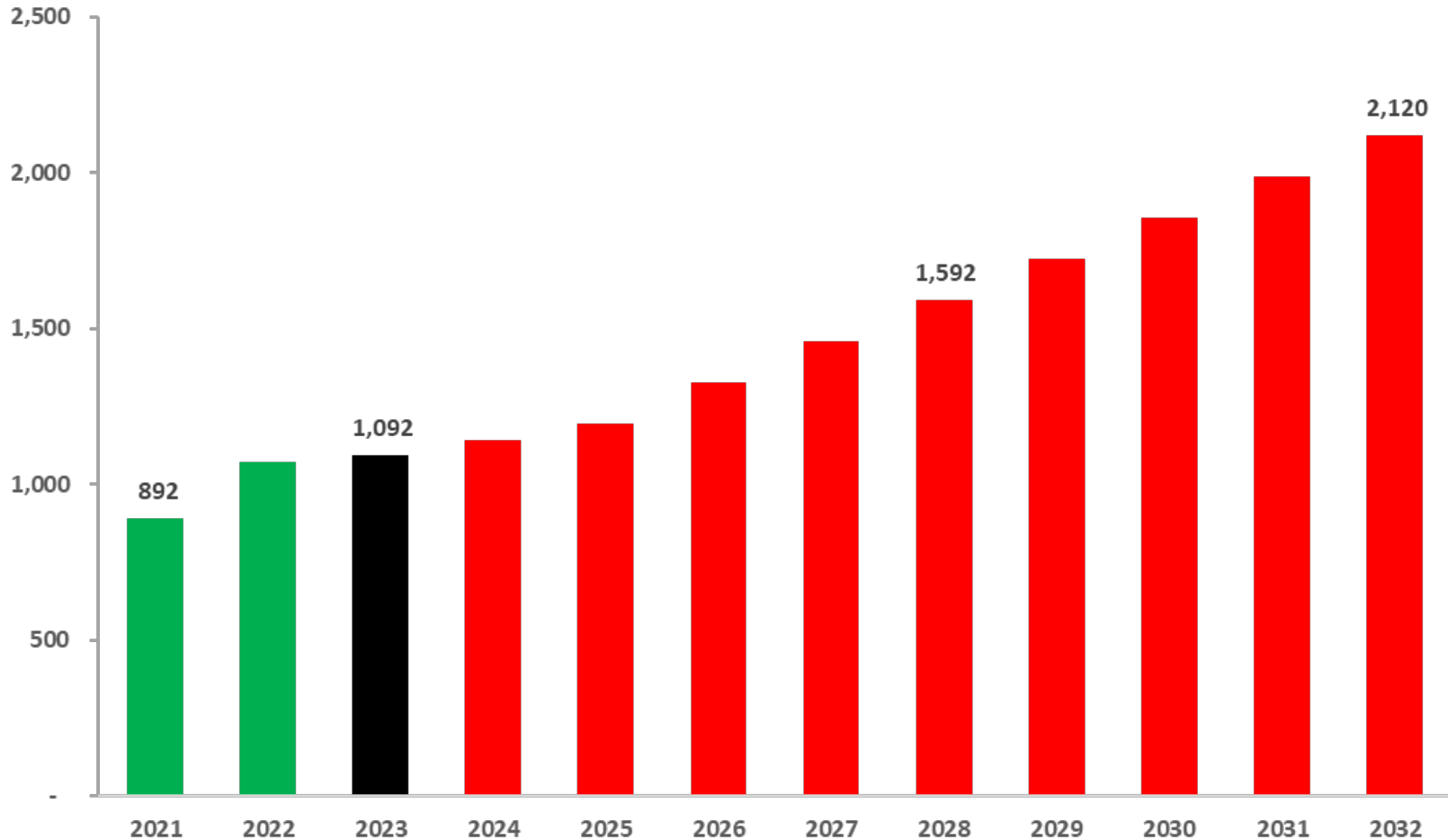
Total	5,714
Per Connection	34

NOTE: Town records indicate 18 for residential and 70 for commercial

# Actual and Forecast Total Water Accounts



# Actual and Forecast Total Wastewater Accounts

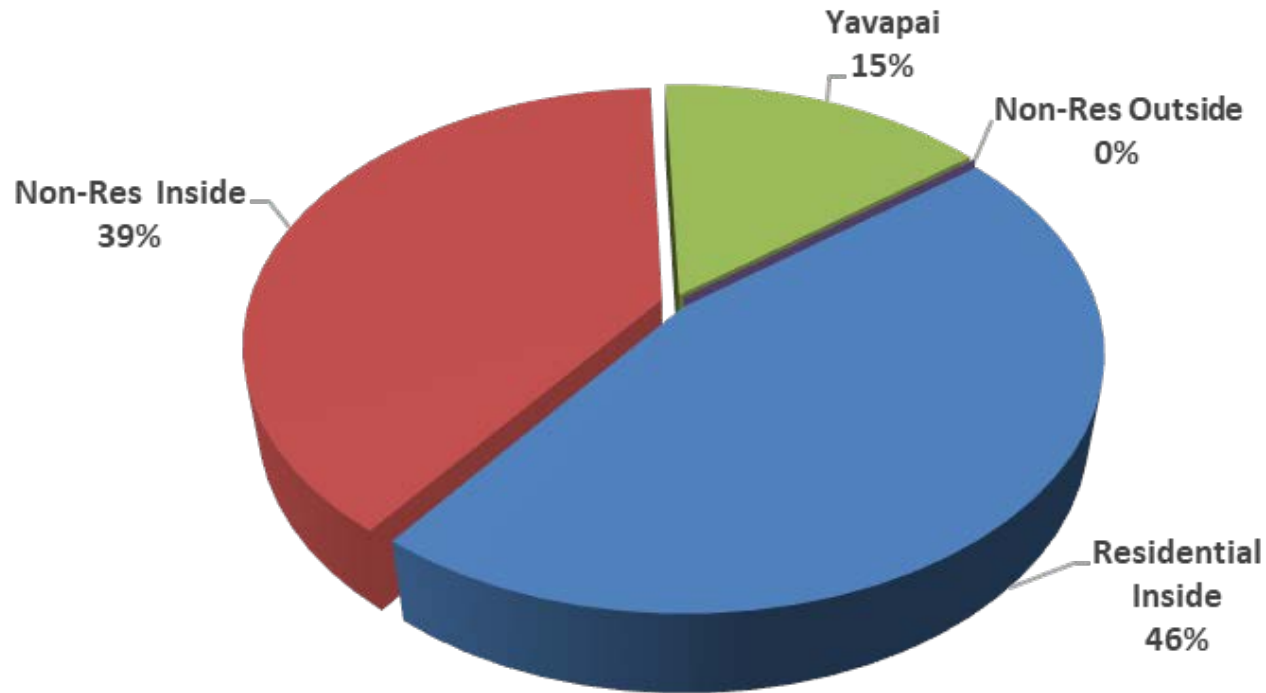


NOTE: Assumes Northern area begins connecting 80 accounts/year in 2026

# Test Year 2023 Consumed Water



Total Gallons = 204,303,715



# Water and Wastewater Utility 10 Year Cost of Service Forecast



- Most expenses expected to increase 4.0-6.0% 2023-2025, 3.0% afterwards; some expenses increase at higher rates
- Capital outlays expected to be \$500,000 per year
- Biggest impact on rate plan:  
\$21,957,429 in long term capital improvement needs over next decade
  - Forecast to require \$21,000,000 in long-term debt, 25 years, 4.0% interest





# Town of Camp Verde Water and Wastewater CIP



## WATER

### Water Treatment

Design/Construction Mongini Well Arsenic Removal	\$	1,495,000
Verde River Estates Arsenic Removal Program		<u>427,000</u>
		1,922,000

### Water Distribution

Water Master Plan		183,200
SCADA/Communication Tower Relocation		68,720
2024 Water Main Replacement Program		4,460,000
Additional Well Pump Station		2,000,000
Additional 2M Gallons Storage Facilities		1,500,000
Additional Well, Water Treatment and Pump Station		<u>4,500,000</u>
Total		12,711,920

**Total Water CIP** **14,633,920**

## WASTEWATER

### Wastewater Treatment

Treatment Plan Admin Office	\$	85,000
Plant Blower Building Addition		207,259
WWTP Control Panel Upgrade		206,250
Admin Building		200,000
WWTP Equalization Basin		<u>4,000,000</u>
Total WW Treatment		4,698,509

### Wastewater Collection

Wastewater Master Plan		250,000
Sewer Lines -- Black Bridge Loop Area		575,000
Lift Station at Rezzonico Park		700,000
Annual Sewer Maintenance/Expansion		<u>1,100,000</u>
Total WW Collection		2,625,000

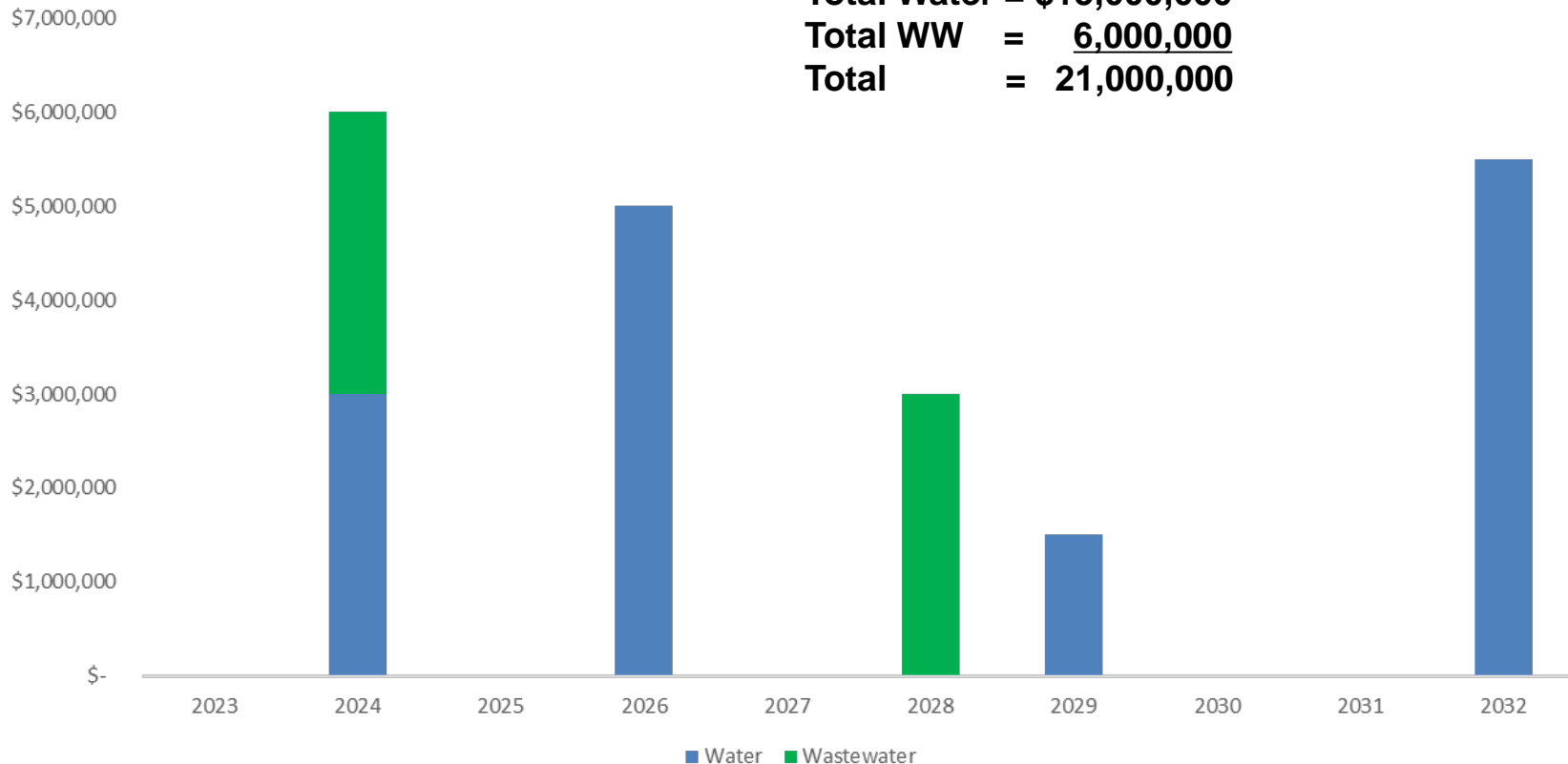
**Total Wastewater CIP** **7,323,509**

**Total Water and Wastewater CIP** **21,957,429**

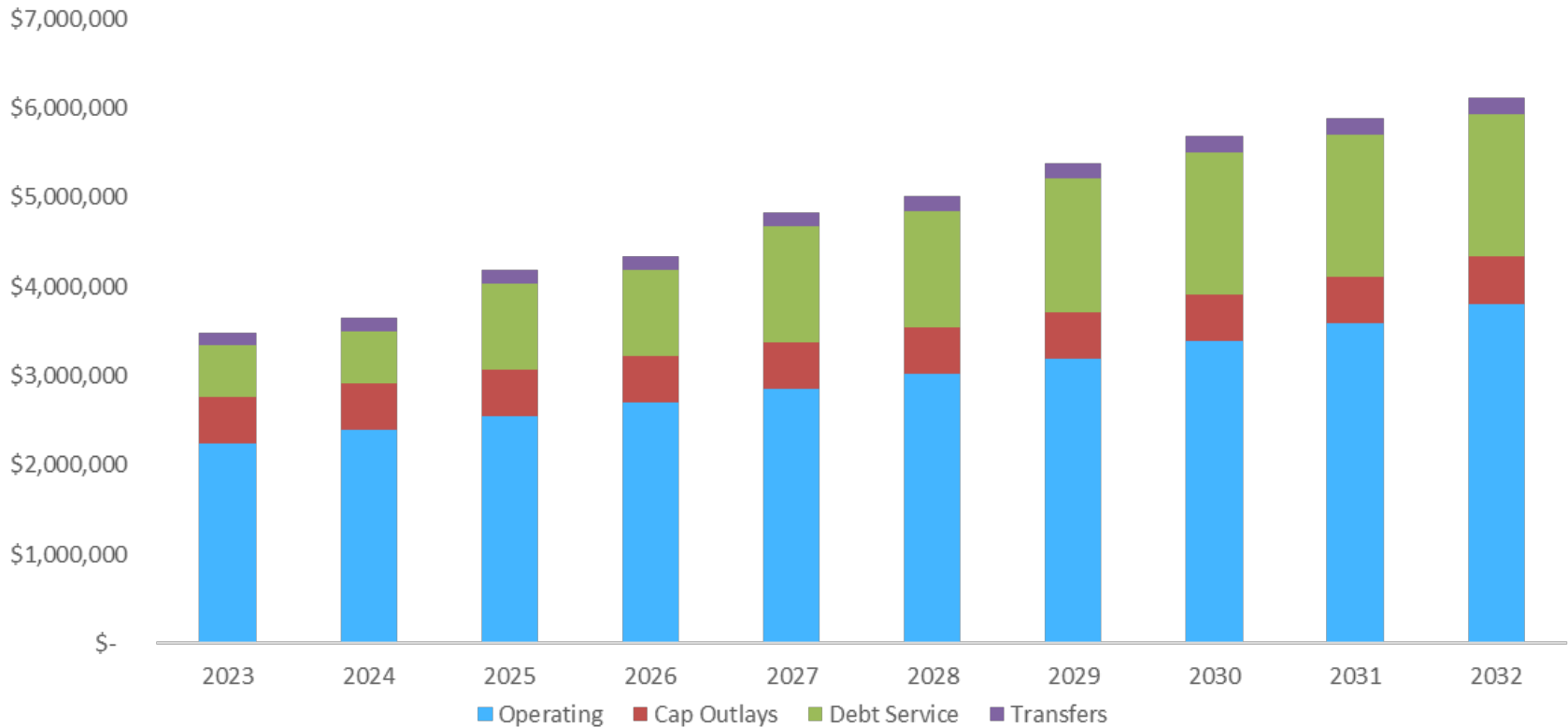
# Town of Camp Verde Forecast Water/Wastewater Debt Issues



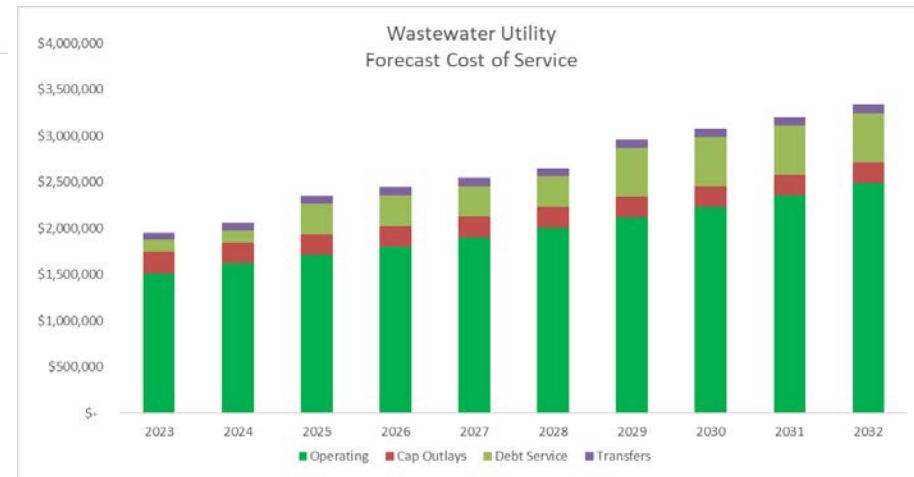
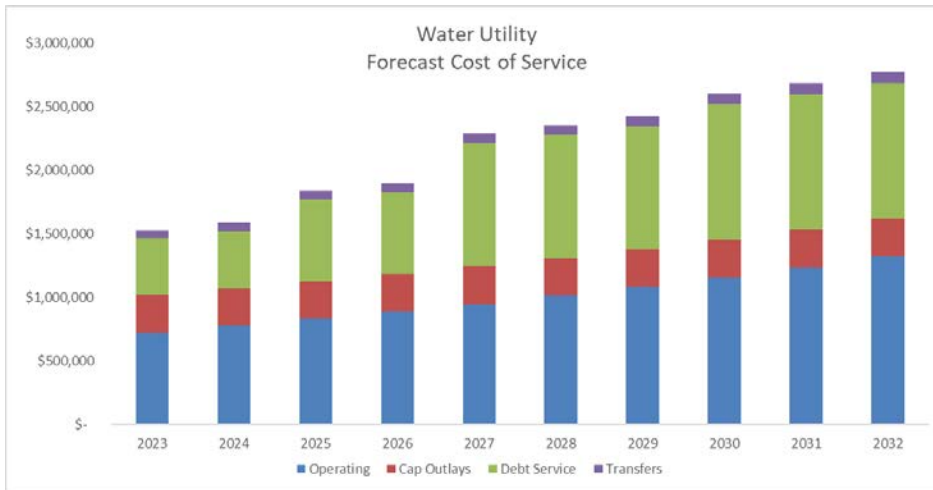
**Total Water = \$15,000,000**  
**Total WW = 6,000,000**  
**Total = 21,000,000**



# Forecast Water/WW Cost of Service FY 2023 – FY 2032



# Forecast Water/WW Cost of Service FY 2023 – FY 2032



# Rate Plan Scenarios



## □ Water Rate Plan

- Scenario I – Status Quo
- Scenario II – Conservation Rates

## □ Wastewater Rate Plan

- Scenario I – Status Quo (Fixture Units)
- Scenario II – Volume-Based Rates



# Water Rate Plan Scenario I – Status Quo



	Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
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## Water Rates

### Monthly Minimum Charge

5/8" & 3/4"	\$	23.75	\$	24.94	\$	26.18	\$	27.49	\$	28.87	\$	30.89
1"		50.00		52.50		55.13		57.88		60.78		65.03
2"		175.00		183.75		192.94		202.58		212.71		227.60
3"		185.00		194.25		203.96		214.16		224.87		240.61
4"		225.00		236.25		248.06		260.47		273.49		292.63
6"		350.00		367.50		385.88		405.17		425.43		455.21
8"		600.00		630.00		661.50		694.58		729.30		780.36

### Volume Rate Per 1,000 Gal

1	50,000	3.35	3.52	3.69	3.88	4.07	4.36
50,001	Above	5.70	5.99	6.28	6.60	6.93	7.41

# Water Impact on Monthly Charges

## Scenario I – Status Quo



		Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
<b>Water Charge -- Status Quo</b>							
<b>Meter = 5/8</b>							
5,000 Gal	Total	\$ 40.50	\$ 42.53	\$ 44.65	\$ 46.88	\$ 49.23	\$ 52.67
	Increase -- \$		2.03	2.13	2.23	2.34	3.45
	Increase -- %		5.0%	5.0%	5.0%	5.0%	7.0%
10,000 Gal	Total	57.25	60.11	63.12	66.27	69.59	74.46
	Increase -- \$		2.86	3.01	3.16	3.31	4.87
	Increase -- %		5.0%	5.0%	5.0%	5.0%	7.0%
20,000 Gal	Total	90.75	95.29	100.05	105.05	110.31	118.03
	Increase -- \$		4.54	4.76	5.00	5.25	7.72
	Increase -- %		5.0%	5.0%	5.0%	5.0%	7.0%
<b>Meter = 2"</b>							
50,000	Total	\$ 342.50	\$ 359.63	\$ 377.61	\$ 396.49	\$ 416.31	\$ 445.45
	Increase -- \$		17.13	17.98	18.88	19.82	29.14
	Increase -- %		5.0%	5.0%	5.0%	5.0%	7.0%
100,000	Total	627.50	658.88	691.82	726.41	762.73	816.12
	Increase -- \$		31.38	32.94	34.59	36.32	53.39
	Increase -- %		5.0%	5.0%	5.0%	5.0%	7.0%

# Water Rate Plan Scenario II – Conservation



	Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
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## Water Rates

### Monthly Minimum Charge

5/8" & 3/4"	\$	23.75	\$	24.94	\$	26.18	\$	27.49	\$	28.87	\$	30.89
1"		50.00		52.50		55.13		57.88		60.78		65.03
2"		175.00		183.75		192.94		202.58		212.71		227.60
3"		185.00		194.25		203.96		214.16		224.87		240.61
4"		225.00		236.25		248.06		260.47		273.49		292.63
6"		350.00		367.50		385.88		405.17		425.43		455.21
8"		600.00		630.00		661.50		694.58		729.30		780.36

### Volume Rate Per 1,000 Gal

1	10,000	3.35	<b>3.35</b>	3.52	3.69	3.88	4.15
10,001	50,000	3.35	<b>4.50</b>	4.73	4.96	5.21	5.57
50,001	Above	5.70	<b>5.70</b>	5.99	6.28	6.60	7.06



# Water Impact on Monthly Charges Scenario II – Conservation



		Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
<b>Water Charge – Status Quo</b>							
<b>Meter = 5/8</b>							
5,000 Gal	Total	\$ 40.50	\$ 41.69	\$ 43.77	\$ 45.96	\$ 48.26	\$ 51.64
	Increase -- \$		1.19	2.08	2.19	2.30	3.38
	Increase -- %		2.9%	5.0%	5.0%	5.0%	7.0%
10,000 Gal	Total	57.25	58.44	61.36	64.43	67.65	72.38
	Increase -- \$		1.19	2.92	3.07	3.22	4.74
	Increase -- %		2.1%	5.0%	5.0%	5.0%	7.0%
20,000 Gal	Total	90.75	91.94	96.53	101.36	106.43	113.88
	Increase -- \$		1.19	4.60	4.83	5.07	7.45
	Increase -- %		1.3%	5.0%	5.0%	5.0%	7.0%
<b>Meter = 2"</b>							
50,000	Total	\$ 342.50	\$ 351.25	\$ 368.81	\$ 387.25	\$ 406.62	\$ 435.08
	Increase -- \$		8.75	17.56	18.44	19.36	28.46
	Increase -- %		2.6%	5.0%	5.0%	5.0%	7.0%
100,000	Total	510.00	576.25	605.06	635.32	667.08	713.78
	Increase -- \$		66.25	28.81	30.25	31.77	46.70
	Increase -- %		13.0%	5.0%	5.0%	5.0%	7.0%

# Wastewater Rate Plan Fixture Units vs Volume Charge



	Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
<b>Wastewater Rates</b>						
<b>Scen I -- Status Quo -- Fixture Unit</b>						
Residential	\$ 2.90	\$ 3.25	\$ 3.64	\$ 3.86	\$ 4.02	\$ 4.10
Non-Residential	4.51	5.06	5.66	6.00	6.24	6.37
<b>Scen II -- Volume Based</b>						
Monthly Minimum Charge	\$ 53.50	\$ 60.00	\$ 67.20	\$ 71.23	\$ 74.08	\$ 75.56
Volume Rate/1,000 Gal	8.50	9.25	10.36	10.98	11.42	11.65

# Wastewater Impact on Monthly Charges

## Impact on Monthly Charges



		Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
<b>Wastewater Charge – Status Quo</b>							
<b>Residential Fixture Units</b>							
12	Total	\$ 34.80	\$ 39.03	\$ 43.71	\$ 46.33	\$ 48.19	\$ 49.15
	Increase -- \$		4.23	4.68	2.62	1.85	0.96
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
18	Total	52.20	58.54	65.57	69.50	72.28	73.73
	Increase -- \$		6.34	7.03	3.93	2.78	1.45
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
32	Total	92.80	104.07	116.56	123.56	128.50	131.07
	Increase -- \$		11.27	12.49	6.99	4.94	2.57
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
40	Total	116.00	130.09	145.70	154.45	160.62	163.84
	Increase -- \$		14.09	15.61	8.74	6.18	3.21
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
<b>Commercial Fixture Units</b>							
34	Total	\$ 153.34	\$ 171.97	\$ 192.61	\$ 204.16	\$ 212.33	\$ 216.58
	Increase -- \$		18.63	20.64	11.56	8.17	4.25
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
70	Total	\$ 315.70	\$ 354.06	\$ 396.54	\$ 420.34	\$ 437.15	\$ 445.89
	Increase -- \$		38.36	42.49	23.79	16.81	8.74
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%
120	Total	541.20	606.95	679.79	720.57	749.40	764.39
	Increase -- \$		65.75	72.83	40.79	28.82	14.99
	Increase -- %		12.1%	12.0%	6.0%	4.0%	2.0%

# Wastewater Impact on Monthly Charges

## Impact on Monthly Charges



		Current	Effective Jun-23	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27
<b>Wastewater Charge -- Volume Based</b>							
<b>Residential Gallons</b>							
3,000	Total	\$ 79.00	\$ 87.75	\$ 98.28	\$ 104.18	\$ 108.34	\$ 110.51
	Increase -- \$		8.75	10.53	5.90	4.17	2.17
	Increase -- %		11.1%	12.0%	6.0%	4.0%	2.0%
5,000	Total	96.00	106.25	119.00	126.14	131.19	133.81
	Increase -- \$		10.25	12.75	7.14	5.05	2.62
	Increase -- %		10.7%	12.0%	6.0%	4.0%	2.0%
<b>Commercial Gallons</b>							
20,000	Total	\$ 223.50	\$ 245.00	\$ 274.40	\$ 290.86	\$ 302.50	\$ 308.55
	Increase -- \$		21.50	29.40	16.46	11.63	6.05
	Increase -- %		9.6%	12.0%	6.0%	4.0%	2.0%
40,000	Total	393.50	430.00	481.60	510.50	530.92	541.53
	Increase -- \$		36.50	51.60	28.90	20.42	10.62
	Increase -- %		9.3%	12.0%	6.0%	4.0%	2.0%

# Notes on Rate Proposal



- Combination of high levels of capital investment and restructuring rate design means that certain ratepayers may experience significant increases in monthly charges
  
- Data is very tentative and inconsistent; cannot be guaranteed
  - This is expected given the acquisition and integration of billing systems
  
  - If Town changes rate structure it should monitor changes very closely and make revisions when appropriate

# Presentation Summary

## How Will Rate Plan Benefit Town



- Will enable Town to cover all costs of providing water and wastewater service
- Will ensure financial health of utility
- Will enable Town to make \$22 million investment in the future of the Town of Camp Verde



# Presentation Summary

## Next Steps



- Town must follow guidelines of ARS 9-511 to implement rate adjustment:
  - Council to adopt “Notice of Intent” to adjust rates
  - 60 days after NOI, public hearing on rate plan
  - Council can adopt proposed or revised rate plan after public hearing
  - Rate plan goes into effect 30 days after adoption





# QUESTIONS?